

Utilities Conveyance Checklist

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

Today's Date: _____

Project Name: _____

Original
Project No.
(AR/PL): _____

Utility
PL#: _____

Submittal Requirements

	N/A	In review	Item accepted	Item Needed	Notes
1.	☐	☐	☐	Final Utility Conveyance Application	_____
2.	☐	☐	☐	Addressing Checklist (ID number or Folio number of Property)	_____

Legal Documents

	N/A	In review	Item accepted	Item Needed	Notes
1.	☐	☐	☐	Attorney's Affidavit	_____
2.	☐	☐	☐	Owner's Affidavit	_____
3.	☐	☐	☐	Warranty Deed/Bill of Sale with Exhibit B per Utilities Standards and Procedures Ordinance Section 134-60 (b)(4), Code of Laws and Ordinances	_____
4.	☐	☐	☐	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.	☐	☐	☐	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. (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)	_____
6.	☐	☐	☐	Utilities Performance Security (UPS) per Utilities Standards and Procedures Ordinance Section 134-58 (e), Code of Laws and Ordinances	_____
7.	☐	☐	☐	Final Release of Lien from Utility Contractor for the system(s) or portion(s) thereof constructed	_____
8.	☐	☐	☐	Final Attorney's Affidavit (provide upon recording legal documents)	_____

Tests, Certifications and Supplemental Documents

	N/A	In review	Item accepted	Item Needed	Notes
1.	☐	☐	☐	Sewer Video of constructed gravity sewer (Sewer Report & Master Utility Sheet)	_____
2.	☐	☐	☐	Certification of pressure testing of wastewater force mains by Engineer of Record	_____
3.	☐	☐	☐	Certification of the infiltration/exfiltration tests for the sewer lines by Engineer of Record	_____
4.	☐	☐	☐	Coating certification from the manufacturer or a professional testing laboratory for all manholes, wet wells and valve vault.	_____
5.	☐	☐	☐	Lift station(s) start up report(s)	_____
6.	☐	☐	☐	Electrical Contractor's certification of Lift Station electric service wire sizing and voltage drop pursuant to National Electrical Code Specifications	_____
7.	☐	☐	☐	Start-up and successful testing of Data Flow telemetry equipment (AR-7936 & above)	_____
8.	☐	☐	☐	Certification of pressure testing of water and non-potable irrigation mains by Engineer of Record	_____
9.	☐	☐	☐	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 • All the utilities system(s), or portion(s) thereof, has been constructed in accordance with County Ordinances and Regulations, including the required color for piping	_____
10.	☐	☐	☐	One year (1) Warranty on work performed and system(s) or portion(s) thereof installed by Utilities Contractor	_____
11.	☐	☐	☐	Engineer's Final Payment Confirmation	_____
12.	☐	☐	☐	DEP Certification Form and copy of General Permit for WATER facilities (including interim facilities, if applicable);	_____
13.	☐	☐	☐	DEP WATER Certification approval to be forwarded when received	_____

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|-----|--------------------------|--------------------------|--------------------------|---|-------|
| 14. | ☐ | ☐ | ☐ | DEP Certification Form and copy of General Permit for SEWER facilities (including interim facilities, if applicable); | _____ |
| 15. | ☐ | ☐ | ☐ | DEP SEWER Certification approval to be forwarded when received | _____ |
| 16. | ☐ | ☐ | ☐ | DEP Certification Form 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 | _____ |
| 17. | ☐ | ☐ | ☐ | Lab results on bacteriological tests for potable water mains | _____ |
| 18. | ☐ | ☐ | ☐ | Satisfactory Test Reports and Certification of backflow device by Certified Laboratory. | _____ |
| 19. | ☐ | ☐ | ☐ | Verification of Final Cost (Include materials and labor, misc.)
Cost breakdown – Contributory Assets for County/Private Materials (materials only)
(<u>i.e.</u> detailed quantities, sizes, unit cost, total cost, etc) | _____ |
| 20 | ☐ | ☐ | ☐ | Letter from the Fire District regarding ownership and maintenance of fire hydrants | _____ |
| 21. | ☐ | ☐ | ☐ | 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. | ☐ | ☐ | ☐ | One (1) complete set of Record Drawings 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 and / or wastewater system(s) or portion(s) thereof | _____ |
| 2. | ☐ | ☐ | ☐ | One (1) computer-generated disk of Record Drawings in CAD and PDF format per Utilities Standards and Procedures Ordinance Section 134-58 (e). Code of Laws and Ordinances | _____ |
| 3. | ☐ | ☐ | ☐ | Longitude and latitude shall appear on detail sheet. (AR-7936 & above) | _____ |

Office Use Only below this line
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