

EXHIBIT "A"

PROJECT DOCUMENTATION AND SUBMITTAL GUIDELINES

A. SERVICE AVAILABILITY

1. Property Questionnaire.
2. Boundary survey of property.
3. Site plan.
4. Fee simple titleholder authorization letter

B. INITIAL SUBMITTAL

1. Documents are not required to be signed and sealed at this time.
2. Preliminary plat with dedication sheet (2 sets).
3. Landscape plans (2 sets) utility easements and water and sewer facilities must be shown.
4. Fire Marshall approval (1 set) including desired fire flow rate must be shown.
5. Fire flow calculations.
6. Construction Drawings:
 - a. Paving and Drainage (2 sets).
 - b. Water and Wastewater (2 sets).
7. Plumbing, mechanical & HVAC plans for multi-story buildings and non-residential buildings.
8. F.D.E.P. Permit Applications - Water and Wastewater (2 each-draft copies).
9. Right-of-Way Utility Permit Applications (2 each-draft copies).
10. Topographical survey of property.
11. Utility Plan

C. FINAL PLAN SUBMITTAL FOR SUA FILES (All documents shall be fully executed, signed and sealed. Number of sets noted below reflects number of sets which will be retained by SUA. Additional sets required for permitting).

1. Water and Wastewater Permit Applications - (1 each).
2. Paving and Drainage Plans (1 set)
3. Water and Wastewater Plans (3 sets)
4. Proposed plat with dedication sheet (1 each).
5. Off site easements and Title Insurance Commitment or Title Insurance Policy.

6. Provide survey of existing facilities (above & below ground) within the parameters of the project including but not limited to water, sewer, drainage, electric, telephone, cable, etc.
7. Developers Agreement and associated items.
8. Landscape plans with municipal approval (2 sets).

D. PRIOR TO PRECONSTRUCTION MEETING (see Exhibit “B” for detailed description of requirements)

1. Right-of Way utility permit(s).
2. Contractor's licenses.
3. Water and Wastewater system Permits.
4. Shop Drawings and Shop Specifications

E. FINAL DOCUMENTATION

1. Reproducible mylar of recorded plat and a digital copy of the plat rotated and translated to State plane coordinates NAD 83, Florida east zone in a DWG and PDF format.
2. Request for Release - Water System with Bacteriological Results (2 sets of originals) less than 30 days from first sample, including two sets of record drawings highlighting all sample points.
3. Certification of Completion (2 sets) - Wastewater System.
4. Two sets record drawings prints signed and sealed by PLS (see Exhibit "E").
5. Notarized Bill of Sale.
6. On-site easements including title insurance policy.
7. Other documentation as may be pertinent to the particular project such as sign off on road permits, pump station start up reports and Encroachment Agreements.
8. Exfiltration test results from EOR.

F. PRIOR TO CONSTRUCTION METER BEING SET

1. Release for service by Health Department
2. Receipt of final documentation items number 2, 4 and 7 listed in Section E above.
3. Inspection of water and sewer system.
4. Submittal of construction meter application.

G. PRIOR TO PERMANENT METER BEING SET OR SEWER SERVICE PROVIDED

1. Completion of all items listed above in Sections D and E.
2. Inspection of water and sewer system to verify punch list items were properly corrected.
3. Inspection of sewer lateral tie in and backflow preventer installation.
4. Submittal of meter application and payment of required fees.
5. Reproducible Mylar of record drawings.
6. DWG and PDF file of Record Drawing

H. PROJECT CLOSEOUT

1. Inspection of concrete collars on sewer cleanouts and meter set.
2. Final inspection of water and sewer system after the last lift of asphalt is installed.
3. Once all the above have been completed then service approval will be released to the appropriate building department.

Project Documentation for Residential Sewer System Connections to Seacoast Utility Authority Low Pressure Force Mains (new construction)

1. Initial Submittal:

- Property Questionnaire
- \$450.00 Administration Fee (\$1750 if Right-of-Way utility permit required)
- Boundary Survey of Property
- 2 copies of a Site Plan showing property lines, existing & proposed easements, force main and other utilities, driveways, landscaping, water meter or well and service lines, irrigation well, drainage including roof runoff, gutters and downspouts, other significant topographical features, and proposed locations of grinder pump station, piping, control panel, disconnect switch, hose bibb with backflow near wet well, and reduced pressure zone backflow after water meter
- \$1200.00 Connection Fee
- easement sketch & legal description if easement is required
- draft Right of Way Utility Permit Application if required

2. Prior to Preconstruction Meeting:

- Address comments, if any, from initial submittal and resubmit 4 copies of Site Plan
- 4 copies of Shop Drawings of grinder pump station and other materials
- SUA Exhibit "C" – Contractor Verification with copy of Contractor's License
- Executed Sewer Service Agreement
- copy of R/W Permit if required
- easement & title commitment

3. Field Preconstruction Meeting

4. Inspections:

- On-site materials inspection including wet well prior to excavation
- Wet well (prior to backfill)
- Lateral connection to wet well
- Force main installation from wet well and connection to SUA force main
- Force main pressure test (submit Site Plan marked up to show as-built conditions prior to scheduling)
- Tracer wire continuity test
- Backflow Preventer Installation
- Lift Station Start-Up including generator test

5. Final Documentation:

- Start-Up Report
- Copy of Maintenance/Service Agreement
- R/W permit release

6. Final Inspection & Acceptance by SUA

- After complete site restoration and placing grinder pump station into service
- Before meter release

Please note that all other requirements listed in Seacoast Utility Authority's Service Code, including Minimum Construction Standards and Specifications (available online at www.sua.com) will also apply.

Project Documentation for Residential Sewer System Connections to Seacoast Utility Authority Low Pressure Force Mains (septic tank replacement)

1. Initial Submittal:

- Property Questionnaire
- \$450.00 Administration Fee (\$1750 if Right-of-Way utility permit required)
- Boundary Survey of Property
- 2 copies of a Site Plan showing property lines, existing & proposed easements, force main and other utilities, driveways, landscaping, water meter or well and service lines, irrigation well, drainage including roof runoff, gutters and downspouts, other significant topographical features, and proposed locations of grinder pump station, piping, control panel, disconnect switch, hose bibb with backflow near wet well, and reduced pressure zone backflow after water meter
- \$1200.00 Connection Fee
- easement sketch & legal description if easement is required
- draft Right of Way Utility Permit Application if required

2. Prior to Preconstruction Meeting:

- Address comments, if any, from initial submittal and resubmit 4 copies of Site Plan
- 4 copies of Shop Drawings of grinder pump station and other materials
- SUA Exhibit "C" – Contractor Verification with copy of Contractor's License
- Executed Sewer Service Agreement
- copy of R/W permit if required
- easement & title commitment
- copy of septic tank abandonment permit

3. Field Preconstruction Meeting

4. Inspections:

- On-site materials inspection including wet well prior to excavation
- After station is set (prior to backfill)
- Force main installation from wet well and connection to SUA force main
- Force main pressure test (submit Site Plan marked up to show as-built conditions prior to scheduling)
- Tracer wire continuity test
- Backflow Preventer Installation
- Lift Station Start-Up including generator test

5. Final Documentation:

- Start-Up Report
- Copy of Maintenance/Service Agreement
- R/W permit release

6. Final Inspection & Acceptance by SUA

- Inspect lateral connection to wet well
- Place grinder pump into service
- Septic tank abandonment permit release
- Final Inspection after complete site restoration

Please note that all other requirements listed in Seacoast Utility Authority's Service Code, including Minimum Construction Standards and Specifications (available online at www.sua.com) will also apply.