

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.
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 and 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 AUTHORITY FILES (All documents shall be fully executed, signed and sealed. Number of sets noted below reflects number of sets which will be retained by Authority. Additional sets required for permitting).

1. Water and Wastewater Permit Applications - (2 each signed by EOR).
2. Paving and Drainage Plans (1 set)
3. Water and Wastewater Plans (3 sets)
4. Recorded plat if available, otherwise proposed with dedication sheet (1 each).
5. Recorded off site easements and title insurance commitment.

6. Provide survey of existing facilities (above and below ground) within the parameters of the project including but not limited to water, sewer, drainage, electric, telephone, cable, etc.
7. Developer 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. Recorded On-site easements including title commitment.
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. Submit request and payment to Authority for 3” meters and Eight (8) weeks in advance of requested meter set date.
6. Reproducible Mylar of record drawings.
7. DWG and PDF file of record drawings.

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.