

## FCWSA Developer's Checklist

Project Name: \_\_\_\_\_

Developer: \_\_\_\_\_



### A. REQUIREMENTS FOR ISSUANCE OF BUILDING PERMIT RELEASE FORM

| FCWSA<br>Initials | Date<br>Completed | Item Description                                                                                                                                                                                               |
|-------------------|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                   |                   | 1) Copy of Signed Developer's Checklist provided to FCWSA (Form No. DSVC-0001*) - Vol 3 Part C, Section 2.2                                                                                                    |
|                   |                   | 2) Pre-Engineering Meeting w/ Developer & Consulting Engineer (Form No. ENGR-0009*) - Vol 3 Part C, Section 2.1                                                                                                |
|                   |                   | <b>3) Construction Plans Submitted to FCWSA, DEQ and/or VDH (Form No. ENGR-0002) - Vol 3 Part C, Section 2.5</b>                                                                                               |
|                   |                   | 4) Inspection Fee and Bond Estimate Submitted and Approved (Forms No. ENGR-0004 & ENGR-0005) - Vol 3 Part C, Sections 2.7 & 2.8                                                                                |
|                   |                   | 5) Plat(s) & Deed(s) Submitted for FCWSA Utility Easements to be Dedicated, Vacated, or Revised (Note: these must be submitted no later than 2nd submission of Construction Plans) - Vol 3 Part C, Section 2.9 |
|                   |                   | 6) Construction Plans Approved by VDH or DEQ (if applicable) - Vol 5 Part A, Section 1.03                                                                                                                      |
|                   |                   | <b>7) Construction Plans Approved and Signed - Vol 3 Part C, Section 2.10</b>                                                                                                                                  |
|                   |                   | 8) Utility Easement Plat(s) & Associated Deed(s) Approved and Executed - Vol 3 Part C, Section 2.11                                                                                                            |
|                   |                   | 9) Bond for Water/Sewer Infrastructure Posted - Vol 3 Part C, Section 2.7                                                                                                                                      |
|                   |                   | 10) Inspection Fees Paid (Form No. ENGR-0004) - Vol 3 Part C, Section 2.8                                                                                                                                      |
|                   |                   | 11) Recordation of Approved Easement Plat(s) & Associated Deed(s) for FCWSA Easements and Hold Harmless Agreements (if applicable) - Vol 3 Part C, Section 2.11                                                |
|                   |                   | 12) All water and sewer construction material approved by FCWSA (Form No. ENGR-0010) - Vol 5 Part A, Appendix D: Approved Materials List                                                                       |
|                   |                   | <b>13) Certificate to Construct Applied For and Issued (Form DSVC-0014) - Vol 3 Part C, Section 2.13</b>                                                                                                       |
|                   |                   | 14) Requests for Service and Building Permit Release Form(s) May be Submitted (Form No. DSVC-0004) (NOTE: All Associated Fees must be Paid at Time of Request) - Vol 3 Part C, Sections 2.12 & 2.14            |

\* Engineering and Developer Services Forms are available on our website, [www.fcwsa.org](http://www.fcwsa.org), under "Engineering & Construction".

### B. REQUIREMENTS FOR ISSUANCE OF METER & OCCUPANCY FORMS AND PARTIAL BOND RELEASE

| FCWSA<br>Initials | Date<br>Completed | Item Description                                                                                                                                                                                                                   |
|-------------------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                   |                   | 1) Pre-Construction Conference (Developer, Contractor & Consulting Engineer) - Vol 3 Part C, Section 3.1                                                                                                                           |
|                   |                   | 2) Water/Sewer Lines Testing Passed - Vol 3 Part C, Section 3.2                                                                                                                                                                    |
|                   |                   | 3) Bac-T Test Passed (all Water Lines) - Vol 3 Part C, Section 3.3                                                                                                                                                                 |
|                   |                   | 4) Engineer's Completion Statement Submitted (Form No. DSVC-0019) - Vol 3 Part C, Section 3.4                                                                                                                                      |
|                   |                   | 5) As-Built Fee Paid (Form No. ENGR-0012) - Vol 3 Part C, Section 3.5 and Vol 5 Part A, Section 1.07                                                                                                                               |
|                   |                   | 6) Electronic CAD Files Submitted to FCWSA - Vol 5 Part A, Section 1.07                                                                                                                                                            |
|                   |                   | 7) Pressure Pipe Spot Elevations and Contractor's Marked Up Record Drawings Received - Vol 5 Part A, Section 1.07                                                                                                                  |
|                   |                   | 8) Final Subdivision Plat Reviewed & Approved by FCWSA (if applicable) - Vol 3 Part C, Section 2.11                                                                                                                                |
|                   |                   | <b>9) Beneficial Use Inspection Scheduled and Performed - Vol 3 Part C, Section 3.6</b>                                                                                                                                            |
|                   |                   | 10) Inspection Punch List Comments Provided to Developer/Contractor - Vol 3 Part C, Section 3.7                                                                                                                                    |
|                   |                   | 11) Inspection Punch List Comments Addressed & Reinspection Scheduled - Vol 3 Part C, Section 3.7                                                                                                                                  |
|                   |                   | <b>12) Beneficial Use Inspection Passed and Beneficial Use Letter Issued by FCWSA - Vol 3 Part C, Section 3.8</b>                                                                                                                  |
|                   |                   | 13) Waiver of Mechanics Liens Signed, Notarized and Submitted (Form No. DSVC-0007) - Vol 3 Part C, Section 3.9                                                                                                                     |
|                   |                   | 14) Developer may request bond reduction - Vol 3 Part C, Section 3.9                                                                                                                                                               |
|                   |                   | <b>15) Request for Meter Installation and Occupancy Permit Release Form(s) May be Submitted (Forms No. DSVC-0008 &amp; DSVC-0009) (NOTE: Associated Meter Fee(s) must be paid at Time of Request) - Vol 3 Part C, Section 3.10</b> |

**C. REQUIREMENTS FOR FINAL ACCEPTANCE AND BOND RELEASE**

| FCWSA<br>Initials | Date<br>Completed | Item Description                                                                                                           |
|-------------------|-------------------|----------------------------------------------------------------------------------------------------------------------------|
|                   |                   | 1) Final Inspection Scheduled and Performed - <i>Vol 3 Part C, Section 4.1</i>                                             |
|                   |                   | 2) Final Inspection Punch List Comments Provided to Developer/Contractor - <i>Vol 3 Part C, Section 4.1</i>                |
|                   |                   | 3) Final Inspection Punch List Comments Addressed & Reinspection Scheduled - <i>Vol 3 Part C, Section 4.1</i>              |
|                   |                   | 4) Final Inspection Passed - <i>Vol 3 Part C, Section 4.1</i>                                                              |
|                   |                   | 5) Maintenance Bond Submitted - <i>Vol 3 Part C, Section 4.3</i>                                                           |
|                   |                   | 6) Warranty Forms Signed, Notarized and Submitted (Form No. DSVC-0006) - <i>Vol 3 Part C, Section 4.4</i>                  |
|                   |                   | <b>7) Final Acceptance Letter Issued by FCWSA and Start of 12 Month Warranty Period - <i>Vol 3 Part C, Section 4.4</i></b> |
|                   |                   | 8) 11-Month Warranty Check on Project Completed - <i>Vol 3 Part C, Section 4.5</i>                                         |
|                   |                   | 9) Warranty Repair Checklist Provided to Developer - <i>Vol 3 Part C, Section 4.6</i>                                      |
|                   |                   | 10) Warranty Repairs Properly Completed - <i>Vol 3 Part C, Section 4.7</i>                                                 |
|                   |                   | 11) Reimbursable Warranty Repairs Paid (if applicable) - <i>Vol 3 Part C, Section 4.8</i>                                  |
|                   |                   | 12) Maintenance Bond Release Request Submitted by Developer - <i>Vol 3 Part C, Section 4.9</i>                             |
|                   |                   | <b>13) Maintenance Bond Release Approved &amp; Bond Released - <i>Vol 3 Part C, Section 4.9</i></b>                        |

I have read and understand this Developer's Checklist and all related governing portions of the Authority's Operating Code. I understand and agree that all Items listed within each of Sections A, B and C, above, must be satisfactorily completed, and all applicable fees paid, prior to the issuance or release of the Forms, Permits, and/or other Items associated with that section.

\_\_\_\_\_  
Developer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Email Address

**A General Note Regarding this Checklist:** This Developer's Checklist is intended to function as a chronological record of the completion of the most significant requirements and events associated with designing, constructing and conveying water and sewer lines and appurtenances to the Fauquier County Water and Sanitation Authority. Items considered to be significant steps or milestones in the process appear in **BOLD** text in this checklist. Developer's and their representatives are advised that in order for a **BOLD** step or milestone to be considered complete, ALL items in ALL sections which are listed above that particular listing in the checklist must be satisfactorily completed.