



DAVIDSON COUNTY SEWER DEPARTMENT

PUBLIC SEWER EXTENSION CHECKLIST

Davidson County Zoning & Subdivision Review Board of Commissioners Approval

(This section to be completed by Davidson County Planning Department.)

SEWER EXTENSION DESIGN REVIEW

- Complete submittal package presented to the Sewer Department. Complete submittal contains:**
 - Full Set of Civil Plans with County Approved Site Plan
 - Copy of Davidson County Permit Application for Sewer Extensions
 - Supporting Engineering Calculations and Analyses
 - Material and 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), 401/404 Wetlands Permits, Erosion Control Certifications & Storm water 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 Sewer Department for approval.)
- Sewer Extension Agreement Prepared by County Attorney** (agreement completed concurrently with plan approval)
- Sewer Department 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 and as required per railroad within railroad r/w.)
- Non-Discharge Permit Issued** (Owner/developer forwards copy to Sewer Department)
- Owner/Engineer Award Contract** (Engineer schedules pre-construction conference with owner, contractor and Sewer Department staff. Contractor provides notification of pending construction to Land Quality Section, NCDOT, others...)
- Mandatory Pre-construction Conference** (Sewer Department staff, contractor, engineer and owner meet at Support Services Department prior to construction.)
- Shop Drawings Reviewed & Approved by Contractor, Engineer, Sewer/Support Services Departments**
- Sewer/Support Services issues Authorization to Construct**
- Contractor Provides Minimum of 2 Working Days Notice to Support Services 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 Support Services. 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 Support Services a minimum of 2 working days in advance of final testing. Support Services 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**
- Support Services Forwards Change of Ownership Form, Engineer's Certifications and As-built Drawings to NC DENR**
- Notice of Final Approval Received from NC DENR and Owner/Developer Provides Utilities Easements, Warranty Agreement & Project Close-out Documents to Public Works**
- Support Services Department Accepts Sanitary Sewer System** (Warranty period begins)
- Final Plat Issued for Recordation & Fees Paid by Developer**
 - **Support Services, NCDOT, Subdivision Administrator Approvals**