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’s Engineer submits preliminary package:
1. Two (2) sets of construction plans on plan/profile paper
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)

SCDHEC Issues Construction Permit

Developer or Developer’s Engineer notifies Spartanburg Water Engineering Department about proposed development requiring sewer service.

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

SCDHEC Issues Final Construction Approval

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

Developer’s Engineer and Contractor(s) participate in Pre-con

Spartanburg Water representatives participate in Pre-con

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 sewer 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 on plan/profile paper
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

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)
8. One (1) copy of the Appalachian Council of Governments 208 Water Quality Certification

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

SCDHEC Issues Final Construction Approval

PM releases project for sewer taps

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

Spartanburg Water Activity

SCDHEC Activity

Developer Activity

Spartanburg Water Activity

SCDHEC Activity

Revise December 2018

*Refer to Spartanburg Water Developers Manual Section III for a detailed presentation of the SCDHEC Sewer DRP Process as conducted by Spartanburg Water