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|  | Fayetteville Public Works Commission Water Resources Engineering Department  Submittal Checklist |

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| PROJECT NAME: | | | | | Project Name must be consistent with the Project Name on all other documents to include plans | | | | |
| Date: | | Date | | | | | |  | |
| Property Location (vicinity) | | | | | | Location | | | |
| PIN(s): | | | Include all Parcels that make up the project property | | | | | | |
|  |  | | | | | |  | |  |
| Developer | | | | Business Name: | | | | | Business Name |
|  | | | | Address: | | | | | Business Address |
|  | | | | Phone: | | | | | Business Phone |
|  | | | | Authorized Signatory: | | | | | Name of person who is authorized to sign documents as "Developer" |
|  | | | | Title: | | | | | Authorized Signatory's Official Title |
|  | | | | Phone: | | | | | Phone |
|  | | | | E-mail: | | | | | Email |
|  | | | |  | | | | |  |
| Design Engineer | | | | Name: | | | | | Engineer Name |
|  | | | | Firm: | | | | | Engineer Firm |
|  | | | | Address: | | | | | Engineer Address |
|  | | | | Phone: | | | | | Phone |
|  | | | | E-mail: | | | | | Email |

INSTRUCTIONS: The Design Engineer shall indicate that the required items have been included with this submittal package by marking the appropriate box next to each item.

**Items in Section I are required for all submittals. Items in Section II and Section III are applicable only to projects that include main extensions.** If this project does not include water main extensions or sewer main extensions, the Design Engineer shall mark the box indicating "Not Applicable to this Project" in Section II and/or Section III as appropriate.

**Failure to submit all required items, and errors or omissions in any item in this submittal package, will result in the application being returned as incomplete and/or additional processing and review time.**

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| Signature of Design Engineer: |  | **Date:** |  |

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| **I.** | Requirements for All Submittals | | |
|  | All construction plans submitted for review and approval shall be signed and sealed by the Design Engineer and shall be prepared in compliance with PWC’s standard guidelines, details, specifications, and all other applicable statutes as related.  The Design Engineer shall submit a complete set of plans and documents signed and sealed for construction. Please note all plans and documents shall be submitted through the GeoCivix link found at faypwc.com/design-standards. | | |
| **A.** | Included | **PWC Standard Specifications Checklist** – In lieu of submitting a specification book, the Project Engineer shall submit a signed and sealed original of the PWC Standard Specifications Checklist Form. The Form shall indicate which specifications will be incorporated into the Project and which specification are not applicable. A response shall be provided to each item on this list.  If the project will incorporate any special provisions or additional specifications, the Project Engineer shall indicate so on the form, and shall submit the signed and sealed special provisions and/or additional specifications. | |
| **B.** | Yes  N/A | **Annexation Petition** – If the project is within the Municipal Influence Area of the City of Fayetteville or the Town of Hope Mills, has the petition for annexation been filed? Please note PWC approval and/or permits shall not be issued until the applicable annexation requirement has been met. | |
| **C.** | Included  N/A | **Encroachment Map(s)** – If this project will encroach upon the lands or rights-of-way of any gas utility, electric utility, railroad, or NCDOT, submit an Encroachment Map prepared in compliance with PWC guidelines and the requirements set forth by the applicable entity.  Encroachment Maps shall be drawn on ledger size (11” x 17”) sheets unless otherwise directed by PWC. | |
| **D.** | Included  N/A | **Maps and Descriptions for Off-Site Utility Easement(s)** – If this Project involves the installation of any PWC water and/or sewer mains across adjacent private property or properties that are not part of the project parcel, and where said main(s) are to be installed in areas not intended to be dedicated as public right-of-way, submit a Utility Easement Map and a legal description of the easement in Microsoft Word format for each parcel affected.  *The Utility Easement Map shall be signed and sealed by a North Carolina Professional Land Surveyor and shall conform to the requirements of G.S. 47-30 subsection (m).*  The Utility Easement Map shall be drawn to scale on legal size (8½” x 14”) sheets and shall show the exact location (via bearings and distances along easement perimeter and/or centerline with tie-downs to property corners, monuments, survey stations, etc.) and widths of all temporary and permanent utility easements. | |
| **E.** | Included  N/A | **Fire Flow Calculations Exhibit Form** –The Design Engineer shall submit the signed/sealed fire flow calculations exhibit form along with any supporting hydraulic calculations, charts, tables, maps, and relevant data to demonstrate that the proposed water system will provide a residual pressure of at least 20 psi while supplying a demand equal to the peak flow plus the fire flow.  The analysis shall be based upon standard hydraulic energy balance principals and shall account for friction and minor losses. To account for degradation in the system over time, *new pipes shall have a Hazen‑Williams C‑factor no greater than 120*. The Design Engineer may utilize software such as EPANET, Haestad, WaterCAD, or other industry standard modeling software as approved by PWC. | |
| **F.** | Yes  No | **Will this be a dental office? If yes, please note that a dental amalgam separator may be required. A One Time Compliance Report will need to be submitted as part of the record drawing review process. This form is available at faypwc.com.** | |
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| II. | Requirements for Water Main Extensions | | **Not Applicable to this Project** |
| **A.** | Included | **Water Permit Application Form** – Submit a completed and properly executed application form. Any errors and/or omissions in this form will result in the application being returned. The Fayetteville Public Works Commission Water Resources Engineering Department will only accept application packages that have been fully completed with all applicable items addressed. An application fee of $500 will be due at time of Permit Review.  For modifications to previously approved applications, clearly explain the reason for the modification. Include only the modified information in the permit application – do not duplicate project information that was included in the original permit. | |
| **B.** | Included | **Engineer’s Report** – Submit one original of a completed Engineer’s Report (signed & sealed), prepared in compliance with the requirements of The North Carolina Department of Environmental Quality 15A:18C.0307(b). *The Design Engineer shall utilize the PWC Engineer's Report Template form.* | |
| III. | Requirements for Sanitary Sewer Main Extensions | | **Not Applicable to this Project** |
| **A.** | Included | **Sewer Application Form** – Submit a completed and properly executed application form. Any errors and/or omissions in this form will result in the application being returned. The Fayetteville Public Works Commission Water Resources Engineering Department will only accept application packages that have been fully completed with all applicable items addressed. An application fee of $500 will be due at time of Permit Review.  For modifications to previously approved applications, clearly explain the reason for the modification. Include only the modified information in the permit application – do not duplicate project information that was included in the original permit. | |
| **B.** | Included | **Location Map** – Submit an 8.5-inch by 11-inch color copy of the portion of a 7.5-minute USGS Topographic Map along with this form. The map should identify the entire project area location as well as the closest downslope surface waters as clearly as possible. | |
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