Spartanburg Water
Developer Water Delegated Review
Program Extension Project
Flow Chart*

Spartanburg Water Engineering Department assigns a
Project Manager (PM) to coordinate with Developer's
Engineer
Spartanburg Water PM:
1. Assists Developer in obtaining information regarding
existing infrastructure
2. Provides information regarding water extension
project requirements, policies, and procedures
3. Assists Developer in evaluating project feasibility as
needed

Developer's Engineer submits preliminary package:
1. Two (2) sets of construction plans
2. SCDHEC construction permit
application (not executed)
3. 8-1/2" x 11" location map
4. Copy of design notes and calculations
5. Electronic copy of overall plan view of
the project

PM receives and approves the following (if
applicable):
1. Final plat
2. As-built drawings
3. Engineer's Certification
4. On-site ROW plat and title opinion (if
applicable)

Spartanburg Water:
1. Conducts construction inspections and, when
satisfied, approves installation.
2. Requests final closeout documentation from
Developer and Engineer

Developer's Engineer submits final package:
1. Four (4) sets of construction plans
2. Three (3) copies of the design notes and calculations
3. Three (3) copies of each off site-ROW plat (if
applicable)
4. Three (3) copies of fully executed SCDHEC
Construction Permit
5. Three (3) copies of location map
6. $75 check payable to SCDHEC
7. One (1) copy of encroachment permits or
encroachment permit application (if applicable)

PM reviews preliminary package and offers
feedback, as needed. Developer's Engineer
modifies plans accordingly. If project is
deemed feasible and plans are acceptable,
PM approves design and notifies Developer's Engineer.

Developer or Developer's Engineer notifies Spartanburg
Water Engineering Department about proposed development
requiring water service.

PM:
1. Submits Delegated Review Program
permit package to SCDHEC
2. Prepares and forwards Ownership
Agreement to Developer

SCDHEC Issues
Construction Permit

Developer: 1. Returns executed Ownership Agreement
2. Requests a Pre-construction Conference
   a minimum of 72 hours prior to
   construction.

Developer's Engineer and Contractor(s) participate in Pre-con
Spartanburg Water representatives participate in Pre-con

SCDHEC Issues Final
Construction Approval

PM releases project for water taps

Developer executes and returns on-site ROW
agreements (if applicable)

Spartanburg Water:
1. Conducts construction inspections and, when
satisfied, approves installation.
2. Requests final closeout documentation from
Developer and Engineer

PM: 1. Submits closeout package
to SCDHEC
2. Prepares on-site ROW
agreements (if applicable)

PM receives and approves the following (if
applicable):
1. Final plat
2. As-built drawings
3. Engineer's Certification
4. On-site ROW plat and title opinion (if
applicable)

*Refer to Spartanburg Water Developer’s Manual
Section V for a detailed presentation of the
SCDHEC Water DRP Process as conducted by
Spartanburg Water

Revised December 2018