

Water & Wastewater Construction Record – Page 1

Project: _____

Developer	Water	Sewer
Submit plans for review	_____	_____

Public Utilities

Review plans	_____	_____
Forward comment letter to project contact	_____	_____

Developer

Submit revised plans	_____	_____
Submit off-site easement deeds/plats	_____	_____
Record off-site deeds/plats of easement	_____	_____
Pay plan review fee	_____	_____
Virginia State Department of Health approval (if necessary)	_____	_____
Department of Environmental Quality Approval (if necessary)	_____	_____

Public Utilities

APPROVE PLANS

_____	_____	_____
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Developer

Post performance surety	_____	_____
Pay inspection fee	_____	_____
Submit executed agreement	_____	_____
Record agreement after County executes	_____	_____
Submit VDOT Land Use Permit	_____	_____
Submit construction permit request	_____	_____
Schedule pre-construction conference	_____	_____

Public Utilities

Conduct pre-construction conference	_____	_____
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ISSUE CONSTRUCTION PERMIT

_____	_____	_____
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Water & Wastewater Construction Record - Page 2

Water Sewer

Developer

- Submit on-site easement deeds/plats _____
- Record on-site deeds/plats of easement _____
- Bring roads and ditches to final grade
(includes installation of C&G and stone base) _____
- Request tentative acceptance in writing _____
- Submit Dedicated Capital Assets List _____

Public Utilities

- Inspect for tentative acceptance _____

Developer

- Provide Record Drawings _____
- Correct operational deficiencies _____
- Disinfect completed system, flush &
submit bacteriological samples when
authorized by Inspector _____
- Remove jumper when authorized
by Inspector _____

Public Utilities

- Send Record Drawings to DPU &
utility location contractor _____

GRANT TENTATIVE ACCEPTANCE _____

Water & Wastewater Construction Record - Page 3

Water

Sewer

Public Utilities/Planning Department

Reduce performance bond

Developer

Pave roads & adjust valves & manholes

Correct remaining deficiencies

Provide documentation that all work covered by VDOT Land Use Permit is complete

Submit construction completion certificate to VDH (if necessary)

Submit letter stating system is paid for in full

Request final acceptance in writing

Public Utilities

TV Sewer Lines

Inspect system for deficiencies

Developer

Correct any deficiencies in system

Post 10% Defect Bond

Public Utilities

GRANT FINAL ACCEPTANCE

Release Performance Bond

Inspect for defects after 9 months

Developer

Correct any defects

Public Utilities

CLOSE RECORD

(after expiration of defect bond)