# Hendersonville
## North Carolina

# Engineering Department
# Utility Extension Process

## AVAILABILITY REVIEW

Availability Request Submitted

Completeness Review by COH

Yes

Pay Availability Request Fee

Yes

Availability Determination

Yes

GIS Prepares Availability Map

Availability Letter Prepared & Signed By City Engineer

Signed Availability Letter Sent to Applicant

Copies emailed to City & County Depts. & Other Jurisdictions

Up to 20 Bus. Days to Process (without Revisions)

No Extension Required

Continue thru Utility Connection Process

No

Pause for Additional Info & Resubmit

Resubmit

No Availability

Process Complete

## PLAN REVIEW

Applicant Submits Proposed Utility Line Extension Design, Utility Extension Checklist, Payment, Specs and Calcs to COH

Completeness Review of Submitted Design Packet

Yes

Prepare UEA with COH Legal Department

UEA to City Council for Approval

Applicable State Permitting Application(s), NCDOT Encroachment Agreement(s) Signed & Sent to Engineer

Concurrent Process

COH Review Team Plan Evaluation

Governing Jurisdiction Approval Documentation Provided

Yes

COH Plan Approval Letter Issued to Applicant

Copies emailed to City & County Dept. & Other Jurisdictions

Up to 65 Days to Process (without Resubmittals)

Resubmit

No

Pause for Additional Info & Resubmit

Resubmit

Need Revisions

Design Engineer Responds to COH Comments & Resubmits

Submit

No

Obtain/Provide Project Approval Documentation

## PRECONSTRUCTION

**REQUIRED TO PROCEED**

- Signed and Executed UEA
- Preliminary Utility Easement Plat
- P&Z Approvals Received
- NCDEQ Water and/or Sewer Extension Permitting
- All Necessary Private Easements Acquired & Copies Provided to CoH

Yes

Administrative Preconstruction Meeting Requested via CognitoForm

Yes

Preconstruction Meeting Scheduled

Yes

Submittals Provided by Applicant via Email to Construction Division Manager

Yes

Review of Submittals by Construction Division Manager

COH Returns Comments to Applicant, if any.

Up to 30 Days to Process

No

Pause until missing requirements are submitted

No

Pause until Submittals are Provided

## CONSTRUCTION

Field Preconstruction Meeting Scheduled - All Materials Must Be On-Site

COH Authorization to Construct Issued

Construction

Verification & Sampling Scheduled

Process Time Varies

## CLOSE-OUT

**Required Closeout Documents Submitted**

- As-Built
- CAD file for As-Built
- Engineer Certification
- Fixed Asset Evaluation Form
- Recorded Utility Easement Plat
- CAD file for Utility Easement Plat
- Inspection Fees Paid (Calculated using Fixed Asset Form)

***Please note: incomplete submittals may delay certification and acceptance of utility infrastructure.***

COH As-Built Data/Format Verification

Comments, if any, sent to Engineer

DOD Drafted by Legal Department

Signed & Notarized DOD Returned to COH

DOD Recorded

Applicant Certification Signed & Sent to Corresponding State Agency

Final Acceptance Letter Issued

Applicant Applies for Meters

COH As-Built Field Verification

Report E-mailed to Applicant to Address Issues, if any.

Process Time Varies

## WARRANTY

Warranty Activated When Acceptance Letter is Issued; Ends One-Year From Date of Acceptance Letter

Warranty Inspection Completed Within 30 Days of Warranty Ending

Warranty Inspection Report Issued

**NOTE: Final Acceptance Held Until Close-Out Requirements are Satisfied & As-Builts, Fees, Easement Plats and Deeds are all Received.**

Revised November 2024

**LEGEND**

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|---|---|---|
| Action by Applicant | COH – City of Hendersonville<br>UEA – Utility Extension Agreement<br>DOD – Deed of Dedication | - Clickable Link |
| Action by City of Hendersonville | | |