

Utilities Conveyance Checklist

POTABLE WATER, NON-POTABLE IRRIGATION WATER AND WASTEWATER FACILITIES ACCEPTANCE

Today's Date: _____

Project Name: _____

Project No.: _____ AR#: _____

Legal Documents

	N/A	In review	Item accepted	Item Needed	Notes
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Attorney's Affidavit	_____
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Owner's Affidavit	_____
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Warranty Deed/Bill of Sale with Exhibit B per Utilities Standards and Procedures Ordinance Section 10.2.6	_____
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Utilities Facilities Securities Subordination (required when any security interest in the utility facilities/systems is involved). UCC-1(s) can be subordinated by a Subordination or by use of UCC-3(s) if not released by Subordination.	_____
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Deed of Utility Easement - Copy of last Deed that conveyed title of the Associated Real Property and Copy of all Utility Easements then being conveyed to the County, including legal description with Surveyor's Sketch of Easement. <small>(Utility easements are not required provided all utility facilities then being conveyed are in public right-of way, are in then existing utility easements, or are in CUEs)</small>	_____
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Utilities Performance Security (UPS) 10% of Total Cost plus <u>Final Obligations cash bond of not less than \$4,000 (AR-5939 & above)</u>	_____
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Final Release of Lien from Utility Contractor for the system(s) or portion(s) thereof constructed	_____
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ID number or Folio number of Property	_____
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facilities Lease (when applicable)	_____
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facilities Lease (including Sub-Developer) use Form 10.1	_____

Tests, Certifications and Supplemental Documents

	N/A	In review	Item accepted	Item Needed	Notes
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Video tape of constructed gravity sewer (Sewer Report & Master Utility Sheet)	<hr/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certification of pressure testing of wastewater force mains by Engineer of Record	<hr/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certification of the infiltration/exfiltration tests for the sewer lines by Engineer of Record	<hr/>
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Coating certification from the manufacturer or a professional testing laboratory for all manholes, wet wells and valve vault.	<hr/>
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lift station(s) start up report(s)	<hr/>
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electrical Contractor's certification of Lift Station electric service wire sizing and voltage drop pursuant to National Electrical Code Specifications	<hr/>
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Start-up and successful testing of Data Flow telemetry equipment (AR-7936 & above)	<hr/>
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certification of pressure testing of water and non-potable irrigation mains by Engineer of Record	<hr/>
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Letter by Engineer certifying that all water, non-potable irrigation and/or sewer facilities are located within the public right-of-way or dedicated easements	<hr/>
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One year (1) Warranty on work performed and system(s) or portion(s) thereof installed by Utilities Contractor	<hr/>
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Engineer's Final Payment Confirmation	<hr/>
12.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DEP Certification and copy of General Permit for WATER facilities (including interim facilities, if applicable); In-Service Letter to be forwarded when received	<hr/>
13.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DEP Certification and copy of General Permit for SEWER facilities (including interim facilities, if applicable); In-Service Letter to be forwarded when received	<hr/>
14.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DEP Certification and copy of General Permit for (RECLAIMED) NON-POTABLE IRRIGATION WATER facilities (including interim facilities, if applicable); In-service Letter to be forwarded when received	<hr/>
15.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lab results on bacteriological tests for potable water mains	<hr/>

- 16. Satisfactory Test Reports and Certification of backflow device by Certified Laboratory.

- 17. Verification of Final Cost (Include materials **and** labor, misc.)
 Cost breakdown – County/Private (materials **only**)
 (i.e. detailed quantities, sizes, unit cost, total cost, etc)

- 18. Letter from Engineering Inspections certifying that the Preliminary Inspection reveals that the utilities system(s), or portion(s) thereof, has been constructed in accordance with County Ordinances and Regulations including the required color for piping.

- 19. Letter from the Fire District regarding ownership and maintenance of fire hydrants

- 20. Signed copy of field fire flow testing by the applicable Fire Control District

Engineering Documents

N/A	In review	Item accepted	Item Needed	Notes	
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Three (3) complete sets to include <u>all</u> utilities and all related underground work <u>signed</u> and <u>sealed</u> by the Engineer of Record for potable water, non-potable irrigation water OR wastewater system(s) or portion(s) thereof <hr/>	
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Five (5) complete sets to include <u>all</u> utilities and all related underground work <u>signed</u> and <u>sealed</u> by the Engineer of Record for potable water AND wastewater and/or non-potable irrigation water system(s) or portion(s) thereof <hr/>	
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	One (1) computer-generated disk of files in accordance with Section 10.4: Record Drawings of the Utilities Standards and Procedures Ordinance <hr/>	
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Longitude and latitude shall appear on detail sheet. (AR-7936 & above) <hr/>	

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