

# **Davidson County Public Sewer Extension Checklist**

## **Davidson County**

### **Zoning and Subdivision Review/Board of Commissioners Approval**

This section to be completed by Davidson County Planning Dept.

#### **SEWER EXTENSION DESIGN REVIEW**

- Complete submittal package presented to Public Works & Services**
  - Complete Submittal contains:**
    - Full Set of Civil Plans w/County approved site plan**
    - Copy of Davidson County Permit Application for Sewer Extensions**
    - Supporting Engineering Calculations and Analyses**
    - Material & Construction Specifications**
    - DWQ Fast-Track Application in Developer's Name, Flow Tracking & Flow Acceptance Letter from City of Winston-Salem**
    - NCDOT 3-Party Encroachment(s), 401/404Wetlands Permits, Erosion Control Certifications & Stormwater Permits, Railroad Encroachments, Gas Pipeline Encroachments, Power Encroachments and Other Appropriate Documentation**
  
- Comments Returned to Engineer** (Engineer revises submittal per comments and returns documents to Public Works for approval)
  
- Sewer Extension Agreement Prepared by County Attorney** (agreement completed concurrently with plan approval)
  
- Public Works Approves Sewer Plans** (vellums signed and returned to engineer with signed permit applications and encroachments)

## **PERMITTING & CONSTRUCTION**

- Engineer Distributes County-approved Blue Lines to Contractors, NCDENR, etc...**
- Engineer Submits Fast-track Application to Division of Water Quality**
  - **DWQ Review & Permitting**
- Owner/ Engineer to Bid Utility Project** (contractor must be NC Licensed public utility contractor and must maintain liability insurance of \$1,000,000 or more for sewer construction outside of railroad right-of-way & as required per railroad within railroad r/w)
- Non-discharge Permit Issued** (Owner/developer forwards copy to Public Works)
- Owner/ Engineer Award Contract** (Engineer schedules pre-construction conference with owner, contractor & Public Works staff. Contractor provides notification of pending construction to Land Quality Section, NCDOT, others...)
- Mandatory Pre-construction Conference** (Public Works staff, contractor, engineer & owner meet at County Public Works prior to construction)
- Shop Drawings Reviewed & Approved by Contractor, Engineer, & Public Works**
- Public Works issues Authorization to Construct**
- Contractor Provides Minimum of 2 Working Days Notice to Public Works Prior to Start of Sewer Construction** (County Inspector shall be on site for start of construction, all tie-ins to existing sanitary sewer, sewer tests, final inspection, and unscheduled inspections as deemed necessary by Public Works. Contractor must have County-approved plans and copies of all permits, certifications, and authorization to construct on site at all times)
- Construction of Sanitary Sewer Completed per Davidson County Standards** (Engineer must provide adequate inspection for NCDENR sanitary sewer certifications)
- Sanitary Sewer Testing** (Engineer & County inspector shall be in attendance for final tests. Contractor to perform pressure, mandrel, and vacuum pretests and achieve proper results prior to scheduling testing with Public Works a minimum of 2 working days in advance of final testing. Public Works reserves the right to bill the owner/developer for inspection hours for successive failing tests)
- Final Inspection** (Engineer and County must attend concurrently. Engineer issues punch list, which includes all County inspector comments)
- Follow-up Inspection** (County inspector checks for completion of punch list. Successive inspections may be charged to the owner/developer)

## **POST-CONSTRUCTION**

- All Punch List Items Completed** (Engineer completes certifications and record drawings)
- Engineer Submits Sanitary Sewer Certifications, Completed Change of Ownership Form, Engineer's Inspection & Testing Logs, and Record Drawings to County for Approval and Distribution**
- Public Works Forwards Change of Ownership Form, Engineer's Certifications and As-built Drawings to NC DENR**
- Notice of Final Approval Received from NCDENR and Owner/Developer Provides Utilities Easements, Warranty Agreement & Project Close-out Documents to Public Works**
- Public Works Dept. Accepts Sanitary Sewer System** (Warranty period begins)
- Final Plat issued for recordation & Fees paid by developer**
  - **Public Works, NCDOT, Subdivision Administrator Approvals**