



Water and Sewer Utility Extensions

Application Permit Number: _____ (completed by COH)

Project Name: _____ Project Number: _____

This Project Requests a Utility Extension of:

- Public Water Public Sewer

Please submit proposed length of extension(s) (specify lengths by pipe diameter and material):

The Following Utilities for this Project Only Require a Service Connection (No Extension):

- Water Sewer

**If Both 'Water' and 'Sewer' Boxes are Checked, Skip to Section 'B' Below.*

Will the roads within the development become public (maintained either by CoH or NCDOT)?

- No Yes (**To be maintained by:** City of Hendersonville NCDOT)

Owner Information

Legal Name: _____

Type of Entity: Corporation LLC Individual(s) Other

Is Entity Registered to conduct business in the state of North Carolina? Yes No

Legal Address: _____

Phone Number: _____
Email Address: _____

Representative with Signing Authority: _____

Developer Information

Legal Name: _____

Type of Entity: Corporation LLC Individual(s) Other

Legal Address: _____

Phone Number: _____
Email Address: _____

Representative/Contact Name: _____

Authority Responsible for Payment of Fees (Please see [Fee Schedule](#) for associated fees)

Legal Address: _____

Phone: _____
Email Address: _____

Contact Name: _____

Engineer Information

Engineering Firm: _____

Engineer Name: _____
Phone: _____

Email Address: _____

PROJECT NAME:	PROJECT NUMBER (COH Only):
----------------------	-----------------------------------

Please address all correspondence to: Engineering Project Coordinator
 Deborah Sholl (DSholl@hvlnc.gov)
 305 Williams Street
 Hendersonville, NC 28792

Use this Checklist for your Utility Extension Project Submittal:

- If you have any questions, please contact the Engineering Department's Project Coordinator.
- Please include this checklist with all pertinent checked items for submittal.
- Please do not leave boxes blank. Write in "NA" for items not required for your project and initial each section.
- Written approvals from the Engineering and/or Water & Sewer Departments are required for each stage of Submittal.
- Approvals from the Engineering and/or Water & Sewer Department do not imply approval from other jurisdictions. It is the responsibility of the Plan Preparer(s) to determine the governing jurisdictions for their project.
- **IMPORTANT TO NOTE: This document and its linked forms are subject to change; it is the responsibility of the developer and/or their plan preparer to verify that the checklist and associated forms supplied with the submittal are the most recent versions posted on the City of Hendersonville website.**

A. AVAILABILITY REVIEW Please allow up to <u>18 BUSINESS DAYS</u> for processing
--

Availability Letter: After submitting an availability request form the City will provide an Availability Letter. Please include a copy of this letter with your submittal.

Availability and Initial Jurisdictional Approvals DO NOT guarantee accessibility or service.

Section A Completed (initials): _____

B. UTILITY SERVICE CONNECTIONS

If your project does not require utility extensions, this checklist is not required. Please contact the Utilities Engineer (asteurer@hvlnc.gov) for utility service connection submittal. Please see [website](#) for additional information.

- Service connections shall be shown on the utility site plan. The plan shall clearly show the following items if applicable:
- a. Location, type, and size of all connections including the proposed connection location to the City water main, and proposed metering or water use detection devices.
 - b. Fire booster pumps with pump data, sprinkler calculations, etc. (may be included in a separate report).
 - c. Backflow Prevention Assemblies or Device(s) location, type (RPZ, DC, DCDA, RPDA, etc.) and size.
 - d. Location and size of existing water connection at the subject property if present.
 - e. Existing utilities (telephone, gas, electric, stormwater etc.) or any other structures that will impact the location or installation of service connections.

Section B Completed (initials): _____

C. UTILITY EXTENSION REQUEST SUBMITTAL Allow up to <u>62 DAYS</u> for review of submittal.
--

Please Note: All materials (except payment) must be submitted **ELECTRONICALLY**. Paper submittals will not be accepted. All submittals shall be in PDF and CAD format.

Please confirm your submittal is complete using this checklist and or contacting the Engineering Department's Administrative Assistant. **Incomplete submittals will not be reviewed and may be returned.** In addition, fees may be incurred for plans requiring multiple reviews by the City.

Review Fee* – Water and Sewer Extensions, see [Schedule of Rates and Fees](#) on the City's website. Please make checks payable to: City of Hendersonville. Payments can be mailed or dropped off to the Engineering Department, 305 Williams Street, Hendersonville, NC 28756

Calculation of Review Fees from Rate Schedule:
Water Extension Plan
Base Fee + (# of Plan Sheets X Fee Per Sheet) = Total
Sewer Extension Plan
Base Fee + (# of Plan Sheets X Fee Per Sheet) = Total
Check #: _____ **Amount:** _____

*These fees are subject to change from time to time at the discretion of City Council.

- Project Information** – Required for permitting and approval of water and/or sewer extensions.
 - Narrative(s)** describing proposed water and/or sewer extensions including:
 - a. Summary of project including the type of development and number of proposed connections
 - b. Approximate length of water and sewer lines, length of each pipe size proposed
 - c. Number of manholes proposed
 - Engineer's Report including:**
 - a. Proposed daily demands
 - b. Size, material, and length of infrastructure
 - c. Pump station calculations (if applicable)
 - d. Details of infrastructure (lift stations, manholes, number and types of valves, cleanouts, meters, etc.)
 - e. **Fire Hydrant Report including:**
 - i. Results of Hydrant Flow Test *See [Hydrant Flow Test Request Form](#) for scheduling*
 - ii. Number of fire hydrants proposed and projected water flow rate for each hydrant (gpm).
 - iii. Projected water flows and residual pressures during peak demand (domestic peak demand plus fire flow)
 - iv. Hydrant flows and pressures must be calculated based on associated waterline sizes and fire flow requirements as outlined in the North Carolina Fire Code,
 - v. The name and contact information for the Fire Marshal for the Project Area. ****All Fire Department Connections and FDC signage must be approved by the City of Hendersonville Fire Marshall if inside City limits or the Fire Marshal of the Governing Jurisdiction.****
 - Vicinity Map** (8-1/2" x 11") showing existing water and sewer lines and proposed water lines and/or sewer lines.
- Project Plans** – One set (24" x 36") in PDF format and CAD files. Provide plan and profile sheets for proposed mains organized "Plan over Profile" as specified in the City's Design Standards. Please be sure to turn off all AutoCAD SHX comments for creating the pdf. Please reduce the size of the pdf before submitting.
 - Plan set should include the following pages:
 - a. Cover sheet with index, vicinity map
 - b. Notes sheet(s)
 - c. Existing conditions survey showing parcel boundaries, a 1-2 ft contour lines, existing buildings and existing utilities, vegetation, and water features
 - d. Erosion control plan
 - e. Grading & stormwater plan
 - f. Overall site plan (showing entire project area)
 - g. Utility plan for proposed water and/or sewer extension
 - h. Utility service connection plan
 - i. Provide multiple sheets (as necessary) to show site plan and utility plan at a standard ratio, 1:50 or larger
 - j. Details sheets (detail text shall be clearly legible)
- Construction Water Source Plan** – The Developer/Engineer will determine the source of water during construction and add a note to the plans in this regard. *This sourcing must be approved by COH.
 - If the Developer/Engineer requests it, a service line and irrigation meter may be installed for construction water sourcing.
 - a. The location of the construction water line, irrigation meter and backflow prevention assembly must be added to the plans for review and approval by COH Environmental Compliance Coordinator.
 - b. COH staff will coordinate with Developer/Engineer for the inspection of the line installation, installation of the irrigation meter and testing of the backflow prevention assembly by a certified backflow tester.

*** If the CONSTRUCTION water line is to:**

- Remain in service post-construction, a note indicating the same must be added to the plan.

- Be abandoned post-construction, this must be noted on the plans and an inspection will need to take place to ensure the system is disconnected and capped off, prior to project acceptance. *

- Proposed Backflow Prevention** – Where required*, the Developer/Engineer must include a USC approved Backflow Prevention Assembly for non-residential and irrigation connections. This installation must receive approval from the City Environmental Compliance Coordinator.
 - *Contact the City Environmental Compliance Coordinator to determine if your project requires Backflow prevention
 - a. Please note that it will be necessary to complete the “Backflow Prevention Application” form ([found on our website](#)) following utility extension plan approval;
 - b. All installations should be located on the plans and;
 - c. A note should be added to the plans indicating the assembly model, installation, specifications, and sizing.
- Confirm Sewer Use Ordinance Compliance** – Please complete an [Industrial Waste Survey and/or Food Service Establishment Application](#) to be reviewed by the City Environmental Compliance Coordinator.
- Proposed Utility Easement(s)** – The plans must show the appropriate easement widths (as specified in the City Standard Utility Easement Document) on either side of utility lines and including an offset around the footprints of vaults, meter boxes, hydrants, and valves if these extend past the ROW and into private property.
- Technical Specifications** – City Standard Specifications may be obtained from the [City’s website](#).
- Oversize Reimbursement Application(s)** – Submit signed Oversize Reimbursement Application(s) to the City for City Council review and approval, as mutually agreed upon by Developer and City, if applicable.
- NCDEQ Application: Water** – This application may be obtained at: <https://deq.nc.gov/about/divisions/water-resources/public-water-supply-section-forms-reports-publications>. Submittal shall include one original application filled out by design Engineer. City staff will obtain the required signatures and will return application to Engineer for State submittal. Design Engineer is responsible for providing current revision of the NCDEQ Application.
- NCDEQ Application: Sewer** – This application may be obtained at: <https://deq.nc.gov/permits-regulations/denr-forms/division-of-water-resources>. Submittal shall include one original application. City staff will obtain the required signatures and will return application to Engineer for State submittal.
- NCDOT Three Party Right-of-Way Encroachment Application, if applicable** – Forms may be obtained at <https://connect.ncdot.gov/municipalities/Utilities/Pages/Encroachment-Agreements.aspx>. Submittal shall include one original encroachment agreement form. City staff will obtain the required signatures and will return applications to Engineer for NCDOT submittal.
- U.S. Army Corps of Engineers Permit(s), if applicable** – Pre-Construction Notification (PCN) application form.
- Railroad Encroachment, if applicable.**

Section C Completed (initials): _____

D. Utility Extension CAD Files

Files must be submitted with each revision of plans.

- CAD Files of Proposed Infrastructure in .dwg format** – This file should include the following elements:
 - o Sidewalks
 - o Roads
 - o Topography
 - o Rights of way
 - o Proposed Easement Area
 - o Property Boundary
 - o Stormwater
 - o Cleanouts
 - o Service Lats
 - o Building footprints
 - o Water lines
 - o Hydrants
 - o Meters
 - o Valves
 - o Services
 - o Sewer lines
 - o Manholes
 - o Other Utilities

Section D Completed (initials): _____

E. Additional Information & Documentation Needed

- For proposed public utilities on property not owned by the developer, easement from the private property owner must be provided prior to plan approval.
- Please note that a City of Hendersonville Utility Plan Approval requires zoning approval from the governing municipality. Please provide documentation as soon as it is available.
- Utility Extension Agreement must be signed, notarized and returned to City staff prior to preconstruction meeting.
- A preliminary surveyed utility easement plat will be required before scheduling the preconstruction meeting.
- Please note that the Developer must receive **written Approval** of final utility extension plans from The City of Hendersonville's Engineering Department prior to applying for taps or building permits and prior to submittal to state agencies.

Section E Reviewed (initials): _____