

CHECKLIST FOR APPROVAL AND ACCEPTANCE OF UTILITIES PROJECTS

TOWN OF HILLSBOROUGH UTILITIES DEPARTMENT

A. Pre-Construction Requirements:

1. Meet with town utilities director to informally discuss project to coordinate planned improvements (project must also be coordinated with the town planning director if within town limits or extraterritorial jurisdiction).
2. A water/sewer extension contract will be required for all water and/or sewer extensions that exceed 1,000 feet total combined length, and/or serve more than 5 units (residential or commercial), and/or require a new sewage pump station. The contract shall be negotiated with the town utilities director to the extent possible, and must be approved by the town board to allow the extension.
3. Submit 2 sets of plans and specifications (sealed by a professional engineer) to the town utilities director that conform to the town specifications and details (submit additional copies and revisions as required).
4. Upon town approval, submit permit applications, plans, and specifications (and other attachments as required) to the applicable state and Orange County agencies.
5. Obtain any necessary encroachment agreements or easements for use of property not owned by the developer or project owner.
6. Pay all water and sewer capital facilities fees for residential projects before construction of the utilities extension begins. Capital facilities fees for non-residential projects (or portion of projects) shall be due prior to initiation of service.
7. Receive approval and authorization to construct from all applicable agencies prior to start of construction.
8. Ensure that contractor(s) have current set of town-approved utility plans.

B. Construction Requirements:

9. All changes to the approved plans and specifications must be approved in advance by the town utilities director.
10. All construction shall be performed by a contractor licensed to perform utilities work in North Carolina.
11. Contractor shall be provided with the town-approved construction plans and town specifications by the owner/engineer. Owner/engineer shall provide one set of ½ size (11" x 17") plans to the town utilities director.

12. All construction is subject to inspection by town personnel to determine compliance with requirements.
13. 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.
14. Water service locations must be coordinated with the town meter reader supervisor prior to installation or 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.
15. Submit documentation on pressure tests, vacuum tests, air tests, backflow preventer tests, other tests as required in the specifications, and sterilization lab results to Town Engineer.

C. Post-Construction Requirements:

Before the town will allow water to flow to the project or permit use of the town sewer system to serve the project, developer shall complete the following items:

16. Schedule and perform inspection of installed facilities with town utilities director, contractor, and project engineer.
17. Complete corrections of punch list items found deficient during the initial inspection. If the punch list is considered to be significant by the town utilities director, a re-inspection may be required.
18. Submit to the town utilities director a schedule of values for the utilities construction, which shows the total cost of utilities construction for the project.
19. Submit bond or letter of credit for 10% of utilities construction cost (for 1-year warranty period, from date of official acceptance or completion of all construction, whichever occurs later).
20. Furnish the town three (3) printed copies and electronic copies of the record drawings, complying with this checklist and town digital submittal requirements, together with:
 - a) the contractor's affidavit that the drawings accurately represent the as-built improvements, and
 - b) a contractor's affidavit and release of liens from all subcontractors and materialmen.

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 the town's GIS as required in the town digital submittal requirements.

21. Submit to the town utilities director 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.
22. Submit to all applicable state agency letters stating final project completion, along with all required attachments (PE certifications, record drawings, etc.). Submit to the town utilities director copies of all letters to the state.
23. Convey to the town and record or cause to have recorded in the Orange 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 town planning director.
24. Formally dedicate to the town all utilities improvements constructed to serve the project.

Upon completion of the above listed items, the town board shall consider acceptance of the utilities into the town system, and commence the 1-year warranty period.

D. End-of-Warranty Requirements:

Schedule and perform end-of-warranty inspection of installed facilities with town utilities director, contractor, and project engineer.

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