**Water and Sewer Utility Acceptance Checklist**

**Merger Town Development Projects**

City of Raleigh Public Utilities Department

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| **Project Type** | | |
| **Sewer** | **Water**  Water Main Extension  **CORPUD Water Permit Number:**  **W -**  Water Tap / Stub Connection  Town Reference Number: | **Other** |
| Sewer Main Extension  **CORPUD Sewer Permit Number:**  **S -**  Sewer Tap / Stub Connection  Town Reference Number: |  |  |
|  |  |  |

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| --- | --- | --- |
| **GENERAL INFORMATION** | | |
| **Project Address** | | **Lot Nu****m****ber** |
| **Subdivision/Project Name** | | **Phase Number** |
| **Property Owner/Developer** | **Phone** | **Fax** |
| **Email** | |
| **Project Contact Person** | **Phone** | **Fax** |
| **Email** | |
| **Owner/Agent Signature** | **Email** | |
| **If checked the following supplemental items are required and must be turned in to receive acceptance:**    Engineer’s letter of support/clarification Notes:  Grease trap permit  Encrochment Agreement(s) (NCDOT, other)  Other Permits and/or information Notes:  Turn this form back in completed. | | |

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| --- | --- | --- | --- | --- | --- |
| **PROJECT ACCEPTANCE CHECKLIST - TO BE COMPLETED BY DEVELOPER AND/OR ENGINEER** | **YES** | **N/A** | **COMPLETED BY CITY STAFF** | | |
| **YES** | **NO** | **N/A** |
| **Required documentation - to be submitted digitally** | | | | | |
| **Installed Per plans statement** -A Professional Engineer’s certified statement indicating that construction is by City approved Set of construction plans. |  |  |  |  |  |
| **Cost of Utilities (pipe size/type/footage)** - A Professional Engineer's certified statement showing the quantities and cost of the public utilities installed. |  |  |  |  |  |
| **Release of Liens**-Doc signed and notarized from developer stating that all materials and workmanship assoc. With the water/sewer mains have been paid in full. |  |  |  |  |  |
| **Recorded Plat** - Developer and/or engineer shall provide a recorded map to the City showing all public R/W and easements. |  |  |  |  |  |
| **1 Year Warranty Letter** -The developer is responsible for ensuring a one-year written operational warranty before the issuance of the Letter of Acceptance. |  |  |  |  |  |
| **Documents listed above and a preliminary (paper) copy of As-Built Record Drawings must be submitted to the Inspector prior to performance of a final site walk through.** | | | | | |
| Preliminary As-Built Plans generated (**Paper Set submitted to Inspector)** |  |  |  |  |  |
| **Preliminary site walk-through performed w/ paper as-builts** |  |  |  |  |  |
| **PDF File of final As-built Record Drawings submitted** |  |  |  |  |  |
| **CAD File of final As-built Record Drawings submitted** |  |  |  |  |  |
| **Data file denoting GPS coordinates (CSV or MS Excel file listing point coordinates X, Y, Z, Size, Invert in, Invert out, Asset name, and Feature type)** |  |  |  |  |  |
| Final As-Built Plans - **Mylar Set** |  |  |  |  |  |
| **What needs to be included on the As-Built Plans**  Certified Surveyed "As-Built" plans and profile shall be furnished by the certifying engineer upon completion and acceptance. | | | | | |
| **DETAILS** | | | | | |
| Project name |  |  |  |  |  |
| Name of firm which prepared the data |  |  |  |  |  |
| As-built date, as depicted on mylar submittal |  |  |  |  |  |
| Permit number(s) |  |  |  |  |  |
| COR plan identification number (if applicable) |  |  |  |  |  |
| 24x36 inch layout |  |  |  |  |  |
| Plan (top) and profile (bottom) views on the same page |  |  |  |  |  |
| All Utility crossings are shown on the same plan/profile page |  |  |  |  |  |
| Stationing increasing from left to right |  |  |  |  |  |
| Clearly marked as an “As-Built Plan” |  |  |  |  |  |
| Include an overall Site or Utility plan, |  |  |  |  |  |
| Engineer in charge, |  |  |  |  |  |
| Project title, |  |  |  |  |  |
| Permit number(s), |  |  |  |  |  |
| Revision dates, |  |  |  |  |  |
| “As-Built” date, |  |  |  |  |  |
| Page numbering, |  |  |  |  |  |
| North arrow (North orientated up when possible), |  |  |  |  |  |
| Scale of drawing, |  |  |  |  |  |
| Scale bar, |  |  |  |  |  |
| Include a vicinity map, |  |  |  |  |  |
| All streets in the projected area shall be defined and labeled. |  |  |  |  |  |
| All current Wake county parcel info. In the project-area is to be defined and properly labeled. |  |  |  |  |  |
| All easements identified and dimensioned, |  |  |  |  |  |
| All mains shall be labeled as public or private. |  |  |  |  |  |
| **PIPE** | | | | | |
| Pipe size, |  |  |  |  |  |
| Pipe material, |  |  |  |  |  |
| Pipe length, |  |  |  |  |  |
| Length, material, size of bore and jacks (for both carrier and casing pipe), |  |  |  |  |  |
| Fitting type defined, |  |  |  |  |  |
| Valve type defined, |  |  |  |  |  |
| **SEWER SPECIFIC ITEMS** | | | | | |
| Rim elevations, |  |  |  |  |  |
| Inverts elevations, |  |  |  |  |  |
| Manhole size, |  |  |  |  |  |
| Gravity sewer slope, |  |  |  |  |  |
| All service stubs shall be shown |  |  |  |  |  |
| Pump stations, grease traps |  |  |  |  |  |
| Coating types, |  |  |  |  |  |
| Lining types, |  |  |  |  |  |
| 2 MHs, 1 above and 1 below, the project area shall be defined and labeled including inverts. |  |  |  |  |  |
| Location of abandoned and or removed features. |  |  |  |  |  |
| **WATER SPECIFIC ITEMS (Note: reuse water and sewer force main shall show similar as applicable)** | | | | | |
| Locations of hydrants |  |  |  |  |  |
| Location of Valves, Curb stops, corporations, and all taps with values on water main |  |  |  |  |  |
| Location of blow-off assemblies, |  |  |  |  |  |
| Location of FDC’s, Backflow Preventers (4 Corners) with curb stops or valves |  |  |  |  |  |
| Location of fittings on Water Main |  |  |  |  |  |
| Location of meter boxes with curb stops or valves, |  |  |  |  |  |
| Location of connections to existing utilities |  |  |  |  |  |
| Any other relevant info. (service lateral, air release valve, casing, reducers, etc.). |  |  |  |  |  |
| Location of abandoned and or removed features. |  |  |  |  |  |
| **GPS COORDINATES** | | | | | |
| All coordinates shall tie into the NC grid coordinate system (NAD1983 State Plane) |  |  |  |  |  |
| Vertical datum tied into NAVD88. |  |  |  |  |  |
| All units are to be US survey feet. |  |  |  |  |  |
| The closest geodetic monument to the project shall be identified in the “As-Built” drawing. |  |  |  |  |  |
| Table listing point coordinates for each installed Utility feature (X, Y, Z, Size, Description). Digital copy of the spreadsheet (XL file) is also required. |  |  |  |  |  |
| **Inspector’s Project Close Out Checklist** | | | | | |
| All utility infrastructure is installed and tested |  | |  |  |  |
| All required paperwork submitted to the inspector (see above) |  |  |  |
| Initial site walkthrough scheduled/performed (with preliminary paper as-builts) |  |  |  |
| Punch list items addressed |  |  |  |
| Final As-built record drawings received (PDF, CAD, Mylars, Point table) |  |  |  |
| Sewer lines flushed / ready for CCTV inspection (Sewer plug release form signed) |  |  |  |
| Final Walk through performed / Plug(s) pulled |  |  |  |
| Paperwork/Information turned in to GIS |  |  |  |
| CORPUD CCTV Inspection scheduled (7-10 day lead time) |  |  |  |
| CCTV inspection performed/line approved |  |  |  |
| Conditional Acceptance sent (Merger Town, Developer, Eng. Insp. Mgr.) |  |  |  |
| GIS review of as-builts complete/approved |  |  |  |
| Formal Letter of Acceptance generated |  |  |  |
| Start 1-year warranty period |  |  |  |