

FAUQUIER COUNTY
WATER & SANITATION AUTHORITY
7172 Kennedy Road • Vint Hill Farms
Warrenton, Virginia 20187-3907
Phone (540) 349-2092 • Fax (540) 347-7689



DEVELOPER SERVICES PROCEDURES AMENDMENT FORM

Discussion:

Section Being Amended:

The Authority's Developer Services Procedures (Volume 3, Part C of the Authority's Operating Code) is hereby amended as follows:

Section Being Amended: 3.5 As-Built Plans Submittal

From:

The Applicant shall submit one set of reproducible Mylar As-Built Plans and two paper sets of As-Built Plans (collectively the "As-Built Plans") that conform to the requirements of the Authority's Utility Standards Manual.

To:

~~The Applicant shall submit one set of reproducible Mylar As-Built Plans and two paper sets of As-Built Plans (collectively the "As-Built Plans") that conform to the requirements of the Authority's Utility Standards Manual.~~ The Applicant shall pay the As-Built Submittal Fee (ENGR-0012) and submit to FCWSA the electronic CAD files and waterline elevations.

Approved:



Phillip "Butch" Farley
General Manager

11-1-2016

Date

VOLUME 3 – ADMINISTRATION

Part C – Developer Services Procedures

1. General Conditions

1.1 Introduction

The purpose of this Part is to describe and detail the Fauquier County Water and Sanitation Authority's (the "Authority's" and/or "FCWSA's") requirements and procedures for securing the provision of the Authority's water and/or sewer services consistent with Volume 2, Part A Rules and Regulations and Volume 5, Part A – Utility Standards Manual of the Authority's *Operating Code*.

Inquiry for information or clarification of any item herein, pertinent to other matters concerning the Authority's provision of services shall be directed to the General Manager, Fauquier County Water and Sanitation Authority, 7172 Kennedy Road, Vint Hill Farms, Warrenton, Virginia 20187-3907.

These Developer Services Procedures have been adopted by the Authority Board. Conditions and modifications to these procedures are subject to the approval of the General Manager. Amendments, when approved by the General Manager, shall take effect immediately and shall be reported to the Authority Board on a quarterly basis. Amendments Submitted service applications, when accepted for review, shall be reviewed to comply with the standards existing at the time of submittal.

1.2 Validity

If any section, subsection, sentence or clause or phrase of this Part is for any reason held to be invalid, such decision shall not affect the validity of any other portion of this Part, which can be given effect without such invalid portions of this Part.

No statement or obligation in this part shall be construed to interfere with any additional requirements that may be construed to negate, alter or interfere with any requirements or conditions which may be imposed by the Commonwealth of Virginia, the Virginia Department of Health ("VDH"), the Virginia Department of Environmental Quality ("DEQ") or Fauquier County Ordinances.

In the event of any conflict between this Part, Volume 2, Part A – Rules and Regulations, Volume 5, Part A Utility Standards Manual, or any other portion of the Authority's *Operating Code* or applicable rules, regulations and specifications of the VDH, or the DEQ, it shall be understood that the most stringent standard shall prevail.

1.3 Developer's Agreements

In circumstances where the owner/developer ("Applicant") is constructing wells, sewage pumping stations and/or other Master Plan infrastructure and facilities intended for dedication to the Authority, a separate Developer's Agreement may be required between the Applicant and the Authority. The Developer's Agreement is intended to detail the terms and conditions of the parties' respective responsibilities that are beyond the scope of these procedures. The Authority in its sole discretion shall determine the necessity for a Developer's Agreement.

2. Requirements for Approval of Construction Plans and Issuance of Building Permit Release Form

As outlined in the Developer's Checklist (Form DSV-0001), the following steps and tasks must be completed in their entirety, before the Authority will issue any Building Permit Release forms:

2.1 Pre-design Conference

- A. As detailed in the Application for Pre-Engineering Meeting (Form ENGR-0009) the Applicant and the project/development Design Engineer shall schedule and attend a pre-design conference with the Authority's Director of Engineering/General Manager ("Dir.Engr./GM"). The conference is intended to provide a general briefing to the Applicant and the Design Engineer regarding the Authority's basic procedures and requirements, for the Authority's provision of its services, as outlined in the Developer's Checklist.
- B. If the Developer Services Representative ("DSR") cannot readily determine the availability of the Authority's services to the property, the DSR will request that an Authority Inspector evaluate the site regarding its proposed use of the Authority's services. An Inspector will then conduct a field visit to confirm the property's location and its service feasibility (i.e. location of the nearest manhole/water main etc.). The Authority Dir.Engr./GM will subsequently verify the requisite amount/size of services needed.

2.2 Developer's Checklist

The Applicant shall submit an executed Developer's Checklist to the Authority before a Pre-design Conference will be scheduled or any submittals associated with the project/development will be accepted, processed and/or reviewed by the Authority. The Applicant, in his/her sole discretion, may elect to schedule a meeting with the Authority to discuss any concerns in respect to the Developer's Checklist prior to executing said document.

2.3 Plan Review Fees

The Applicant shall pay all appropriate review fees, consistent with Volume 2, Part B Schedule of Rates, Fees and Other Charges of the Authority's *Operating Code*. Plan Review Fees are due upon submittal of the Construction Plans, as calculated by the Water and Sewer Construction Plans Review Fee Computation Sheet (Form ENGR-0003).

2.4 Fixture Count Worksheet

If the property is being proposed for commercial use, or larger than normal residential use, a copy of a Fixture Count Worksheet (Form ENGR-0007) is also provided to the Applicant for completion. Upon submission of the completed Fixture Count Worksheet to the Authority, the requisite service size and attendant fees will be determined in accordance with the Authority's Rules and Regulations.

2.5 Construction Plans

A. General

Preliminary Site Plans, Construction Plans, Preliminary Subdivision Plats, and Final Subdivision Plats are typically reviewed for approval by the Fauquier County Department of Community Development in accordance with the requirements of the County's Subdivision and Zoning Ordinances. While the Authority will participate in the County review process to the extent practicable, it has separate and distinct project submission and approval requirements. The Authority's requirements are detailed, but not limited to, the Authority's Rules and Regulations, Utility Standards Manual and other pertinent portions of its *Operating Code*. Securing County approval for any or all components of a site or subdivision plan does not constitute Authority approval or exempt an Applicant from meeting all the requirements of the Authority's Rules and Regulations, Utility Standards Manual or other pertinent portions of its *Operating Code*. Further, plans submittal to the County or any other applicable reviewing agency does not constitute plans submittal to the Authority and the Applicant/Design

Engineer shall make a separate plans submittal directly to the Authority for its review and approval.

B. Format

Construction Plans shall conform to the requirements of the Authority's Rules and Regulations, Utility Standards Manual and other pertinent portions of its *Operating Code* and as detailed by the Construction Plans Checklist (Form ENGR-0002).

C. Preliminary Submittals

As detailed in the Construction Plans Checklist (Form ENGR-0002) one set of Construction Plans shall be submitted to the Authority for review. The Applicant shall also concurrently submit his/her Construction Plans to ESI/VDH/DEQ for review.

In addition, the Applicant shall submit a completed Construction Plans Checklist, which shall also include but not be limited to a completed Application for Utility Extension (Form ENGR-0001), a WaterCAD or compatible water model for proposed water line extensions and the requisite Plan Review Fees.

2.6 Second, Third and Subsequent Submittals

The Authority's requirements for Second, Third and Subsequent submissions of Construction Plans and related documents are generally summarized in the Construction Plans Checklist

2.7 Completion Bond Calculation

In situations where the Applicant is constructing water/sewer infrastructure and/or facilities, intended for dedication to the Authority, the Applicant is required to post a Completion Bond. The Authority in its sole discretion will determine the amount of the Completion Bond. The Completion Bond may be posted as a component of the County's Subdivision Bond, or separately with the Authority in a form acceptable to the Authority, either as Payment/Performance Bonds (Forms ADMN-0006 and ADMN-0007), as an Irrevocable Letter of Credit (Form ADMN-0008), or as deposited funds in escrow. The calculation of the bond amount is detailed in the Authority's Computation Sheet (Form ENGR-0005)

2.8 Inspection Fees

The Applicant shall pay all appropriate inspection fees, consistent with Volume 2, Part B Schedule of Rates, Fees and Other Charges of the Authority's *Operating Code*. The calculation of these fees is detailed in the Authority's Computation Sheets (Form ENGR-0003 and ENGR-0004)

2.9 Subdivision Plats and Easement Plats

A. General

Water and sewer utilities which will become the property of the Authority, and which do not lie wholly within a public right-of-way, shall require Utility Easements dedicated to the Authority. Subdivision Plats and/or Easement Plats shall include sufficient detail of the project's Utility Easements, well lots, pumping station lots and related Ingress/Egress Easements, when applicable, for recordation in the land records of Fauquier County, Virginia (the "Land Records") consistent with the requirements of the Authority's Utility Standards Manual. Such detail may be provided as either an integral component of a larger plat such as a Subdivision Plat, or as a separate Utility Easement Plat and shall be submitted in preliminary form with the initial submission of the Construction Plans. Subdivision Plats and/or Easement Plats intended for recordation in the Land Records shall conform to the Construction Plans as approved by the Authority. Should the Construction Plans be subsequently changed, as approved by the Authority, the Subdivision Plat and/or Easement Plat shall be amended accordingly to reflect such changes and shall be subsequently recorded in the Land Records.

B. Easement and/or Lot Costs

The Applicant shall convey to the Authority all Utility Easements, Ingress/Egress Easements and real property that may be required to effect a physical connection to the Authority's facilities at no cost to the Authority. Further, the Applicant shall pay all expenses, including but not limited to, surveying, plat preparation, legal expenses, title insurance, recordation fees and acquisition costs. The Applicant's conveyance to the Authority of fee simple title to real property and attendant facilities shall be in good and sufficient form, free of encumbrances and by Deed with General Warranty and English Covenants of Title.

C. Format

Subdivision Plats and/or Easement Plats are required to have the labels and statements detailed in Section 1.09 of Volume 5, Part A Utility

Standards Manual of the Authority's *Operating Code* and be approved by the Authority prior to their recordation in the Land Records:

D. Deeds and Other Legal Instruments

The requisite legal instruments (Deeds and/or Deed of Easement, Utility Easements and Conveyances, Subordination Agreements etc.) shall be formatted in accordance with Authority guidelines and recorded concurrently with the Subdivision Plats and/or Easement Plats. Upon request, the Authority staff shall assist the Applicant or the Applicant's counsel in the preparation of the requisite legal instruments. Requisite legal instruments are subject to review, approval and acceptance by the Authority. The Authority must sign all such instruments prior to their recordation in the Land Records. The terms and conditions detailed in Section 1.09 of Volume 5, Part A Utility Standards Manual of the Authority's *Operating Code* shall be incorporated into all of the Authority's Deeds of Easement instruments and be approved by the Authority, prior to their recordation in the Land Records.

E. Title Insurance

The Applicant, at his/her sole expense, shall provide a title report, title insurance and/or a certificate of title for the conveyance of any real property to the Authority. The Authority, in its sole discretion, shall determine the necessity for title insurance, a certificate of title or the appropriate level of title insurance.

2.10 Final Submittals and Construction Plans Approval

The Applicant shall incorporate all Authority and/or VDH/DEQ comments, upon approval, into his/her final Construction Plans and Subdivision Plats and/or Easement Plats. The Applicant shall submit three approved sets to the Authority prior to the issuance of a Construction Plans approval letter.

2.11 Recordation of Approved Easement Plats and Associated Deeds

- A. All Deeds and/or Deeds of Easement, Subdivision Plats and/or Easement Plats and other legal instruments shall be reviewed, approved and executed by the Authority, prior to their recordation in the Land Records
- B. In addition to copies of any recorded instruments, the Applicant shall provide a minimum of two signed and sealed original Subdivision Plats and/or Easement Plats sealed by a land surveyor registered to practice in the Commonwealth of Virginia.

2.12 Authority Application for Service and Availability Fees

- A. The Request for Service and Building Permit Release (Form DVSC-0004) is the Authority's initial application for new service. It consists of two sections. The first section of the application is completed by the Applicant at the time service is requested. It is recommended an Applicant purchase a copy of the Authority's Rules and Regulations and its Utility Standards Manual, however, a copy of Volume 2, Part A, Section 7 (Service Connection Allocation Requirements) and Volume 2, Part B, Section 1 (Rates, Fees and Other Charges – Definitions) of the Authority's *Operating Code* is provided to the Applicant upon request. The Applicant returns the completed form to the Authority with an attached copy of the property's Deed and related County Tax Map.
- B. The first line of the second section of the application is completed by the DSR, upon receipt of the Inspector's and/or Engr./GM's comments. This details the size and capacity of service required for assignment to the property.
- C. Payment of the Availability Fees is not required until a Building Permit Release is requested. Monthly Base Service Fees are charged upon payment and acceptance of Availability Fees. Availability Fees and monthly Base Service Fees associated with the provision of service(s) to the property are detailed by the then current Schedule of Rates, Fees and Other Charges and as amended.

The remainder of the second section of the application is completed when the Availability Fees are actually paid. If the Availability Fees are paid on a lot by lot basis, separate receipts will be attached to the application. The original receipt is given to the Applicant and a copy of the receipt is attached to the application. The original application and copies of the receipts are filed in the Subdivision/Development Files. Upon receipt of the Applicant's payment for the Availability Fees, the DSR completes and forwards a Customer Information Sheet to the Billing Administrator so that the attendant Base Service Fees will be assessed as detailed in the Authority's Rules and Regulations.

2.13 Certificate to Construct

In situations where an Applicant is constructing central sewage and/or water mains and related facilities, they will need to secure a Certificate to Construct from the Authority. The Authority's Certificate to Construct is detailed by Form DSVC-0015. The requirements for obtaining this certificate are detailed in the Request for Certificate to Construct (Form DSVC-0014).

2.14 Building Permit Releases

Building Permit Releases (Form DVC-0005) will only be approved for properties whose Applicants have complied with all of the requirements of Section 2 herein. Upon an Applicant's request, the DSR will review which requirements have been met. An Applicant's request will be denied if Base Service Fee arrearages are in excess of sixty days. If Base Service Fees are being established for the first time, a completed Customer Account Information sheet then goes to the Billing Administrator, so that Base Service Fees will be assessed as set forth in the Authority's Rules and Regulations. The Director of Finance countersigns the release request to verify all payments. Once the Request for Building Permit Release has been submitted and approved, the Engr./GM completes the Building Permit Release for submission to the County by the Applicant. Once a Building Permit Release has been issued, a copy of the completed application with the Inspector's and/or Engr./GM's comments is returned to the Applicant.

3. **Requirements for Beneficial Use, Release of Meter and Occupancy Forms and Partial Completion Bond Release**

As outlined in the Developer's Checklist, the following steps and tasks must be completed in their entirety, before the Authority will issue an Occupancy Permit Release or Partial Completion Bond Release.

3.1 Pre-construction Conference

The Applicant, the project/development Design Engineer and major project contractors shall schedule and attend a pre-construction conference with the Authority's Inspectors. The conference is intended to provide a general briefing to the Applicant and the project's contractors regarding the Authority's basic procedures and requirements, for the construction of the Authority's facilities.

3.2 Water/Sewer Line Testing

All testing of water/sewer lines shall conform to the requirements of the Authority's Utility Standards Manual and applicable VDH/DEQ regulations and shall be conducted only in the presence of the Authority or its authorized representatives.

3.3 Bacterial Testing

All disinfection and testing of water lines shall conform to the requirements of the Authority's Utility Standards Manual and applicable VDH/DEQ regulations. All sampling shall be conducted only in the presence of the Authority or its authorized representatives.

3.4 Engineer's Completion Statement

The Applicant shall submit an Engineer's Completion Statement prepared, signed and sealed by a professional engineer registered to practice in the Commonwealth of Virginia that conforms to the requirements of the VDH/DEQ.

3.5 As-Built Plans Submittal

The Applicant shall submit one set of reproducible Mylar As-Built Plans and two paper sets of As-Built Plans (collectively the "As-Built Plans") that conform to the requirements of the Authority's Utility Standards Manual.

3.6 Request and Receipt of Beneficial Use Inspection

Upon completion of the requirements of Sections 3.1 through 3.6 herein, the Applicant may request a Beneficial Use Inspection. The Beneficial Use Inspection will be conducted by the Authority's Inspector or other Authority representative as designated by the Authority's GM.

3.7 Beneficial Use Inspection Letter and/or Deficiency List

Upon a successful completion of the Beneficial Use Inspection and a review of the As-Built Plans, the Authority will issue the Applicant a Beneficial Use Inspection Approval Letter. Alternatively, should the Applicant fail to successfully complete the Beneficial Use Inspection and/or the As-Built Plan review, the Authority will issue a Deficiency List to the Applicant.

3.8 Deficiency List Completion

The Applicant shall complete all of the Deficiency List items and incorporate all of the As-Built comments into the As-Built Plans before a Beneficial Use Inspection Approval Letter will be issued.

3.9 Waiver of Mechanic's Liens/Completion Bond Reduction/Releases

As required by the Authority's Rules and Regulations, the Applicant is required to provide a Waiver of Mechanic's Liens.

- A. The Waiver of Mechanic's Liens, (Form DVSC-0007), must be completed and submitted by the Applicant before an Occupancy Permit Release will be issued.
- B. Upon completion of the construction, passing a beneficial use inspection, and the submission of a Waiver of Mechanic's Liens, the Authority will consider a reduction of the Completion Bond. As insurance during the

Warranty Period, the Authority typically retains 15% of the Completion Bond in cases where roads have been constructed but have not yet received their final pavement and retains 5% of the Completion Bond in cases where roads have been constructed and have received their final pavement. The Authority will release the appropriate balance of the Completion Bond, upon the expiration of the Warranty Period and a successful completion of the Warranty Check.

3.10 Meter Installations/Use and Occupancy Releases

- A. When the property is ready for occupancy and where the Authority will be providing water service, the Applicant completes a Request For Meter Installation Form (Form DSVC-0008). The fee for meter installations is set by the then current Schedule of Rates, Fees and Other Charges. Payment is recorded in the Subdivision/ Development files. The Request For Meter Installation Form is processed through the DSR, Inspector, Engr. and Billing Administrator, to insure that the requirements for a Use and Occupancy Permit Release have been met and that a Work Order has been issued to the Water Department for meter installation and that all requisite billing information has been entered into the billing system.
- B. The Request For Occupancy Permit Release (Form DSVC-0009) shall be completed at the same time as the Request For Meter Installation Form, unless the Applicant's service will be a sewer only account. The Request For Occupancy Release is also processed through the DSR, Inspector and Engineer. The DSR re-verifies Availability Fee Payment and that the requirements for a Use and Occupancy Permit Release have been met. Once the Occupancy Permit Release Request has been submitted and approved, the DSR completes and the GM executes the Occupancy Permit Release (Form DSVC-0010) for submission to the County by the Applicant.

4. Requirements for Final Acceptance of Infrastructure and Final Completion Bond Release

4.1 Final Inspection

When the Applicant believes the project is completed, to include but not limited to the installation of manholes, valve boxes, and meter boxes etc. at final grade, the Authority's utility easements restored and at final grade and all pavement at final grade where Authority water and/or sewer lines are within a public ROW, the Applicant may request a Final Inspection.

4.2 As-Built Plan Approval

Required corrections and changes shall be incorporated into the As-Built Plans and the revised plans submitted to the Authority for approval.

4.3 Maintenance Bond

The Applicant, in its sole discretion may elect to use the remainder of their Completion Bond as a Maintenance Bond or post a separate Maintenance Bond throughout the Warranty Period for the project.

4.4 Construction Warranty

As required by the Authority's Rules and Regulations, the Applicant will provide a One Year Construction Warranty to correct any deficiencies in construction or materials for any related water/sewer infrastructure and/or facilities, occurring during a period of one year from the date of successfully passing a Final Inspection (the "Warranty Period"), as indicated by written correspondence from the Authority. The Warranty Form (Form DSVC-0006) is provided to the Applicant. The Warranty Form must be completed and submitted before Building Permit Releases will be issued. Any and all damage to the Authority infrastructure and/or facilities, resulting from continuing construction activities beyond the Warranty Period, must be repaired immediately.

Upon satisfactory completion of the Deficiency List items (if any), as confirmation by the Authority's Inspector or other Authority representative as designated by the Authority's GM and the completion of 4.2 through 4.4 above, the Authority will forward a Final Inspection Approval Letter to the Applicant.

4.5 Warranty Check

Before the expiration of the Warranty Period (typically in its eleventh month), the Authority will conduct an inspection to identify any deficiencies in construction or materials for any related water/sewer infrastructure and/or facilities that the Applicant has constructed for dedication to the Authority, as detailed by the project's approved Construction Plans. The Warranty Check will be conducted by the Authority's Inspector or other Authority representative as designated by the Authority's GM. The Applicant must repair all Warranty Repair List items or the Authority will discontinue the issuance of Use and Occupancy Permit Releases.

4.6 Warranty Repair List

Upon a successful completion of the Warranty Check, the Authority will approve the release of the remainder of the Applicant's Completion Bond. Alternatively,

should the Applicant fail to successfully complete the Warranty Check, the Authority will issue a Warranty Repair List to the Applicant.

4.7 Warranty Repairs Completed

The Applicant shall complete all of the Warranty Repair List items before a second Warranty Check will be conducted.

4.8 Reimbursable Warranty Repairs Paid

In the event that the Applicant fails to complete all of the Warranty Repair List items, the Authority shall complete them on his behalf. In that event, payment for the Reimbursable Warranty Repairs will be effected by separate invoice, either billed directly to the Applicant or taken as a deduction from the remainder of the Applicant's Completion Bond. The Authority in its sole discretion shall determine the cost of the Reimbursable Warranty Repairs.

4.9 Maintenance Bond Release

Upon the expiration of the Warranty Period, the payment (if any) of the Reimbursable Warranty Repairs and a successful completion of the Warranty Check, the Authority will any appropriate balance of the Completion Bond or the Maintenance Bond.

5 Miscellaneous Items

5.1 Rules and Regulations, Utility Standards Manual and Schedule of Rates, Fees and Other Charges

Upon request, the Authority will provide the Applicant current copies of various Parts of the Authority's *Operating Code*, at a cost as determined by the then current Schedule of Rates, Fees and Other Charges.

5.2 Verification Letters

Occasionally, prospective property owners, banks etc. request confirmation that water/sewer service(s) are available to particular properties or that various fees have been paid. The Verification Letter (Form DSVC-0002) is used to verify the availability of service(s) to property and the payment of respective fees.

5.3 Preliminary Plan Review

Occasionally, the County may request the Authority's comments on an Applicant's Preliminary Plans. The calculation for the fees associated with these services is

detailed in the Authority's Project Plan and Profile Acceptance Checklist (Form ENGR-1002).

5.4 Subsequent Plumbing Modifications

In situations where an Applicant wishes to expand or modify their interior/exterior plumbing, they will need to secure a Plumbing Permit from the County. A prerequisite for securing said permit is a completed Authority Plumbing Permit Release (Form DSVC-0013). The requirements for obtaining this release are detailed in the Request for Plumbing Permit Release (Form DSVC-0012).