

## Developer Procedures

**These procedures are intended to merely be used as a guide by the Developer/Engineer to assist them with the requirements of the District's Developer Policy. These procedures are not inclusive of all requirements. Please refer to the District's most current Developer Policy and Water and Sewer Specifications for assistance.**

1. Request for review on Intent to Develop, Sketch Plans (2copies of each), Agreement Form (Appendix 5 Developer Policy), and \$100.00 Administration Fee (Sec. 2.1 Developer Policy) (Sec. 2.5 Fees) **per phase** from Developer/Engineer to District. Developer to also sign this Developer Procedure item # 20 & Engineer to sign this Developer Procedure item # 21 (2 copies).
2. Capacity fee invoice, issued by District to Developer/Engineer (According to section 2.5 Fees).
3. Capacity fee payment in full, submitted by Developer to District according to invoice above.
4. Once capacity fee payment check clears, District issues Response to Letter of Intent to Developer/Engineer.
5. Off-site Survey Permission Forms, if applicable, being submitted by District to Developer/Engineer (see Water or Sewer Superintendent for forms).
6. Preliminary Plans (2 sets) (Sec. 2.3), completed application for Permit to Construct (2 copies of Water & Sewer), and SC DOT Road Encroachment's with Exhibits (2 each of Water & Sewer) submitted from Engineer to District.

**NOTE: (Same as Approval Letter)**

7. District issues red-lined Preliminary Plans (1 set of Water & Sewer), red-lined application for Permit to Construct (Water & Sewer), and Preliminary Plan Approval Letter issued to Engineer after review from District.
8. Red-lined Preliminary Plans, and red-lined water & sewer applications for permit to construct by District, along with (3) sets of corrected Construction Plans (Water & Sewer), and (2) corrected Water & Sewer Applications for Permit to Construct issued to District from Engineer.
9. Construction Plan Approval Letter issued by District to Engineer. Engineer may submit to DHEC for Permit to Construct only after receiving Construction Plan Approval Letter from District. Engineer must have contractor also submit Water & Sewer material submittals to District at this time, according to requirements of District's most recent Standard Water & Sewer Specifications for Developers.

**NOTE: ALL WATER & SEWER MATERIALS SUBMITTALS MUST MEET THE REQUIREMENTS OF DISTRICT'S MOST RECENT STANDARD WATER & SEWER SPECIFICATIONS FOR DEVELOPERS. SUBMITTALS MUST BE SUBMITTED INDIVIDUALLY PER PHASE (WATER AND SEWER SEPARATED).**

10. Off-site Easements, Individual (Appendix 3) and/or Corporate (Appendix 2) Mortgage Forms, if applicable, submitted by Developer to District (see Sewer Superintendent).
11. Two (2) copies of Water & Sewer Permit to Construct submitted by Engineer to District.
12. Copy of Contractor's South Carolina Licensing Board certificate by Developer/contractor to District.
13. Pre-Construction Conference scheduled according to requirements of Chapter 3-A of Developer Policy.  
**Note: Pre-Construction Conference nor Construction can begin until all of the above items have been completed to District's satisfaction.**
14. Five (5) original stamped plats of lift station lot by Engineer to District for lot deed, if applicable. Plats need to show lot size and access road to existing road with names of all roads to existing road.
15. Lift station lot deed from District to Developer for signature. Developer in turn submits signed and completed lot deed to District for recording.
16. Preliminary inspection is scheduled according to requirements of chapter 3 – N of District's Developer Policy.  
**NOTE: Two (2) sets of Preliminary As-builts needs to be submitted to District ten (10) working days prior to preliminary inspection.**
17. Completed easement forms for all water and sewer on-site lines requiring easements are submitted to District by Developer/Engineer (Appendix 1 Developer Policy).
18. Developer/Engineer submits to District; Contractor Guarantee (Appendix 8 Developer Policy), Individual and/or Corporate Mortgage Forms (Appendix 2 Developer Policy), Certificate of No-Litigation (Appendix 7 Developer Policy), Dedication Agreements (water and/or sewer (Pages 62 & 63 Developer Policy), GIS data collection invoice issued by District for GIS data collection, payment by developer for GIS data collection to District.

After all the above items have been submitted and completed as determined by District, District will submit a Service Authorization for completion of that particular phase of project.

**THIS DOCUMENT IS NOT INTENDED TO AND DOES NOT CONSTITUTE A CONTRACT.**

By signing below, I understand the requirements of the outlined procedures required of me the Developer/Owner and/or others.

Developer Signature \_\_\_\_\_

Date: \_\_\_\_\_

Engineer Signature \_\_\_\_\_

Date: \_\_\_\_\_