

## Developer Water Delegated Review Program Extension Project Checklist



The purpose of this checklist is to assist developers planning to extend water to projects within the Spartanburg Water service area. A detailed presentation of the entire SCDHEC Water DRP process, as conducted by Spartanburg Water, can be found in Section V of the Developer's Manual. The information below is provided with the goal of ensuring a smooth and successful project.

The requirements of this checklist apply only to Spartanburg Water's Water DRP process. It is the responsibility of the customer or his agent to receive any necessary permits and approvals from the local Planning Agency, City of Spartanburg, Spartanburg County, SCDOT, or other entity with authority over other aspects of the project.

- \_\_\_\_\_ 1. Contact Joel Watson, Engineering Operations Manager, with Spartanburg Water Engineering Department at 864-580-5681. A Spartanburg Water Project Manager will be assigned to work with you.
  
- \_\_\_\_\_ 2. The Developer's Engineer submits the **Preliminary Project Package** for review to include:
  - 2 sets of construction plans
  - 1 SCDHEC construction permit application (not executed)
  - 1 copy of the location map on 8 1/2" x 11" paper
  - 1 copy of the design notes and calculations
  - 1 electronic copy of overall plan view of the project (dwg format in state plane coordinate system)
  
- \_\_\_\_\_ 3. Receive comments from Spartanburg Water Project Manager and make revisions, as needed.
  
- \_\_\_\_\_ 4. The Developer's Engineer submits **Final Project Package** to include:
  - 4 sets of construction plans (signed and stamped by a Registered Professional Engineer)
  - 3 copies of the executed SCDHEC construction permit application (1 original, 2 copies)
  - 3 copies of the location map on 8 1/2" x 11" paper
  - 3 copies of the design notes and calculations and hydraulic model (signed and stamped by a Registered Professional Engineer)
  - 3 copies of each off-site right-of-way plat (if applicable)
  - A check in the amount of \$75 made payable to the SCDHEC Bureau of Finance
  - 1 copy of encroachment permits or encroachment permit application (if applicable)
  
- \_\_\_\_\_ 5. Receive, execute, and return **Ownership Agreement**.
  
- \_\_\_\_\_ 6. Receive SCDHEC Construction Permit.
  
- \_\_\_\_\_ 7. Schedule a pre-construction conference with Spartanburg Water. This conference should be scheduled with Project Manager after above steps have been accomplished, but at least 72 hours before the anticipated initiation of construction.
  
- \_\_\_\_\_ 8. The following must attend the Pre-Construction Conference:
  - The Engineer responsible for the design
  - The Contractor and Sub-contractor (if any) who will be installing the sewer system
  
- \_\_\_\_\_ 9. Copies of all necessary encroachment permits shall be provided to Spartanburg Water prior to scheduling pre-construction conference.



- \_\_\_\_\_ 10. Spartanburg Water's Engineering Field Technician (EFT) inspects construction. Testing must be completed and all "punch list" items must be addressed to the satisfaction of the EFT.
- \_\_\_\_\_ 11. The Developer's Engineer submits the following closeout documentation:
- Final Plat
  - As-built Drawings
  - Engineer's Certification
  - On-site Right-of-Way Plat and Executed Agreement (if applicable)
- \_\_\_\_\_ 12. The PM prepares on-site Right-of-Way documents and forwards to the owner for execution.
- \_\_\_\_\_ 13. On-site Right-of-Way Plat and Executed Agreement (if applicable)
- \_\_\_\_\_ 14. The PM reviews the closeout documentation and requests revisions if necessary.
- \_\_\_\_\_ 15. The PM submits the closeout package to SCDHEC.
- \_\_\_\_\_ 16. SCDHEC issues the Final Construction Approval.
- \_\_\_\_\_ 17. The PM releases the project for water taps.