**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 |  |[ ] [ ] [ ]