

Preliminary Utilities Acceptance 3 Step Process

In order to better serve you, the Engineering Division has created a "3 Step Process" that will help expedite preliminary utilities acceptance

Step 1

Applicant shall submit the following for review:

- **Application with Addressing Checklist**
- **Legal Documents** – Attorney's Affidavit, Owner's Affidavit, Warranty Deed/Bill of Sale, Deed of Utility Easements, and any Subordinations
- **Record Drawings and Cost Sheets** - 1 complete set of signed and sealed record drawings, along with appropriate cost sheets (Verification of Final Cost, Certification of Contributory Assets, and Certification of Private Material)
- **Sewer Video** with Report and Master Utility Sheet (cannot be more than 6 months old)

After review, applicant will be notified of approval/rejection of above listed items and informed when they may proceed to Step 2

Step 2

Applicant shall submit the following for review:

- **Bond monies** -\$4,000 Final Acceptance Obligations cash bond, and 10% Utilities Performance Security bond
- **Final Release of Lien from Utility Contractor** (item #7 of Utilities Checklist, "Legal Documents")
- **Tests, Certifications and FDEP forms** (items #2-#13 of Utilities Checklist, "Tests, Certifications, and Supplemental Documents")
- **Remaining sets of signed and sealed Record Drawings along with CD** (CAD & PDF files)
- **Request for Preliminary Utility Inspection**

After all above items have been submitted and approved, and Preliminary Utility Inspection has passed, applicant may proceed to Step 3

Step 3

Applicant shall submit the following for tie-in and preliminary utilities acceptance:

- **Current bacteriological (bacts) tests** – Please note: bacts have an expiration of 45 days
 - FDEP forms will be released at this time
- **Clearance letters from FDEP for Water AND Sewer**
- **Request for Tie-in**
- **Remaining tests and supplemental documents** - Backflow test, Letter regarding ownership and maintenance of fire hydrants, and fire flow test
- **Check for recording fees** must be made payable to "The Clerk of Courts"

Once all items on the Utilities Checklist have been approved, the Engineering Division will grant preliminary utilities acceptance and release any CO holds associated with the project. One year warranty shall commence at this time.