
**AUGUSTA COUNTY SERVICE AUTHORITY
OPERATING PROCEDURES AND POLICY MANUAL**

Approved By: Board of Directors
Effective Date: November 12, 2018

Engineering Management/Design
Policy No. 10.6
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Plan Review and Project Acceptance for Water and Sewer Services

General

This policy contains specific requirements that must be met before the Authority will provide water and/or sanitary sewer service.

Prior to Developers/Owners/Consultants pursuing public water and/or sanitary sewer service, line extensions, and/or connections, the Augusta County Community Development Department must be consulted to ensure compliance with all Augusta County Ordinances and Policies.

Pre-submittal Information for Subdivision and Site Plan Construction¹

Water and sewer capacities are not reserved until system adequacy is determined (supply, treatment, transmission) and payment of the Connection Fees has been received in accordance with **Policy 10.4 - Reserved Treatment Capacity for Water or Sewer Systems**, and the current prevailing Rate Schedule.

Investigation of available fire flow is recommended to ensure the system is capable of providing the needed fire flow to comply with the Augusta County Fire Protection Ordinance² for the proposed use of the property. Any required upgrades or extensions to provide adequate fire flow would be the responsibility of the Developer/Owner and are subject to Authority review and approval.

All easements and permits shall be obtained by the owner/developer. Unauthorized use of Authority easements is prohibited. Use of private easements or other right of ways is subject to approval by private landowner or controlling entity (Augusta County, VDOT, etc.).

Any upgrades or extensions needed to meet development or fire flow requirements may be the sole responsibility of the Developer/Owner and are subject to Authority review and approval in accordance with the Augusta County Service Authority Design and Construction Standards and **Policy 10.2 – System Improvements**.

Plan Submittal and Review Process

Plan submittal and review will be in accordance with the Augusta County Ordinance¹ and the latest version of the Augusta County Service Authority Design & Construction Standards. Authority fees for inspection and plan review must be paid before plan approval. Reservation of capacity fees are to be paid in accordance with **Policy 10.4 – Reserved Treatment Capacity for Water or Sewer Systems**.

All plans, revisions, and addendums must be submitted to the Augusta County Community Development Department for routing to applicable departments/agencies. Plans must be submitted with a completed “Augusta County Submittal Checklist” and all required attachments

¹ Ref. Augusta County Ordinance Ch. 21 – Subdivision of Land & Ch. 25 – Zoning for site plan requirements

² Ref. Augusta County Ordinance Ch. 24.

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in accordance with the checklist. Once approved, the Authority requires a total of two (2) sets of construction plans.

Some projects will require the review and approval of the Virginia Department of Health (VDH) and/or the Department of Environmental Quality (DEQ) in accordance with the Authority's Memorandums of Understanding with the VDH and the DEQ. In this case, the Developer/Owner will be notified upon the completion of the Authority review the plans must be submitted to the VDH and/or the DEQ. Once these agencies have given written approval, the Authority will then issue an approval letter to the Developer/Owner, with a copy sent to the Augusta County Community Development Department. Additional state agency reviews may be required. Please note these agencies have specific requirements for their plan review procedures. Some projects will require submittal of a Virginia DEQ Application for Certificate to Construct (CTC) to the appropriate DEQ Regional office and/or a Waterworks Permit Application for the issuance of a Waterworks Construction Permit.

Unless extended by applicable local, state, or federal laws, regulations or ordinances, subdivision construction plans approved by the Authority are valid for one (1) year. If the project does not start within one (1) year of the plan approval date or if the plans change, the previously issued approval will be void and the plans must be resubmitted for Authority approval. Approval periods for all other plan types shall conform to the Augusta County Ordinance/Policy. Any changes made after approval that have not been provided to the Authority for review and acceptance will void prior plan approval, may result in additional charges, may result in discontinuance of inspections and testing required for acceptance, and may result in permanent disconnection from Authority infrastructure.

Construction

A Pre-Construction Meeting must be scheduled in accordance the Augusta County Service Authority Design and Construction Standards where the developer will meet the Authority Project Engineer and/or the Authority Inspector assigned to the project. Representatives from the VDH and/or the DEQ may be requested to attend. This meeting must be scheduled to take place before any water and/or sanitary sewer construction begins. Construction material submittals must be provided prior to construction and it is recommended any questions regarding materials be addressed as far in advance as possible of the Pre-Construction Meeting to avoid conflicts.

The Developer/Owner must notify the Authority at least 48 hours prior to the beginning of any water or sanitary sewer construction. In no case shall construction be started without notification. Failure to properly notify the Authority may result in additional work by the Developer/Owner in order to permit the necessary inspection. Failure to comply will result in disconnection from the Authority infrastructure.

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Any project in which work has stopped for 6 months or more will be considered "inactive" and the Authority Inspector will no longer be on site for project inspection. In this case, the Authority will contact the Developer/Owner and notify him of the project's "inactive" status and the Developer/Owner will be required to notify the Authority at least 48 hours prior to restarting construction. If the project remains "inactive" for 12 months the Authority may elect to disconnect the project from the Authority infrastructure.

The Authority Inspector will be present for all required water/sewer facility testing. Original test documentation and results will be placed in the project file and shall be available at any time for VDH/DEQ review.

Once water/sewer facilities are in place, tests are satisfactory, and final grading and major road work are completed a substantial completion inspection will be scheduled and the Developer/Owner, Authority representative, and possibly the VDH and/or the DEQ (if necessary) shall be in attendance.

"Final grading" shall be considered complete when the finished grade shown on the plan profile is achieved around all water/sewer appurtenances and within the water/sewer easement(s).

"Major roadwork" shall be considered complete when base pavement has been placed, curb & gutter/sidewalk is installed if required, and roadside ditches, if required, are at finish grade.

If any deficiencies are noted, the Authority representative will send a list of these deficiencies in writing to the Developer/Owner. The Developer/Owner must notify the Authority in writing when these deficiencies have been corrected and a re-inspection will be scheduled.

Record Drawings

Prior to providing service an **Interim Acceptance Submittal** is required. This Interim Acceptance Submittal shall be a pdf (digital) of the construction drawings that clearly reflect and call out any significant field changes. The submittal shall be labeled as an interim record drawing. Significant field changes that are made without Authority approval may require additional field or legal documentation changes prior to providing service. A significant field change is defined as:

- A. A horizontal change which moves a facility such that it will be located within three (3) feet of the edge of the exclusive area of the easement (this may require the easement be formally adjusted) or more than three (3) feet laterally from the original, approved location.

- B. A vertical change that creates a conflict with the Augusta County Service Authority Design and Construction Standards. This includes changes to slope, depth, minimum cover, clearance, etc.

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At the time of final acceptance of the project by all agencies, a **Final Record Drawing** shall be provided. Additionally, if no County record drawing is required a final record drawing must be submitted for review and acceptance prior to service being provided. The Developer/Owner shall submit record drawings to the Augusta County Community Development Department for distribution and review in accordance with the Augusta County Policy For Submission Of Record Drawings. The Final Submittal will be reviewed in accordance with the content and accuracy requirements for Record Drawings found in the Augusta County Service Authority Design and Construction Standards. The Authority will deliver comments on the record drawing submittal to the Augusta County Community Development Department for routing to the Developer/Owner. After approval, the Developer/Owner will submit one pdf (digital) set of the record drawings to the Augusta County Community Development Department for routing to the Authority.

For all facilities other than water and/or sewer pipelines, the Professional Engineer for the project must submit a letter to the Authority upon completion stating all work was completed in accordance with the approved plans and specifications for facilities constructed that require DEQ or VDH review and approval. Some projects will require submittal of a Virginia DEQ Application for Certificate to Operate (CTO) to the appropriate DEQ Regional office and/or a Statement of Completion and a Final Inspection in accordance with VDH Waterworks Regulations.

The Certificate of Occupancy issued by the Augusta County Building Department will be signed off by the Authority only when the criteria for issuance of the Letter of Acceptance have been fulfilled, as given below.

Final Acceptance of Dedicated Water/Sewer Facilities

Please note: Items A. through H. below must be completed before any water meters are set and/or sewer connections allowed. The Developer/Owner may wish to consider phasing of the construction plans as the following will be required for any portion of the project for which service is requested.

- A. Construction Plans approved by all applicable state and local agencies/departments in accordance with this policy.
- B. Required Authority fees paid.
- C. Pre-Construction Meeting held between Authority and Developer/Owner.
- D. Authority performs inspection of project during construction.
- E. Substantial Completion – Water/Sewer construction is in accordance with plans and Augusta County Service Authority Design and Construction Standards, tests are

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satisfactory, required documentation from regulatory agencies (VDH, DEQ, Army Corps of Engineers) has been received, and final grading and major roadwork are completed. Reference **Construction** section above for the definition of “final grading” and “major roadwork”.

- F. Deed of Easement to Authority recorded for all water/sewer lines & appurtenances shown on the construction plans that will be maintained by the Authority. All easements associated with the approved construction plans must be recorded prior to or concurrently with the first plat.
- G. Final Plat must be approved by the Authority. Approval of the Final Plat can be any time after the construction plans have been approved. The Final Plat does not have to include all lots as shown on the construction plan but must contain all easements for Authority facilities that will be put into operation to serve any of the lots on the plat.
- H. Record Drawings in accordance with this policy (see **Record Drawings** Section of this policy).

Upon completion of items A through H above, a Letter of Acceptance will be issued by the Authority and the one (1) year developer’s warranty period begins. Water meters may now be placed and sewer connections allowed. The Authority may continue inspections throughout the period the developer has construction equipment on the project site to monitor for damage following acceptance. The one (1) year developer’s warranty will cover any damage or deficiencies in design, workmanship, or materials in the construction of the water and/or sewer facilities. If any non-emergency deficiencies are found within this one (1) year warranty period, the developer may elect to repair them at their own expense within a time period agreed to by the Authority. If the repairs are not made within this time period the Authority will notify the developer in writing the deadline has not been met. The Authority may then elect to repair the deficiencies. In the event of an emergency, the Authority will repair the deficiency. In these cases, the Authority will bill the developer the cost of the repair plus 25%.

Warranty Inspection by the Authority occurs approximately 11 months after the Letter of Acceptance is issued. This inspection may include but not be limited to the following:

- A. Inspection of all easily accessed water and/or sewer appurtenances
- B. Operation of fire hydrants and valves
- C. Leak detection performed by the Authority
- D. Sewer system inspection by the Authority