



Utility Extension Submittal for Review

Project Name: _____ Project Number: _____

This Project Requests a Utility Extension of:

☐ Public Water ☐ Public Sewer

Please submit proposed length of extension(s) (specify lengths by pipe diameter and material):

Type of Development: _____ Total Number of Units Proposed: _____

(Residential, Industrial, Commercial, etc.)

(Example: 100 APTS, 50 SFH, 20 TH, 35 Duplexes, etc.)

Total Number of Bedrooms: _____

The Following Utilities for this Project Only Require a Service Connection (**No Extension Required**):

☐ Water ☐ Sewer

Will the roads within the development become public (maintained either by CoH or NCDOT)?

☐ No ☐ Yes

To be maintained by: ☐ City of Hendersonville ☐ NCDOT

Owner Information

Legal Name: _____

Type of Entity: ☐ Corporation ☐ LLC ☐ Individual(s) ☐ Other

Is Entity Registered to conduct business in the state of North Carolina? ☐ Yes ☐ No

Name of Representative with Signing Authority:

Phone Number: _____

Legal Address: _____
Email Address: _____

Developer Information Legal Name: _____

Type of Entity: ☐ Corporation ☐ LLC ☐ Individual(s) ☐ Other

Name of Representative/Contact:

Phone Number: _____

Legal Address: _____
Email Address: _____

Engineer Information Engineering Firm: _____

Engineer Name: _____ Email Address: _____

Authority Responsible for Payment of Fees (Please see [Fee Schedule](#) for associated fees)

☐ Owner ☐ Developer ☐ Engineering Firm ☐ Other Entity (enter information below)

Legal Name: _____ Phone Number: _____

Billing Address: _____ Email Address: _____

PROJECT NAME:	PROJECT NUMBER (Assigned by CoH):
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Please submit all correspondence to:

Engineering Department
305 Williams Street
Hendersonville, NC 28792
EngineeringReview@hvlnc.gov
828-697-3000

Please use this checklist as a guide to ensure a complete Utility Extension Project submittal and to help avoid any delays in review:

- If you have any questions, please contact the Engineering Department's Project Coordinator (dsholl@hvlnc.gov).
- Please include this checklist with all pertinent checked items for submittal.
- Please indicate items not required for your project by marking them "N/A."
- Written approvals from the Engineering and/or Water & Sewer Departments are required for each stage of the submission.
- Approval from the Engineering and/or Water & Sewer Department **does not imply approval from other jurisdictions**. It is the responsibility of the Plan Preparer(s) to determine the governing authorities for their project and obtain necessary approvals.
- **IMPORTANT TO NOTE: This document and its linked forms are subject to change; it is the responsibility of the developer and/or their plan preparer to verify that the checklist and associated forms supplied with the submittal are the most recent versions posted on [the City of Hendersonville website](#) and/or other permitting agencies' sites.**

A. AVAILABILITY CONFIRMATION

If no Availability Confirmation Letter has been issued, please contact the Engineering Department.

- ☐ **Availability Confirmation Letter:** Please include the most recent copy of the City of Hendersonville Availability Confirmation letter with your submittal. If Availability Confirmation Letter has expired, please submit a 'Renewal Request' via the online [Availability Confirmation Request](#) form.

Availability and Initial Jurisdictional Approvals DO NOT guarantee accessibility or service.

Section A Read (initials): _____

B. UTILITY EXTENSION REQUEST SUBMITTAL FOR PLAN APPROVAL

Plan review and approval process may take an estimated 65 days once a complete submittal has been received. Time frame is paused when waiting for revisions.

- ☐ All materials (except payment) must be submitted **ELECTRONICALLY**. Paper submittals will not be accepted. All submittals shall be in PDF and CAD format. Please confirm your submittal is complete by using this checklist or contact the Engineering Department's Project Coordinator for assistance. **Incomplete submittals will not be reviewed**. Additional fees may be incurred for plans requiring multiple reviews by the City. Review time frames are estimated and can vary depending on the scope and complexity of each project. While staff make every effort to adhere to the posted timelines, extenuating circumstances or unforeseen factors may occasionally result in delays. We appreciate your understanding and patience as we work to provide a thorough and timely review.

Section B Read (initials): _____

- ☐ **Review Fee*** – Water and Sewer Extension Plan Review fees should be calculated using the current [Schedule of Rates and Fees](#), found on the City's website. Each type of review requires payment of fees. Please note review comments will not be released until Plan Review Fee has been paid. Please use the provided formula to calculate the total amount due.

Please make checks payable to: City of Hendersonville. Payments can be mailed to or dropped off at the Engineering Department, 305 Williams Street, Hendersonville, NC 28756.

To determine the total amount due, apply the formula provided using fees found on Rate Schedule:

Water: Base Fee + (Total # of Plan Sheets x \$15 Per Sheet Fee) = Total Review Fee

Sewer: Base Fee + (Total # of Plan Sheets x \$15 Per Sheet Fee) = Total Review Fee

Total Review Fee Amount Due: _____

*These fees are subject to change from time to time at the discretion of City Council.

* Receipt of Review Comments & Plan Approval require payment of review fee.

☐ Project Information – Required for permitting and approval of water and/or sewer extensions.

☐ Narrative(s) describing proposed water and/or sewer extensions including:

- a. Summary of project including the type of development and number of proposed connections.
- b. Approximate length of water and sewer lines, length of each pipe size proposed.
- c. Size and total number of meters proposed.
- d. Number of manholes proposed.
- e. Number of hydrants proposed.
- f. Total acreage of Utility Easement.

☐ Engineer's Report including:

- a. Proposed daily demands
- b. Size, material, and length of infrastructure
- c. Pump station calculations (if applicable)
- d. Details of infrastructure (lift stations, manholes, number and types of valves, cleanouts, meters, etc.)
- e. Fire Hydrant Report including:
 - i. Results of Hydrant Flow Test **See [Hydrant Flow Test Request Form](#) for scheduling.**
 - ii. Number of fire hydrants proposed and projected water flow rate for each hydrant (gpm).
 - iii. Projected water flows and residual pressures during peak demand (domestic peak demand plus fire flow).
 - iv. Hydrant flows and pressures must be calculated based on associated waterline sizes and fire flow requirements as outlined in the North Carolina Fire Code.
 - v. The name and contact information for the Fire Marshal for the Project Area.

** All Fire Department Connections and FDC signage must be approved by the City of Hendersonville Fire Marshall if inside City limits or the Fire Marshal of the Governing Jurisdiction. **

☐ Vicinity Map (8-1/2" x 11") showing existing water and sewer lines and proposed water lines and/or sewer lines.

☐ Project Plans – One set (24" x 36") in PDF format **and** CAD files. Provided plans should be in accordance with the City's Design Standards. **Please be sure to turn off all AutoCAD SHX comments when creating the pdf to avoid delays in review. Please reduce the size of the pdf before submitting.**

☐ The plan set should include the following pages:

- a. Cover sheet with index and vicinity map.
- b. Notes sheet(s).
- c. Existing conditions survey showing parcel boundaries, 1-2 ft contour lines, existing buildings and existing utilities, vegetation, and water features.
- d. Erosion control plan.
- e. Grading & stormwater plan.
- f. Overall site plan (showing entire project area).
- g. Utility plan for proposed water and/or sewer extension.
- h. Plan and profile sheets for proposed mains organized "Plan over Profile" (as specified in the City's Design Standards).
- i. Utility service connection plan.
- j. Provide multiple sheets (as necessary) to show site plan and utility plan at a standard ratio, 1:50 or larger.
- k. Details sheets (detail text shall be clearly legible).

☐ Construction Water Source Plan – The Developer/Engineer will determine the source of water during construction and add a note to the plans in this regard. **This sourcing must be approved by COH.*

☐ If the Developer/Engineer requests it, a service line and irrigation meter may be installed for construction water sourcing.

- a. The location of the construction water line, irrigation meter and backflow prevention assembly must be added to the plans for review and approval by COH Environmental Compliance Coordinator.
- b. COH staff will coordinate with Developer/Engineer for the inspection of the line installation, installation of the irrigation meter and testing of the backflow prevention assembly by a certified backflow tester.

** **If the CONSTRUCTION water line is to:***

- *Remain in service post-construction, a note indicating the same must be added to the plan.*
- *Be abandoned post-construction, this must be noted on the plans and an inspection will need to take place to ensure the system is disconnected and capped off, prior to project acceptance. **

☐ Proposed Backflow Prevention – Where required*, the Developer/Engineer must include a USC approved Backflow Prevention Assembly for non-residential and irrigation connections. This installation must receive approval from the City Environmental Compliance Coordinator.

- ☐ *Contact the Utilities Compliance Coordinator to determine if your project requires Backflow prevention
 - a. Please note that it will be necessary to complete the “**Backflow Prevention Application**” form ([found on our website](#)) following utility extension plan approval.
 - b. All installations should be located on the plans.
 - c. A note should be added to the plans indicating the assembly model, installation, specifications, and sizing.

☐ Confirm Sewer Use Ordinance Compliance – Please complete an [Industrial Waste Survey and/or Food Service Establishment Application](#) to be reviewed by the City Environmental Compliance Coordinator.

☐ Proposed Utility Easement(s) – The plans must show the appropriate easement widths (as specified in the City Standard Utility Easement Document) on both sides of utility lines and including an offset around the footprints of vaults, meter boxes, hydrants, and valves if these extend past the ROW and into private property.

☐ Technical Specifications – City Standard Specifications may be obtained from the [City’s website](#).

☐ Oversize Reimbursement Application(s) – Submit signed Oversize Reimbursement Application(s) to the City for City Council review and approval, as mutually agreed upon by Developer and City, if applicable.

☐ NCDEQ Application: Water – You may access this application at: <https://www.deq.nc.gov/public-water-supply-section-forms-reports-publications>
 Submittal shall include one original application filled out by design Engineer. The application will be signed and returned to the Design Engineer for their submittal to the State once utility extension plans have been approved by the Engineering Department. **Design Engineer is responsible for determining whether state permitting is required and for providing the most current revision of the NCDEQ Application.**

☐ NCDEQ Application: Sewer – You may access this application at: <https://www.deq.nc.gov/about/divisions/water-resources/water-quality-permitting/collection-systems/sewer-extension-permitting>.
 Submittal shall include one original application filled out by design Engineer. Please ensure the Design Engineer has signed, sealed and dated application where required. The application will be signed and returned to the Design Engineer for their submittal to the State once utility extension plans have been approved by the Engineering Department. **Design Engineer is responsible for determining whether state permitting is required and for providing the most current revision of the NCDEQ Application.**

☐ NCDOT Three Party Right-of-Way Encroachment Agreement, if applicable – Forms may be accessed at: <https://connect.ncdot.gov/municipalities/Utilities/pages/encroachment-agreements.aspx>
 Submittals shall include one original encroachment agreement form. City staff will obtain the required signatures and will return the agreement to the Design Engineer for submittal to NCDOT once plans are approved by the Engineering Department. Design Engineer is responsible for providing current revision of the NCDOT Encroachment Agreement(s).

☐ U.S. Army Corps of Engineers Permit(s), if applicable – Pre-Construction Notification (PCN) application form.

☐ Railroad Encroachment, if applicable.

Section B Completed (initials): _____

C. Utility Extension CAD Files

Files must be submitted with each revision of plans.

☐ **CAD Files of Proposed Infrastructure in .dwg format** – This file should include the following elements:

- | | | |
|---|---------------------------------------|--|
| <input type="radio"/> Sidewalks | <input type="radio"/> Hydrants | <input type="radio"/> Stormwater |
| <input type="radio"/> Roads | <input type="radio"/> Valves | <input type="radio"/> Meters |
| <input type="radio"/> Cleanouts | <input type="radio"/> Services | <input type="radio"/> Topography |
| <input type="radio"/> Service Lats | <input type="radio"/> Sewer lines | <input type="radio"/> Rights of way |
| <input type="radio"/> Building footprints | <input type="radio"/> Manholes | <input type="radio"/> Proposed Easement Area |
| <input type="radio"/> Water lines | <input type="radio"/> Other Utilities | <input type="radio"/> Property Boundary |

Section C Completed (initials): _____

D. Important Information to Note

- ☐ For proposed public utilities on property not owned by the developer, easement from the private property owner must be provided prior to plan approval.
- ☐ Please note that the City of Hendersonville Utility Plan Approval requires approval documentation (email, letter, minutes from a meeting) from the relevant jurisdiction (an authorized township and/or municipality staff member, board, or council). Please provide documentation as soon as it is available.
- ☐ The Utility Extension Agreement must be signed, notarized, and returned to City staff prior to requesting a preconstruction meeting.
- ☐ A preliminary surveyed utility easement plat will be required when scheduling the preconstruction meeting.
- ☐ Please note that the Developer must receive **written approval** of final utility extension plans from The City of Hendersonville's Engineering Department prior to applying for taps or building permits and prior to submittal to state agencies.
- ☐ Please note System Development Fees came into effect on January 1, 2025, and increased on July 1, 2025, and will increase again on July 1, 2026. These fees are subject to change after City Staff's review of the utility plans. Applicable fees will be assessed in accordance with the fee schedule in effect at the date of the Service Application. Please see the current Fee Schedule for the most up to date fees.
- ☐ For proposed sewer extensions to properties located outside of the city limits, Property Owners must comply with the ['Policy Governing Voluntary Annexations as a Result of Sewer Requests'](#) and file a petition for annexation with the city.

Section D Read (initials): _____