

**CHECKLIST FOR APPROVAL AND ACCEPTANCE OF UTILITIES PROJECTS****PENDER COUNTY UTILITIES DEPARTMENT****A. Pre-Construction Requirements:**

1. Meet with Pender County Utilities (PCU) to informally discuss project to coordinate planned improvements (project must also be coordinated with the Pender County Planning Department & Technical Review Committee).
2. Submit a digital copy of plans, specifications, and flow test data (sealed by an NC Professional Engineer) to PCU that conform to the PCU Specifications and Details (submit additional copies and revisions as required). A paper copy of plans may be requested by PCU depending on the complexity of the project.
3. Upon PCU approval, submit permit applications, engineer's report, plans, and specifications (and other attachments as required) to the applicable State of NC and Pender County agencies.
4. Obtain any necessary encroachment agreements or easements for use of property not owned by the developer or project owner.
5. Receive approval and authorization to construct from all applicable agencies prior to start of construction.

**B. Construction Requirements:**

6. All changes to the approved plans and specifications must be approved in advance by PCU.
7. All construction shall be performed by a contractor licensed to perform utilities work in North Carolina.
8. Contractor shall be provided with the current set of PCU-approved and permitted construction plans and specifications by the Owner/Engineer. Owner/Engineer shall provide a digital copy of the current plans & specifications to the PCU Project Manager and Utilities Inspector.
9. All construction is subject to inspection by PCU personnel to determine compliance with requirements.
10. The Professional Engineer of record shall have a representative onsite each day that work is performed, or at a frequency that the engineer deems necessary to certify the project.
11. Water service locations must be shown specifically on the plans. All water meters to be located at property line adjoining public road right-of-way, shall be no deeper than 18" below grade, and shall be grouped in pairs along adjoining property lines to the extent possible.

13. Submit documentation on pressure tests, vacuum tests, air tests, backflow preventer tests, flow test data, and other tests as required in the specifications, and sterilization lab results to PCU Project Manager and Utilities Inspector.

C. Post-Construction Requirements:

Before PCU will allow water to flow to the project (or permit use of the PCU sewer system to serve the project, if applicable), Owner/Developer shall complete the following items:

14. Schedule and perform inspection of installed facilities with PCU, contractor, and project engineer.
15. Complete corrections of punch list items found deficient during the initial inspection. If the punch list is considered to be significant by PCU, a re-inspection may be required.
16. Submit to PCU a Schedule of Values for the utilities construction, which shows the total cost of utilities construction for the project.
17. Submit bond or letter of credit for 10% of utilities construction cost (for 18-month warranty period, from date of official acceptance or completion of all construction, whichever occurs later). Bonding with the Pender County Planning Department, if applicable, will fulfill this requirement.
18. Furnish PCU with digital copies of the record drawings (Geo-Referenced AutoCAD file and PDF), complying with this checklist, together with:
  - a) the contractor's affidavit that the record drawings accurately represent the as-built improvements, and
  - b) Affidavit including release of liens from all subcontractors and material.
  - c) Deed of Dedication with Owner/Developer's original signatures and notarized, formally dedicating all applicable utilities improvements to the appropriate PCU water & sewer district.

Electronic record drawings shall include pipe material, size, fittings, valves, hydrants, blow-offs, services (to the property line/meter), and in addition for sewer: flow direction, manhole invert, and top elevations, pump station pump data. Precise attributes and formatting shall be used to allow integration directly into Pender County's GIS.

19. Submit to PCU a certificate of compliance executed by the Professional Engineer of record indicating that work has been performed in substantial compliance with the approved plans and specifications. (for NCDEQ permitted projects, the permit PE certification serves this purpose).
20. Submit to all applicable State of NC agencies letters stating final project completion, along with all required attachments (PE certification, Applicant Certification, record drawings (as required), etc.). Submit to PCU copies of all correspondence to the State of NC.

21. Convey to PCU and record or cause to have recorded in the Pender County Registry all deeds of easement and plats showing all water and/or sewer easements required to serve the project. Plats must be signed by the Pender County Planning Director.

Upon completion of the above-listed items, the Pender County Board shall consider acceptance of the utilities into the PCU system and commence the 18-month warranty period.

22. Pay all water (and sewer if applicable) system development fees for residential projects for each lot individually prior to initiation of water service at each lot. System development fees for non-residential projects (or portion of projects) shall be due prior to initiation of service.

D. End-of-Warranty Requirements:

Schedule and perform end-of-warranty inspection of installed facilities with PCU, contractor, and project engineer, no later than 30 days from warranty expiration.

23. Complete corrections of punch list items found deficient during the end-of-warranty inspection.
24. Schedule and perform end-of-warranty punch list inspection of installed facilities with PCU, contractor, and project engineer.
25. Upon completion of all outstanding items, to the satisfaction of PCU, the warranty bond/letter-of-credit will be released and PCU will assume total responsibility for ownership, operation, and maintenance of the constructed utilities.