

FCWSA Developer's Checklist

Project Name: _____

Developer: _____

A. REQUIREMENTS FOR ISSUANCE OF BUILDING PERMIT RELEASE FORM

FCWSA Initials	Date Completed	Item Description
		1) Pre-Design Conference (Developer & Consulting Engineer)
		2) Copy of Signed Developer's Checklist provided to FCWSA (Form No. DVSC-0001)
		3) Plan Review Fees Paid (Form No. ENGR-0003)
		4) Completed Fixture Count Worksheet submitted (if applicable) (Form No. ENGR-0006 or 0007)
		5) Construction Plans Submitted to FCWSA, DEQ and VDH *
		6) Bond Estimate Submitted (Form No. ENGR-0005)
		7) Plat(s) & Deed(s) Submitted for Easements to be Dedicated to FCWSA (Note: these must be submitted no later than 2nd submission of Construction Plans).
		8) Construction Plans Approved & Approval Letter Sent
		9) Utility Easement Plat(s) & Associated Deed(s) Approved
		10) Bond for Water/Sewer Infrastructure Posted
		11) Inspection Fees Paid (Form No. ENGR-0004)
		12) Easement Plat(s) & Associated Deed(s) Recorded for FCWSA Easements
		13) Certificate to Construct Applied For & Issued
		14) Requests for Building Permit Release Form(s) May be Submitted (Note: All Associated Fees must be Paid at Time of Request)

* Note: If at any time during the plan review process written comments made by the Authority to the developer or his representative regarding any set of construction plans are not addressed via correction and proper resubmission of the plans within 180 days of the Authority's written comments, said construction plans will be deemed inactive and will be disposed of. Reactivation of the plan review will require that all 1st Submission Requirements be met upon plans re-submission, including payment of Plan Review Fees.

B. REQUIREMENTS FOR ISSUANCE OF METER & OCCUPANCY FORMS AND PARTIAL BOND RELEASE

FCWSA Initials	Date Completed	Item Description
		1) Pre-Construction Conference (Developer, Contractor & Consulting Engineer)
		2) Water/Sewer Lines Testing Passed
		3) Bac-T Test Passed (all Water Lines)
		4) Engineer's Completion Statement Submitted
		5) As-Built Fee Paid (Form No. ENGR-0012), Electronic CAD Files and Waterline Elevations Submitted to FCWSA
		6) Final Subdivision Plat Reviewed & Approved by FCWSA (if Applicable)
		7) Beneficial Use Inspection Scheduled and Performed
		8) Inspection Punch List Comments Provided to Developer/Contractor
		9) Inspection Punch List Comments Addressed & Reinspection Scheduled
		10) Beneficial Use Inspection Passed and Beneficial Use Letter Issued by FCWSA
		11) Waiver of Mechanics Liens Signed, Notarized and Submitted
		12) Developer may request bond reduction
		13) Request for Meters and Occupancy Permit Release Form(s) May be Submitted (Note: Associated Meter Fee(s) must be paid at Time of Request)

C. REQUIREMENTS FOR FINAL ACCEPTANCE AND BOND RELEASE		
FCWSA Initials	Date Completed	Item Description
		1) Final Inspection Scheduled and Performed
		2) Final Inspection Punch List Comments Provided to Developer/Contractor
		3) Manholes, valve boxes, meter boxes, hydrants and all other surface appurtenances at final elevations.
		4) FCWSA utility easements at final grade and fully restored.
		5) All pavement at final grade (where any portion of the water and/or sewer lines are under pavement or within a public Right of Way)
		6) Final Inspection Punch List Comments Addressed & Reinspection Scheduled
		7) Final Inspection Passed
		8) Maintenance Bond Submitted
		9) Maintenance Bond In Place
		10) Warranty Forms Signed, Notarized and Submitted
		11) Final Acceptance Letter Issued by FCWSA & Start of 12 Month Warranty Period
		12) 11-Month Warranty Check on Project Completed
		13) Warranty Repair Checklist Provided to Developer
		14) Warranty Repairs Properly Completed
		15) Reimbursable Warranty Repairs Paid
		16) Maintenance Bond Release Request Submitted by Developer
		17) Maintenance Bond Release Approved & Bond Released

I have read and understand this Developer's Checklist and all related governing portions of the Authority's Operating Code. I understand and agree that all Items listed within each of Sections A, B and C, above, must be satisfactorily completed, and all applicable fees paid, prior to the issuance or release of the Forms, Permits, and/or other Items associated with that section.

Developer's Signature

Date

Printed Name & Title

Company Name

A General Note Regarding this Checklist: This Developer's Checklist is intended to function as a chronological record of the completion of the most significant requirements and events associated with designing, constructing and conveying water and sewer lines and appurtenances to the Fauquier County Water and Sanitation Authority. Items considered to be significant steps or milestones in the process appear in **BOLD** text in this checklist. Developer's and their representatives are advised that in order for a **BOLD** step or milestone to be considered complete, ALL items in ALL sections which are listed above that particular listing in the checklist must be satisfactorily completed.