



RESIDENTIAL DEVELOPMENT PUBLIC UTILITIES CONSTRUCTION PLAN REQUIREMENTS

For projects inside the County but outside the Town of Ashland, subdivision construction plans are submitted to the Planning Department and then routed to DPU for formal review. For projects within the Town of Ashland, these plans are submitted to the Town of Ashland for routing to the Department of Public Utilities (DPU). Review criteria include the use of the [Review Checklist for Water and Sewer Plans](#), the County's [Water and Sanitary Sewer Standards](#), and DPU's Facilities Master Plan. Formal plans are required for projects proposing to connect to or extend public water and/or sanitary sewer.

PRE-SUBMISSION CONSULTATION
Applicants are strongly encouraged to contact DPU to set up an individual pre-application meeting to discuss specifics of the proposed and required utility extensions.

☎ Call: 804-365-6019 ☎

DPU review fees are invoiced and included with the first review comment letter and must be paid prior to second review. Contact DPU for the most current fees associated with projects that involve connection to, or extension of, public water and/or sanitary sewer lines. If a third plan submittal is required, an additional review fee and meeting is also required.

Inspection fees are based upon 4% of the anticipated construction cost(s). These fees are assessed after water and sewer quantities have been finalized and must be paid prior to the issuance of a DPU Construction Permit.

In addition to the construction costs of the required items to connect to, or extend, DPU's existing water and/or sanitary sewer facilities, a [capacity fee](#) will have to be paid prior to the water meter being set. The capacity fee is based on the water meter size. Contact a DPU utility agent if you have questions regarding the capacity fees for your development.

Depending upon the particulars of a project, additional documentation and/or agreements may be required, including the following:

- If the development contains a recreational facility or clubhouse, a [Water Meter Sizing Form](#) is required for that building. A separate form is also required for proposed irrigation system applications within

residential developments. A [Water Meter Sizing Form](#) is not required for single-family residential development that is individually metered.

- On-site and off-site **easements** must be provided to the County for utility lines that are not within the right-of-way. When applicable, a utility agent can provide a copy of the appropriate Hanover County Deed of Easement. Utility easements should be recorded as part of the required subdivision plat. Off-site easements are required to be recorded prior to plan approval.
- A Utility Service Agreement (USA) – Form 1425, which outlines the responsibility of the owner and the County, when water and/or sewer utility extensions are installed. This form will be provided during the plan review process.
- A **Virginia Department of Transportation (VDOT) Land Use Permit**, when work is done within existing VDOT rights-of-way outside the Town of Ashland. The developer/engineer must obtain a copy of the application for the permit from VDOT's Ashland Office, complete the application, and provide it to the DPU to sign as the permittee. When utility work is done within Town of Ashland rights-of-way, a **Town of Ashland Right of Way Permit** is required. This paperwork must accompany the [Utility Construction Permit](#) application, the approval of which is required prior to beginning construction.
- A performance surety, which must be posted prior to plat recordation, that covers the cost of the required infrastructure improvements associated with the project. See DPU – Performance Sureties page for more details.
- A [Dedicated Capital Assets List](#) form, which must be completed and submitted prior to Tentative Acceptance for all property and utilities to be dedicated to the County.

After plan submission, a DPU utility agent will track the project progress using the standard DPU [Construction Record](#). Applicants are encouraged to utilize this item as a checklist to track their own progress.

