

Developer Procedures

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

The following is a summary of the process which the Developer must complete to comply with this Policy. It is not intended to be exhaustive nor is it intended to replace the more in-depth requirements listed in each section of this Policy:

1. Request for review on Intent to Develop (Appendix 1), Sketch Plans (2 copies of each), Policy Acknowledgement Form (Appendix 2), Projected Flows Table (Appendix 6), and Administration Fee in effect at the time **per phase** from Developer to LCWSD.
2. Capacity fee invoice, issued by LCWSD to Developer.
3. Capacity fee invoice paid in full by Developer.
4. Once capacity fee payment clears, LCWSD issues Willingness and Capability Letter to Developer.
5. If applicable, Developer to request Off-site Survey Permission Forms from LCWSD.
6. Preliminary Plans (2 sets), water and/or wastewater design calculations, and completed applications for SCDHEC Permit to Construct (1 executed original) submitted by Developer to LCWSD.
7. LCWSD issues red-lined Preliminary Plans (1 set), red-lined application for SCDHEC Permit to Construct, As-built Letter, and Preliminary Construction Plan Approval Letter.
8. Red-lined Preliminary Plans, red-lined application for SCDHEC Permit to Construct, along with (2) sets of corrected Construction Plans, a corrected application for SCDHEC Permit to Construct and a SCDOT Road Encroachment Permit application with exhibits shall be provided to LCWSD by Developer.
9. Off-site Easements, if applicable, shall be submitted by Developer to LCWSD. Updated title work for off-site properties must be submitted to LCWSD by Developer to verify if there are existing lien(s) on properties. Lien subordinations, to the extent necessary, shall be submitted with the easements.
10. Construction Plan Approval Letter issued by LCWSD to Developer. Developer may submit application to SCDHEC for Permit to Construct only after receiving Construction Plan Approval Letter from LCWSD. Developer must submit a PDF of separate water and sewer material submittals to LCWSD at this time.

NOTE: ALL WATER AND SEWER MATERIALS SUBMITTALS MUST MEET THE REQUIREMENTS OF LCWSD'S MOST RECENT SPECIFICATIONS. SUBMITTALS MUST BE PROVIDED INDIVIDUALLY PER PHASE (WATER AND SEWER SEPARATED).

11. LCWSD receives a copy of a recorded deed stating Developer owns the property where the project will be installed.
12. One (1) copy of SCDHEC's Water and/or Wastewater Permit to Construct submitted by Developer to LCWSD.
13. Copy of current Contractor's South Carolina Licensing Board certificate provided to LCWSD.
14. Engineer to contact LCWSD to schedule Pre-Construction Conference.

Note: Neither Pre-Construction Conference nor Construction can begin until all of the above items have been completed to LCWSD's satisfaction.

15. Site visit inspections and testing are scheduled according to requirements of this Policy.

NOTE: Two (2) sets of preliminary as-builts will need to be submitted to LCWSD's Engineering Department at least five (5) business days prior to the Final Walk-Through Inspection with LCWSD Inspector.

16. Two (2) original stamped Plats of lift station Lot by Engineer/Land Surveyor to LCWSD for Lot deed, if applicable. Plats need to show Lot size by metes and bounds and access road to existing road, each of which shall be clearly labeled by name. Access road shall be shown with the 25-foot minimum width easement and with the rights for egress, ingress, and utilities clearly shown thereon.
17. If applicable, LCWSD shall provide Developer a deed for any lift station Lot to be conveyed free and clear of all liens by Developer to LCWSD. Developer shall return a fully and properly executed Lot deed to LCWSD for recording.
18. If applicable, lift station reports shall be provided to LCWSD by Developer, including but not limited to: Lift Station Start-Up Report, Compaction Report, Backflow Device Report, Telemetry Report, and Arc Flash Study Report.
19. Easement forms (on-site) and Dedication Agreements for all water and sewer infrastructure shall be submitted to LCWSD by Developer, along with an updated title search to verify no existing lien(s) on property subject to easements. Lien subordinations, to the extent necessary, shall be submitted with the easements. No signatures on any documents in this paragraph should be obtained prior to LCWSD approving documents as drafted.

20. Developer submits to LCWSD Certificate of No-Litigation, Contractor Guarantee, GIS data collection invoice issued by LCWSD for GIS data collection, payment by Developer for GIS data collection to LCWSD, compaction reports (*if applicable*), Engineer's Certification Letter (1 executed original for each water and sewer), final set of as-builts (1 complete Mylar set and a digital set of complete PDF and DWG file, along with the Land Surveyor's points file), LCWSD preliminary as-built mark-ups, pressure and mandrel test reports (*if applicable*), valid water samples (*if applicable*). Be sure to submit water samples **after** all other required items listed above are submitted to LCWSD.
21. After all the above items have been submitted and completed as determined by LCWSD, LCWSD will issue a Service Authorization Letter for that particular phase of the project. Developer may submit to SCDHEC for Permit to Operate only after receiving Service Authorization Letter from LCWSD.