

HENDERSONVILLE WATER AND SEWER

WATER AND SEWER UTILITY EXTENSIONS AND SERVICES

PROJECT ACCEPTANCE REQUIREMENTS/CLOSE-OUT DOCUMENTATION

All these items must be submitted and approved prior to City of Hendersonville Water & Sewer Acceptance

This list is taken from the most recent Utilities Plan Review Checklist. If you have questions or require further information, please contact the Development Review Engineer at the City of Hendersonville.828-233-3237

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- "As-Built" Plans – The Engineer shall submit electronic files, paper files are not essential, but may supplement electronic files.
 1. Electronic submittal shall be in PDF and electronic formats (.dwg or .dxf file) on DVD or flash drive as outlined in the **As-Built Drawing Checklist**.
 2. One paper copy (24" x 36" - surveyed and referenced to NAD 83) labeled "AS-BUILT" on each sheet (24" x 36" – surveyed and referenced to NAD 83).

 - Final Inspection – The Engineer schedules final inspection with City. Contact Engineering Inspections Manager at cconard@hvlnc.gov or (828) 233-3238 to schedule this inspection.

 - Dedication Deed – The Engineer will be provided with an Easement/System Dedication Agreement from the City which references the previously recorded easement/system plat and for the Utilities Infrastructure and Appurtenances to be dedicated to the City.

 - Close-Out Documentation – The Engineer shall submit:
 1. Engineer's Certification,
 2. final walk-through report and checklist,
 3. all test results,
 4. Fixed Asset Evaluation form,
 5. recorded easements, deed agreement (this must be coordinated with COH Engineering and Legal Depts)
 6. Final as-builts and recorded easement plat

 - Graphic/Data Files for GIS: Final –
 1. Submit electronic files of Final As-Builts in a separate folder labeled with the following format:

PROJECT NAME_COH_DATA FILES_ASBUILT FINAL

The file should include, in ESRI Geodatabase format and/or shapefiles, and/or dwg:

1. the final Water infrastructure, appurtenances, and associated proposed easements and/or
2. the final Sewer infrastructure, appurtenances and associated proposed easements.
3. A text file of the points for the infrastructure as-builts
4. A pdf of the final as-built for GIS reference

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City will complete and submit ***Applicant's Certification upon receipt and approval of ALL close-out documents***

- Storage Tanks and Pump Stations Documentation* – The Engineer shall submit documentation associated with all storage tanks and pump stations, including but not limited to, specifications, drawings, O&M manuals and start up results and certifications.

- Project Close-Out Meeting* – The Developer or Developer's Engineer schedules project close-out meeting with City. (Optional)

- Final Acceptance* – Upon successful completion of this checklist, and all other requirements that may not be referenced in this checklist, the City will issue a letter of final acceptance to the Developer/Owner. This letter will provide the official date of acceptance and the date in which the 12-month warranty period will terminate.

Project Close-Out Meeting Date (OPTIONAL)

Final Acceptance Date

End of 12-Month Warranty Period

Warranty Inspection Date

Please sign to acknowledge receipt of these documentation requirements:
