

**DEVELOPER PROJECT CHECKLIST – INDIVIDUAL CONNECTIONS**

**Section 1. PURPOSE**

This policy is to explain the process that the Bedford Regional Water Authority (“Authority”) utilizes for customers choosing to construct their own individual water and sewer connections within the service areas of the Authority. This policy applies to water connections smaller than six-inches in diameter, gravity sewer connections less than or equal to six-inches in diameter, and low pressure sewer force main connections less than or equal to two-inches in diameter; located on water and sewer mains smaller than twelve-inches in diameter.

**Section 2. PROJECT CHECKLIST**

The checklist that will be utilized by the Authority for the review of the project will be similar to that which is shown below.

|           |  |
|-----------|--|
| <b>1.</b> | <p><b>CUSTOMER SIGN-UP</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Customer pays all applicable fees for service, including Capital Recovery Fees, Application Fees, and Deposits for water and/or sewer service.</li> <li><input checked="" type="checkbox"/> Customer expresses desire to construct water and/or sewer connection on their own, utilizing a contractor qualified by the Authority.</li> </ul>   |
| <b>2.</b> | <p><b>DEVELOPER PACKAGE</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Developer package is given to Customer. <ul style="list-style-type: none"> <li>• The developer package includes the following documents: <ul style="list-style-type: none"> <li>• Developer Project Checklist – Individual Connections</li> <li>• Developer Agreement – Individual Connections</li> <li>• (Sample) Irrevocable Letter of Credit</li> <li>• (Sample) Bedford Regional Water Authority Water and Sewer Projects – Developer Performance Bond</li> </ul> </li> </ul> </li> </ul>   |
| <b>3.</b> | <p><b>PLAN SUBMITTAL</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> A drawing is submitted to the Engineering Department for review and approval of the work to be performed, adequately providing the following information: <ul style="list-style-type: none"> <li>• Location of water and sewer connections in relation to the existing water and sewer lines and existing property lines</li> <li>• Water and/or sewer connection sizes, including meter size</li> <li>• Right-of-way line and any existing easements in the area of the connections</li> <li>• If site is associated with a County site plan, connection information must match between the drawing provided and the site plan, or an approved site plan may be used in lieu of a separate drawing.</li> <li>• Easements must be provided as part of plan submittal if connections are proposed outside of the County Right-of-Way or appropriate existing easements</li> <li>• The Authority works closely with VDOT on projects where utilities are proposed in the right-of-way. Delays in receiving VDOT approval may result in delays for the construction or acceptance of the water or sewer lines.</li> </ul> </li> </ul> |

**DEVELOPER PROJECT CHECKLIST – INDIVIDUAL CONNECTIONS**

|     |   |
|-----|---|
| 4.  | <p><b>PERMITS</b></p> <p><input checked="" type="checkbox"/> Customer is responsible for obtaining necessary permits to perform construction. Permits that may be necessary include, but may not be limited to, the following:</p> <ul style="list-style-type: none"> <li>• VDOT Land Use Permit</li> <li>• County Erosion &amp; Sediment Control Land Disturbing Permit</li> </ul>   |
| 5.  | <p><b>DEVELOPER AGREEMENT EXECUTED</b></p> <p><input checked="" type="checkbox"/> Customer submits an executed Developer Agreement listing the contractor who will be performing the installation.</p>  |
| 6.  | <p><b>SURETY</b></p> <p><input checked="" type="checkbox"/> Customer provides Authority with surety in the form of a letter of credit, performance bond, or cashier’s check as outlined in the Agreement. Surety shall be the greater of the amount of the estimated construction costs or \$1000.</p> <ul style="list-style-type: none"> <li>• Should the requirements of the Agreement and associated documents not be met by the Customer within a reasonable time frame, the Authority reserves the right not to release the Customer’s surety until all requirements have met the satisfaction of the Authority. Water/sewer service to the development may also be denied.</li> </ul> |
| 7.  | <p><b>CONTRACTOR SUBMITTALS</b></p> <p><input checked="" type="checkbox"/> Contractor submits a full listing of the materials to be installed as part of the water and/or sewer connection for Authority approval.</p>  |
| 8.  | <p><b>PRE-CONSTRUCTION</b></p> <p><input checked="" type="checkbox"/> Contractor schedules a pre-construction conference with the Authority’s field representative.</p>   |
| 9.  | <p><b>CERTIFICATE TO CONSTRUCT (‘C2C’)</b></p> <p><input checked="" type="checkbox"/> Upon the above items being received and approved, the C2C is issued to the Contractor by the Authority’s field representative at the pre-construction conference.</p>   |
| 10. | <p><b>CONSTRUCTION STARTS</b></p> <p><input checked="" type="checkbox"/> Contractor notifies Authority of anticipated start date at least three working days in advance and prior to construction.</p> <ul style="list-style-type: none"> <li>• The Contractor is required to arrange for an Authority field representative to be on-site at the beginning of any water/sewer construction project.</li> <li>• The Authority has the authority to halt construction and order pipe and appurtenances to be removed if construction begins prior to the issuance of the Certificate to Construct.</li> </ul>   |
| 11. | <p><b>SERVICES</b></p> <p><input checked="" type="checkbox"/> Property corners, property lines, and applicable easements are located for proper location of the meter settings and sewer service laterals.</p> <p><input checked="" type="checkbox"/> Sewer lateral and meter base are set and constructed by the Contractor according to the locations shown on the approved drawing.</p>  |

DEVELOPER PROJECT CHECKLIST – INDIVIDUAL CONNECTIONS

|     |   |
|-----|---|
| 12. | <p><b>PROJECT COMPLETION</b></p> <p><input checked="" type="checkbox"/> Authority’s field representative verifies that construction is completed in accordance with the submitted plan and Authority standards and Master Specifications.</p> <ul style="list-style-type: none"> <li>• The Contractor is required to have the latest Authority Master Specifications on-site at all times. Construction may be halted until this documentation is on-site and verified by the Authority.</li> <li>• Construction may be halted at any time if the Customer/Contractor fails to comply with any of the requirements set forth by the Agreement and associated documents.</li> <li>• The latest edition of the Authority Master Specifications shall serve as the standard for water/sewer construction practices in Bedford County. Any changes required by the Authority or noted deficiencies during construction shall be corrected by the Contractor.</li> </ul> |
| 13  | <p><b>Plan REVIEW AND INSPECTION FEES</b></p> <p><input checked="" type="checkbox"/> Plan Review and Inspection Fees are assessed at current hourly rates for actual time spent on the project.</p> <p><input checked="" type="checkbox"/> Customer may submit payment of assessed Plan Review and Inspection Fees separately, or may choose to have the fees assessed directly to the corresponding account with the Authority. Any unpaid fees will be assessed directly to the account associated with the connections.</p>  |
| 14. | <p><b>LETTER OF WARRANTY</b></p> <p><input checked="" type="checkbox"/> The Contractor submits a Letter of Warranty for materials and workmanship to the Authority.</p>   |
| 15. | <p><b>BILL OF SALE / QUIT CLAIM DEED</b></p> <p><input checked="" type="checkbox"/> The Customer submits an executed Bill of Sale / Quit Claim Deed, included in the Developer Package, to the Authority. This needs to be dated after the contractor has been paid in full.</p>  |
| 16. | <p><b>CERTIFICATE OF COMPLETION</b> <i>(See General Note I)</i></p> <p><input checked="" type="checkbox"/> The Project will be accepted into the public system for maintenance and operations upon completion of all requirements as prescribed in the Agreement and this Checklist.</p> <p><input checked="" type="checkbox"/> A Certificate of Completion indicating acceptance shall be issued to the Authority Departments.</p> <ul style="list-style-type: none"> <li>• Final plats and any necessary easements must be recorded prior to the acceptance of the system(s). Recordation information and/or instrument numbers must be provided to the Authority prior to the issuance of a Certificate of Completion.</li> </ul>  |

DEVELOPER PROJECT CHECKLIST – INDIVIDUAL CONNECTIONS

|            |   |
|------------|---|
| <b>17.</b> | <b>PROJECT SURETY</b> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> The Authority may retain the complete surety for the duration of the warranty period.<ul style="list-style-type: none"><li>• When the warranty period has expired, the surety shall be released to the Customer upon written request provided Customer/Contractor has fulfilled all requirements set forth by the Agreement and associated documents.</li></ul></li></ul> |
|------------|---|

**Section 3. REVISIONS**

- A. This policy was approved and adopted by the Authority’s Executive Director on April 23, 2013, effective July 1, 2013.
- B. This policy was modified as follows:
  - 1. Approved July 15, 2014, effective July 16, 2014:
    - a. Section 3.I was added clarifying recorded final plats and easements.
  - 2. Approved April 3, 2015, effective April 22, 2015:
    - a. References to Inspector were modified to Authority’s field representative.
  - 3. Approved October 4, 2022; effective October 4, 2022.
    - a. Section 1: Revised applicable connection sizes
    - b. Section 2.1: ‘facility fees’ was replaced with ‘Capital Recovery Fees’
    - c. Section 2.2: Revised sample documents included in the Developer Package to include the Developer Performance Bond and remove the Letter of Warranty and Bill of Sale / Quitclaim Deed.
    - d. Section 2.13 ‘Review Fee(s) was replaced with ‘Plan Review Fee(s)
    - e. Section 3 General Notes were incorporated into the overall checklist.