



Physical: 175 N. Liberty Street
Mail: P.O. Box 251, 29304

MEMORANDUM

TO: OWNER/DEVELOPER/CONTRACTOR

FROM: ENGINEERING DEPARTMENT

DATE: DECEMBER 27, 2018

RE: **LARGE WATER METER QUESTIONNAIRE**

Spartanburg Water requests that the attached questionnaire be completed and returned as soon as possible. All of the information requested is necessary for the review and evaluation of the proposed large water meter installation.

There are two categories of information requested. **CATEGORY I** includes questions about the location to be served by the large water meter and the contact information for the Owner/Responsible Entity of the system. It also includes an area to provide the contact information for contractor, designer, or engineer who will be responsible in the technical design of the project. **CATEGORY II** includes technical questions regarding the proposed project and is often completed by the designer, contractor, or engineer.

We invite you to complete this form, prepare necessary plans, and submit the entire package to Spartanburg Water Engineering. Please feel free to call us at 864-585-9142 if you have questions or if we can assist you in any way

PLEASE ANSWER ALL QUESTIONS AS APPROPRIATE:
“Yes”, “No”, “Unknown” or “N/A” (not applicable)

THANK YOU FOR YOUR COOPERATION

CATEGORY I – CONTACT INFORMATION

A. OWNER/RESPONSIBLE ENTITY

1. Name to which the account should be assigned (party responsible for payment of capacity and continuing usage charges).

Account Name (please print):

2. Physical service address, complete with street name, building and lot identification, etc.

Physical Service Address:

3. Customer's Representative, legally responsible, for agreement execution and his/her title/position.

Customer's Representative (please print):

Title/Position:

4. Mailing address of Customer Representative (for delivery of project related correspondence):

Mailing Address:

5. Contact information for Customer Representative.

Telephone Number (Office):

Telephone Number (FAX)

Telephone Number (Cell):

Email Address:

CATEGORY I – CONTACT INFORMATION CONT'D

B. LARGE WATER METER PROJECT ENGINEER, DESIGNER OR CONTRACTOR (IF KNOWN)

1) DESIGN ENGINEER

Contact Name: _____

Position or Role: _____

Name of Company: _____

Mailing address: _____

Telephone No.: _____

Fax No. _____

Email address: _____

2) ARCHITECT (IF APPLICABLE)

Contact Name: _____

Position or Role: _____

Name of Company: _____

Mailing address: _____

Telephone No.: _____

Fax No. _____

Email address: _____

3) CONTRACTOR (IF KNOWN)

Contact Name: _____

Position or Role: _____

Name of Company: _____

Mailing address: _____

Telephone No.: _____

Fax Number _____

LARGE WATER METER PROJECT QUESTIONNAIRE

Email address:

CATEGORY II – TECHNICAL INFORMATION

(please provide all data which is currently available)

A. PLANNING REVIEW AGENCY

- 1) Has this project been submitted to the local planning agency for review (Spartanburg County, Spartanburg City, etc.)? Yes _____ No _____
- 2) Name of Planning Agency _____
- 3) Will the initial plans which are provided to Spartanburg Water reflect comments by this Planning Agency? Yes _____ No _____

B. LARGE WATER METER WILL SERVE:

- 1) Type of Project: (apartment bldg, industry, strip mall etc.) _____
- 2) Size of service desired: _____
- 3) Expected Flow Requirements
 - a. Average Daily Flow (GPD) _____
 - b. Minimum Daily Flow (GPM) _____
 - c. Peak Daily Flow (GPM) _____
- 4) Is this part of a phased project which may require increased flow in the future?
Yes _____ No _____
 - d. Future Average Daily Flow (GPD) _____
 - e. Future Peak Daily Flow (GPM) _____
- 5) Will the water usage be constant over a 24 hour period (such as a process industry), or will there be periods of no usage (such as a retail store)? Check one of the following:
 - a. Constant use _____
 - b. Intermittent use _____
- 6) Will the Large Water Meter serve more than one building? Yes _____ No _____
- 7) Will more than a single tenant occupy each building ? Yes _____ No _____

C. BUSINESS ACTIVITY DESCRIPTION (COMMERCIAL)

- 1) Will chemicals or other potentially hazardous liquids be used on site?
Yes _____ No _____
- 2) Will recycled/reclaimed water be used on site? Yes _____ No _____
- 3) Will medical or dental treatment be performed on site? Yes _____ No _____

If the answer to any item above is “Yes”, Spartanburg Water will conduct a more-thorough investigation with regard to backflow prevention requirements.

D. ADDITIONAL SERVICES REQUIRED:

- 1) Will a separate fire protection system (sprinklers and/or fire hydrants) be required for this project? Yes _____ No _____
- 2) If the response to item 1) is “Yes”, has the Owner completed a SW PRIVATE FIRE PROTECTION SYSTEM QUESTIONNAIRE? Yes _____ No _____
- 3) Is an irrigation system planned for this project? Yes _____ No _____
- 4) If the response to item 3) is “Yes”, will a separate irrigation meter be ordered?
Yes _____ No _____

E. ADDITIONAL ITEMS TO BE INCLUDED IN PRELIMINARY SUBMITTAL PACKAGE

1. Two (2) sets of site plans. Include the existing underground water main system (public and private) and all of the proposed system including piping and associated hardware, valves, tanks, proposed large water meter location, details, etc. Indicate/describe deletions to the existing system. Refer to the attached LARGE WATER METER PLAN REVIEW CHECK LIST which is a detailed guide for preparing site plans.
2. One (1) electronic copy of the overall site plan in dwg format (state plane coordinate system).
3. Water demand design calculations (these should comply with applicable SCDHEC regulations and guidance).