

APPENDIX 1

Standard Forms and Tables

SUBMITTAL CHECKLIST – Deleted as of September 24, 2010

Please refer to Augusta County's website at the following address.

<http://www.co.augusta.va.us/Index.aspx?page=284>

AUGUSTA COUNTY SERVICE AUTHORITY



APPLICATION FOR PLAN REVIEW

Date: _____

Project Name /Plan Title: _____

Type of Project: _____
(Master Plan, Minor Subdivision, Major Subdivision, Commercial/Industrial Site Plan, Utility Extension, Other)

Master plans and subdivisions indicate the number of lots: _____

Site Plans that are expansions of existing structures that are currently connected the Service Authority's water or sewer system provide your account number: _____

Project Description: _____

Project Location: _____

Parcel Number (To Be Completed For All Site Plans):

Tax Map _____ Insert _____ Double Circle _____ Block _____ Lot _____ Sublot _____

Owner/Developer: _____

Address: _____

Phone Number: _____

Fax Number: _____

Contact Person: _____ Phone Number: _____

.....
Service Authority Site Access:

For plans showing the construction of privately owned water/sewer mains/submains intending to connect to the Service Authority's systems, the property owner must sign in agreement with the following prior to plan review:

I hereby grant representatives of the Augusta County Service Authority, upon showing proper identification, access to the property associated with this project during the construction period for the purpose of inspecting the associated mains/submains and appurtenances to ensure compliance with the Service Authority's Design and Construction Standards. Furthermore, I understand that service to the property will not be provided until all construction is in compliance with the Service Authority's Standards and the necessary access easements have been properly recorded in accordance with the Service Authority's Standards. This right to access provided by you shall expire upon issuance of a Certificate to Occupy by the Augusta County Building Inspection Department.

Owner/Authorized Representative: _____(Please Print)

_____ (Title)

_____ (Signature)

All applications for plan review **NOT** associated with a major subdivision shall be accompanied by a water meter sizing form. All major commercial and residential subdivisions shall submit hydraulic calculations with the submittal of the master plan in accordance with the Augusta County Service Authority Construction Standards.

Please note that Subdivision Construction Plan and Utility Extension plan approval is valid for 1 year through the Augusta County Service Authority. All other plan approval shall coincide with the limits set by the Augusta County Community Development Department.

Design Engineer: _____

Address: _____

Phone Number: _____

Fax Number: _____

Services Requested: Water _____ (No. of Connections) **And/Or** Sewer _____ (No. Of Connections)

Application Completed By: _____ (Please Print)

_____ (Signature)

Representative Of: _____

Phone Number: _____

Fax Number: _____

**AUGUSTA COUNTY SERVICE AUTHORITY
WATER METER SIZING FORM¹**

Project Name: _____ Type of Facility/Use: _____
Project/Facility Location: _____

Fixture		Fixture Value @ 35 psi		No. of Fixtures		Fixture Value
Bathub with Shower		8	X		=	
Bedpan Washers		10	X		=	
Combination Sink and Tray		3	X		=	
Dental Unit		1	X		=	
Dental Lavatory		2	X		=	
Drinking Fountain	- Cooler	1	X		=	
	- Public	2	X		=	
Kitchen Sink	- 1/2" Connection	3	X		=	
	- 3/4" Connection	7	X		=	
Lavatory	- 3/8" Connection	2	X		=	
	- 1/2" Connection	4	X		=	
Laundry Tray	- 1/2" Connection	3	X		=	
	- 3/4" Connection	7	X		=	
Shower Head (Shower Only)		4	X		=	
Service Sink	- 1/2" Connection	3	X		=	
	- 3/4" Connection	7	X		=	
Urinal	- Pedestal Flush Valve	35	X		=	
	- Wall Flush Valve	12	X		=	
	- Trough (2 Ft. Unit)	2	X		=	
Wash Sink (Each Set of Faucets)		4	X		=	
Water Closet	- Flush Valve	35	X		=	
	- Tank Type	3	X		=	
Dishwasher	- 1/2" Connection	5	X		=	
	- 3/4" Connection	10	X		=	
Washing Machine	- 1/2" Connection	5	X		=	
	- 3/4" Connection	12	X		=	
	- 1" Connection	25	X		=	
Hose Connection (Wash Down)	- 1/2"	6	X		=	
	- 3/4"	10	X		=	
Combined Fixture Value Total					=	
Irrigation	For spray and rotary systems indicate the total irrigable area (square feet)				=	
	For irrigation systems utilizing hose bibs, indicate the number of bibs used				=	
Fixed Loads ²					=	

I certify that the above information is true and correct: _____ (Name – Please Print)

_____ (Signature)

TO BE COMPLETED BY ACSA ENGINEERING DEPARTMENT						
System Pressure =		Pressure factor (PF)	=			
1) Customer Peak =	Demand of Fixture Total from Fig. 4.4/4.5	* _____ (PF)	=			gpm
2) Irrigation =	_____ SF/100 * (1.16) or (0.04) ³		=			gpm
	_____ Bibs*6.5*	_____ (PF)	=			gpm
3) Fixed Loads =			=			gpm
Total Demand =	Sum of 1 - 3		=			gpm

¹ This form is based on AWWA M22, Copyright 1975

² Document equipment/use requiring fixed load demand in space provided

³ Spray Systems – Use 1.16; Rotary Systems – Use 0.40

**AUGUSTA COUNTY SERVICE AUTHORITY
FIRE HYDRANT FLOW TEST FORM**

Location :
Street/Intersection

Associated Project:

Water System:

Tank:

Flow Hydrant Number:

Person(s) Performing Test:

Size of Main (inches):

Static Pressure (psi):

Date of Test:

Time of Test

Instrument Used:

Duration of Flow Test

Total Volume Lost (Gallons)

Total Flow (gpm):

Tank Level at Time of Test:

Nozzle Size (inches):

Nozzle #2 Size (inches):
(if used)

Residual Hydrant #1:

Static Pressure #1 (psi):

Residual Pressure #1 (psi):

Residual Hydrant #2:

Static Pressure #2 (psi):

Residual Pressure #2 (psi):

Residual Hydrant #3:

Static Pressure #3 (psi):

Residual Pressure #3 (psi):

Notes: _____

Are there any controlling features in the water system that would affect pressure in this location other than the tank? Such as Pumps, PRV's, etc. _____

By signing this waiver, I, _____, a representative of _____, hereby acknowledge that the Augusta County Service Authority does not guarantee the accuracy of its instruments used during a fire flow test and I accept responsibility for errors which may occur as a result of a fire flow test performed with ACSA staff on _____ (date). I also agree that by signing this waiver, if I am not confident in the accuracy of the instruments used in the fire flow test identified above, it is my responsibility to have the instruments calibrated prior to using flow information obtained from the instruments in hydraulic calculations.

Signature (Developer's Representative) _____ Date _____

ACSA Representative _____

Phone #: _____ Fax #: _____

***Note:** This sheet shall be included with any water system modeling that is submitted for this project.

Office Use Only: Entered into database? Entered by (initials): _____

AUGUSTA COUNTY SERVICE AUTHORITY
PRECONSTRUCTION MEETING

Date: _____

PROJECT:	
Starting Date:	
Owner/Developer: Representative:	Phone: Fax:
Consulting Engineer: Representative:	Phone: Fax:
Contractor: Project Representative: Site Superintendent:	Phone: Fax: Mobile (Site Super.):
ACSA Project Inspector:	Phone: Fax: Mobile:
ACSA Inspection Supervisor:	Phone: Fax: Mobile:

1. Does contractor have a set of ACSA approved/stamped plans? Yes / No	
2. Developer/Contractor familiar with ACSA Construction Standards / Practices? Yes / No	
3. Plan changes/issues addressed during pre-construction meeting: _____ _____ _____ _____	
4. Contractor to notify Inspection Supervisor before construction begins at 245-5670.	
5. Contractor to notify Inspection Supervisor to schedule final inspection at 245-5670, final inspection will be when testing is complete and water samples are approved.	

All materials and construction shall comply with the General Water & Sewer Construction Specifications as adopted by the AUGUSTA COUNTY SERVICE AUTHORITY.

The attached **Acceptance of New Construction** sheet has been provided to inform the Contractor and the Owner/Developer of what is required by the Service Authority prior to acceptance of the work. It should be noted that the warranty period does not begin until the work has been formally accepted by the Service Authority. If you did not receive the **Acceptance of New Construction** attachment, please contact the Augusta County Service Authority Engineering Department.

- xc: ACSA Office/File Copy
 Contractor (Fax Copy)
 Developer (Fax Copy)
 ACSA Inspector

ACCEPTANCE OF NEW CONSTRUCTION

The following items must be completed prior to acceptance of the work by the Augusta County Service Authority. If there are any questions regarding the applicability of any of the items below to your project, contact the Augusta County Service Authority Engineering Department (540-245-5670).

Owner/Contractor Responsibilities

- 1) All requirements have been fulfilled in the opinion of the Service Authority.
- 2) All punch-list items have been corrected to the satisfaction of the ACSA.
- 3) Any work that was previously accepted by ACSA representatives but later damaged has been repaired.
- 4) A final inspection has been performed by or in the presence of the ACSA.

Owner/Engineer Responsibilities

- 1) All requirements have been fulfilled in the opinion of the Service Authority.
- 2) All matters relative to the specific contract between the developer or owner and the Service Authority are in order. (For projects in which the Service Authority is the Owner or a contractual partner.)
- 3) Two sets of as-built plans (1-mylar, 1-bond) have been submitted to the Authority. As-built plans shall contain information gathered by the design engineer and/or detailed information provided to the design engineer by the Contractor.
- 4) All permits, if any, have been released by the Virginia Department of Transportation. (For projects in which the Service Authority is the Owner or a contractual partner.)
- 5) All conditions of the Industrial Pretreatment Program and the Cross Connection Program have been met.
- 6) The Professional Engineer for the project must submit a letter upon completion of the project stating that work was completed in accordance with the approved plans and specifications for facilities other than water and sewer lines; e.g. pump stations, booster stations, etc...
- 7) The Deed of Easement and property plat have both been submitted to and approved by the Service Authority and recorded in the County Clerk's Office. Copies of the recorded documents and a record receipt shall be submitted to the Service Authority.
- 8) All fees have been paid.
- 9) The **Letter of Dedication** has been submitted to and approved by the Authority. Please contact the Augusta County Service Authority for a copy of this form.
- 10) That explicit understanding exists between the developer or owner and the Service Authority that the developer or owner shall be responsible for and obligated to correct any deficiencies in construction or materials for a period of one year from the date of final acceptance of the facilities by the Service Authority. This condition shall be stipulated in the written form of acceptance issued by the Service Authority once all of the above requirements have been fulfilled.

RESERVATION OF CAPACITY AGREEMENTS – Deleted as of September 24, 2010

Forms have been superseded by policy amendment updates.

Please see: Policy 10.8 – Reserved Treatment Capacity for Water & Sewer Service

[http://www.acsawater.com/oppm/PDF/10.8 Reserved Treatment Capacity for water or Sewer Systems.pdf](http://www.acsawater.com/oppm/PDF/10.8%20Reserved%20Treatment%20Capacity%20for%20water%20or%20Sewer%20Systems.pdf)