

5. DEVELOPERS CHECKLIST FOR UTILITY PROJECTS

The following steps must be completed before the County will permit the Utilities Contractor to start construction:

- _____ 1 - For subdivisions, all off-site easements and on-site easements not to be recorded on the subdivision plat must be dedicated to the County prior to plan approval. In addition, the recordation information for these easements must be noted on the construction drawings prior to plan approval.

For site plans, all off-site easements must be dedicated to the County prior to plan approval. In addition, the recordation information for these easements must be noted on the plans prior to plan approval. On site utility easements may be recorded before or after the site plan is approved however, before a full building permit can be issued for the project, all on-site easements must be recorded and the recordation information added to the approved plans in both the Planning Department and the Department of Public Utilities.
- _____ 2 - The Department of Public Utilities has reviewed and approved the plan.
- _____ 3 - The project plan has been approved by all appropriate agencies(i.e. Public Works; Virginia Department of Transportation; Virginia Department of Health and Department of Environmental Quality, Planning).
- _____ 4 - The developer has entered into an Utility Service Agreement (USA) with the County. If the standard form of the USA is utilized, approval of the USA can be completed administratively. Allow one week for this to occur from the time that the USA has been submitted to the Department of Public Utilities in a form acceptable to the County. If a non-standard form of the USA is desired, the Board of Supervisors must approve the USA. At least one to two months should be allowed for processing a non-standard USA as the County Attorney's office must approve the non-standard USA prior to it being submitted to the Board of Supervisors for approval. A Utilities Agreement can be completed once the plans are close to being ready for approval. Typically it is appropriate to submit the agreement shortly after revised plans have been submitted for review and approval. Contact the Department of Public Utilities Utility Agents to obtain a copy of the County's current standard Utilities Agreement.
- _____ 5 - All review and inspection fees have been paid. All bonds have been posted.
- _____ 6 - Erosion control measures have been installed and approved by the County Department of Public Works
- _____ 7. - A preconstruction conference between the Contractor and the Department of Public Utilities has occurred. This meeting must be requested at least 48 hours prior to it occurring. The construction permit will be given to the Contractor at this meeting.

