

**HILTON HEAD NO. 1 PUBLIC SERVICE DISTRICT
Project Checklist for New Water and Wastewater Systems**

Project: _____

Tax Map Sheet#: _____

Engineer: _____ Owner: _____

Phone: _____ Phone: _____

Fax: _____ Fax: _____

PRELIMINARY REVIEW – <i>These items must be completed before the District commits any capacity or issues any letter of commitment to serve.</i>		DATE	BY
A.	Two (2) Sets of Plans and Specifications, and One (1) copy of all design considerations and calculations to the attention of the District Engineer.		
B.	Signed Capacity Application		
C.	All fees paid to the District:		
	Water	Capacity	
		Tap	
	Sewer	Capacity	
		Tap	

APPROVAL TO CONSTRUCT – <i>These items must be completed before commencement of utility construction. The District reserves the right to request excavation of any utilities installed at any time for inspection and verification of materials.</i>		DATE	BY
A.	Three (3) sets of Plans and Specifications approved by the District and SCDHEC.		
B.	One (1) copy of all required permits.		
C.	Names of addresses of all subcontractors.		
D.	Proposed construction schedule.		
E.	Signed request to tie into the District’s systems.		
F.	Written permission for on-site observation of work by the District’s personnel.		
G.	Pre-construction conference with the District.		
H.	All required shop drawings submitted and approved.		
I.	Written notification of commencement of work submitted to District seven (7) days prior to starting construction. <i>(form included in Guidelines)</i>		
J.	Property Information – County Tax Map Number		

CONSTRUCTION:		DATE	BY
A.	Monthly project inspection reports submitted in writing by the developer's design engineer.		

PROJECT ACCEPTANCE FOR O&M – <i>These items must be completed before the District accepts water and sewer infrastructure for operation and maintenance.</i>		DATE	BY
A.	Approved operation and maintenance manuals for all equipment. Six (6) Copies.		
B.	Satisfactory testing:	TYPE	
		Water	
		Gravity Sewer	
		Air Mandrel	
		Sewer Force Main	
		Pump Station	
C.	Written request to the District / SCDHEC for Final Inspection.		
		Final Inspection	
D.	Engineer's written Certification of Completion and Acceptance.		
E.	Record Drawing information submitted to the District.		
		Prints (3 copies)	
		Digital Files (2 copies)	
F.	Developer's conveyance of the constructed system to the District.		
G.	Plat showing pump station sites and all easements for water and sewer mains, service laterals, and appurtenances that will be conveyed to the District.		
H.	Developer's irrevocable one (1) year Guaranty submitted to the District.		
I.	Certified Letter of Value		
		Water Cost Sewer Cost Engineering Cost	
J.	Certified Letter of Quantities of the systems installed submitted to the District.		
M.	Affidavit of Title		
N.	Certificate of Non-Litigation		

O.	Tax map information.		
P.	All buried utilities installed.		

COMMENTS:	DATE	BY