

MOORE COUNTY PUBLIC WORKS WATER & WASTEWATER EXTENSION DEVELOPER CHECK LIST

*Note: Please refer to the Moore County Public Works Policies and Specifications at the website listed below for further information
<https://www.moorecountync.gov/public-works/engineering>*

*All forms can be found on our website at:
<https://www.moorecountync.gov/public-works/public-utilities#puforms>*

Preliminary Construction Plan Phase

1. Contact the Planning Department governing the area of development in order to follow correct development review procedures.
2. Submit the following information to Moore County Public Works (MCPW):
 - Completed “Letter of Intent to Develop” form
 - Submit a sketch plan of the proposed development, being accompanied with the following information:
 - Maps of property for proposed development including north arrow and graphic scale
 - Vicinity or location map
 - Tract boundaries and total acreage
 - Name and number of all abutting NC DOT, Municipal, private or public road right-of-ways
 - Closest available existing water and wastewater utilities and where proposed utilities are to be connected to public utilities.
 - Submit the following calculations for the proposed development:
 - Potable water demands
 - Fire flow requirements
 - Wastewater flow rates

(If a hydrant flow test is needed, please fill out the application located in the forms section of our website and pay the fee listed on the form.)
 - Complete the Application Request for Water and Sewer Modeling Services and pay the fee listed on the form. MCPW will provide a report for design and permitting.
3. After review of submittal, a written response will be provided by MCPW addressing water and wastewater demand requests and any other initial review comments.

Construction Plan Phase

1. Submit the following information to MCPW for review:
 - Construction Plans including details
 - Project Specifications
 - Submit the following documents if applicable:
 - Engineer’s Report
 - Computation showing any excess impact requirements by the Water Pollution Control Plant
 - Completed NCDENR Public Water Supply Application for signature upon approval by MCPW
 - Completed NCDENR Public Water Quality Application for signature upon approval by MCPW

- Copy of NCDENR Public Land Quality Application
 - Completed NCDOT Encroachment Permit Application for signature upon approval by MCPW
 - Copy of signed Railroad Encroachment
 - Copy of signed Municipal Encroachment
 - Copy of County or Municipal Fire Marshal's Letter of Approval
 - Copy of Power Company easement approving High Transmission Line crossing
- After review of the Plans, Specifications and Documents provided, written comments will be returned to the person designated on the Letter of Intent to Develop (unless other persons are indicated).
- If there are comments to be addressed, revised documents shall be resubmitted for review.
 - If there are no comments to be addressed, written approval will be given by MCPW.
2. Submittal of shop drawings for all materials to be used on the project, for review by MCPW
- After review of the Shop Drawing submittals written comments will be returned to the person designated on the Letter of Intent to Develop (unless other persons are indicated).
- If there are comments to be addressed, revised documents shall be resubmitted for review.
 - If there are no comments to be addressed, written approval will be given by MCPW along with a copy of the approved shop drawings.
3. Payment of Engineering Fees is due before a Pre-Construction meeting will be held.

Construction Phase

1. A Pre-Construction Meeting will be held with MCPW, before any construction will take place.
2. All utility installation and utility testing will be inspected by MCPW.

End of Construction Phase

1. NCDEQ approval, Engineer approval and MCPW final approval is required before any usage of utilities.
2. All appropriate documents listed under "Final Records" in the Water and Wastewater Systems Development Ordinance is required.
3. The Deed of Dedication and Waivers will be provided to the Developer for signature. Originals then are to be returned to MCPW for Legal review, approval by the Board of Commissioners and then recordation at the Register of Deeds.
4. Appropriate Connection fees are required to be paid before any meters are set. (Tap Application can be found on our website and a System Development Fee Estimate and Invoice will be provided for each project)

Warranty Phase

1. The Developer must ensure that the utilities installed are kept in the same condition as when accepted for operation by Moore County, less normal wear, for a period of one (1) year from the date of acceptance for operation (date of Deed of Dedication approval).
2. At the eleventh (11th) month of the warranty period, MCPW will do an inspection and notify the Developer of any items needing to be addressed by then end of the warranty period.
3. At the end of the warranty period and after all items are addressed a letter will be sent to the Developer from MCPW, accepting the utilities as a permanent part of their system.