

Woodfin Sanitary Water and Sewer District  
Developer's Checklist

Thank you for your interest in doing business with the Woodfin Sanitary Water and Sewer District. To assist you in the process of obtaining approval and constructing your project, we have provided this checklist of required steps and procedures to guide you before, during, and after construction.

1. **Submit a pre-application.** The new construction pre-application is designed to give us working criteria from which to base our surveying of available capacity, estimated water usage for your project, necessary upgrades, and fire protection requirements. The pre-application should be completed as thoroughly as possible. There is a fee required at the time of submission of the pre-application; please check with our main office for the current rates. Once we have made a determination regarding the project, we will send you a letter of our findings and whether the project has been approved or disapproved.
2. **Submit a set of engineered plans.** All projects that require an extension or construction of a water main must have a set of plans constructed by an engineer licensed in the State of North Carolina. These plans should be submitted to the District as soon as practical in order to allow us time to review them, make comments or suggestions, and return them for final clarification. After all final required or recommended changes have been made, the plans should be resubmitted to the District. We will approve the final version of the plans and stamp them "Approved".
3. **Submit District-approved plans to the State.** All extensions, additions, and increases to the District's water system capacity must be submitted to the State of North Carolina for approval. Generally, your engineer should be familiar with this process. If not, we can provide guidance, but **it is the responsibility of the developer to obtain state approval.** Once the state has approved plans (this can take anywhere from two to eight weeks), you will receive an approval letter from the state. We generally also receive a copy, but it is safest to fax or send a copy of the letter to us. *Please note that as of January 1, 2007, the State requires a plan review submission fee at the time of submittal; applicable fees are listed on the State's plan submission forms.*
4. **Obtain all necessary easements and permits.** Depending on the location and nature of your project, it may be necessary to obtain permits prior to beginning construction. You should check with the municipality that your project is located within to ascertain whether building or street-cut permits may be required, as well as the state department of transportation if your project involves any state highway right-of-way. In addition, all water mains that will be maintained by the District must be located within a utility easement. If a water main crosses private property a permanent easement must be obtained for that main. **Encroachment agreements with the state DOT are the responsibility of the developer and/or project engineer.**
5. **Verify the location of all existing utilities.** This can usually be done with a single telephone call to *NC One-Call*, but you may be required to contact individual utility companies for locations.
6. **Schedule a pre-construction meeting.** This meeting helps verify construction steps, timeline, and materials and avoids misunderstandings about the project. It is usually best to wait until state-approved plans have been returned before scheduling the meeting.

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7. **Proceed with construction at your discretion.** Once the aforementioned steps have been completed, we will provide you with a "Notice to Proceed". This allows you to commence construction at your discretion. All construction must meet minimum District standards, which should be in-line with the engineering plans submitted and approved by us. Minor variations in construction such as slight line shifts or meter box locations should be noted upon the engineering plans as construction proceeds. **Major variations in construction should be avoided unless absolutely necessary and must be pre-approved, in writing, by the District.** Major variations include, but are not limited to: substitution of pipe material, reduction in number of required appurtenances (valves, fire hydrants, etc), substitution in material or construction of fittings (meter boxes, thrust blocks, etc), and major relocation of proposed water mains.
  
8. **Sanitize the infrastructure and test for compliance.** All new infrastructure must be sanitized in accordance with state regulations and tested for the absence of coliform bacteria before it can be placed into service. Your engineer should be aware of the various procedures that can be used to sanitize the infrastructure; if not, we can provide guidance. Once satisfactory testing has been completed, a copy of the test results must be provided to both the District and the state. Most laboratories are familiar with these requirements. **Congratulations! At this point your project is ready to be placed into service.**
  
9. **Submit signed inspection guarantee form.** The inspection guarantee form provides the District the assurance that the project was installed in a workmanlike manner and followed the approved engineering plans except as where noted and allowed by the District. Each project must have a contact individual who will be responsible for inspecting and signing off on the form.
  
10. **Provide the District with deeds to all easements.** All easements that are not part of a general right-of-way (either state or locally granted or included within a subdivision's street plan) must be deeded to the District to ensure access for future maintenance and repairs. The District charges a recording fee related to recording easement deeds; please check with our office for current fees.
  
11. **Submit a signed infrastructure relinquishment form & a set of as-built plans.** Once the project has been completed and is ready to place in service, submit a signed copy of the infrastructure relinquishment form. This turns ownership of the infrastructure over to the District. We will provide an in-service date and return a signed copy to you. We also require a set of as-built plans and a GIS-ready computer file to be submitted at this time.
  
12. **Warranty all construction for a period of one year from the in-service date.** All infrastructure constructed, altered, or placed by the developer (pipes, hydrants, grading, etc.) are required to be warranted against defects in materials or workmanship for a period of one year from the in-service date.

We hope that these guidelines help ensure a smooth process as you proceed with your project. We wish you luck, and remember – if you have any questions at all about the process or any of the steps involved, please feel free to contact our main office at (828) 253-5551.