



# TOWN OF JAMESTOWN

## UTILITY DEVELOPMENT CHECKLIST

PROJECT: \_\_\_\_\_

ENGINEER: \_\_\_\_\_ PHONE: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

DEVELOPER: \_\_\_\_\_ PHONE: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

UTILITY CONTRACTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

\_\_\_\_\_ **1. Water and/or Sewer Tap Privilege Fees:** these fees must be paid prior to approval of NCDENR application(s) by the Town.

\_\_\_\_\_ **2. Pre-construction Meeting and Site Inspections:** The project manager or engineer must schedule a meeting with Town of Jamestown Public Services staff prior to commencement of utility construction activity. A list of contact names and phone numbers must be provided for the engineer, developer, and contractor for project correspondence and emergency situations.

\_\_\_\_\_ **2. Plat / Deed of Dedication and/or Easements:** The documentation for dedication of public easements must be submitted for review and approval. This documentation must include the recorded plat or deed of land prior to proposed improvement. Deed dedications are required to have an exhibit of the proposed easements with bearings and distances shown.

\_\_\_\_\_ **3. Utility Test Certification and Video Inspection:** Ensure water and sewer test have been completed and are on file with the Town. Satisfactory water main and/or lateral(s) bacteriological tests, pressure test, vacuum tests, and video inspection must be completed and submitted to the Town.

\_\_\_\_\_ **4. Pump Station Inspection:** A scheduled meeting with the pump station design engineer of record, site project manager, and contractor with Town of Jamestown Public Services staff to perform a "start-up" of the station. Should a punchlist be generated from this inspection, the engineer is responsible for noting deficiencies and providing corrective action to be taken to the contractor. The engineer must submit written correspondence to the Town of Jamestown of the punchlist items and how the items were corrected. After this letter is written and submitted, a follow-up inspection should be scheduled with town staff. In regards to public pump stations, original documents of control panels, pumps, etc. must be provided prior to consideration of acceptance by the Town.

\_\_\_\_\_ **5. Project Site and Final Inspection Letter:** Site and final Inspections punchlist items should be completed noting deficiencies and corrective action taken. The project manager / developer must submit this letter prior to scheduling a final inspection.

**6. Dedication Asset Breakdown Letter:** A detailed letter of the utility assets being dedicated shall be submitted.

\_\_\_\_\_ **Example: Sanitary Sewer Collection System Mains**  
583 L.F. of 8" PVC (SDR 26) valued at \$ 9,911.00 installed  
**Water Distribution System Mains**  
1535 L.F. of 8" DIP (C350) valued at \$16,117.00 installed  
**Stormwater System**  
413 L.F. of 15" RCP valued at \$8,127.00 installed  
713 L.F. of 24" RCP valued at \$11,397.00 installed

\_\_\_\_\_ **7. Owner's Affidavit:** The original affidavit should be completed by the property owner or developer.

\_\_\_\_\_ **8. As-Built Drawing on Mylar:** A final survey and plan showing actual field conditions of the project performed after final inspection approval and prior to acceptance of the project. The as-built plan must include a sealed plan by the engineer of record and state "as-built" and date of survey on each sheet. The plan must include pertinent information including all aspects of water distribution system, sewage collection systems, sewage lift stations, stormwater systems, water quality devices and roadways. This plan must be submitted for review prior to issuance of final acceptance letter.

\_\_\_\_\_ **9. Dedication Warranty Letter:** This is a one (1) year warranty by the contractor and developer for all infrastructure improvements.

\_\_\_\_\_ **10. Address of Pump/Lift Station and Water Quality Devices.**

\_\_\_\_\_ **11. Acceptance Request Letter:** Letter from engineer of record or developer for the projects requesting the Town of Jamestown accept the project.

\_\_\_\_\_ **12. Engineer's Certificate of Compliance:** Ensure this form is completed by the engineer of record and submitted with as-built plans.

<p><b>Please submit all applicable documents to:</b></p> <p><b>Planning Director or Public Services Director</b></p>	<p><b>Town of Jamestown 301 E. Main St. Jamestown, NC 27282</b></p>
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