

SECTION III

SUBMITTALS AND APPROVALS

In order to expedite the approval process of new water distribution system and sanitary sewer collection system extensions, the Hilton Head No. 1 Public Service District (hereinafter referred to as the "District") has divided the process into three (3) parts: Preliminary Approval, and Final Plan Approval, and Project Acceptance. The submittals required for each part are described herein.

The District is an approved SCDEC Delegated Review Program participant. Submittals and approvals for this program combine elements of the Preliminary and Final Plan approvals. Contact the District Engineer for more information.

A. GENERAL

1. Developers shall secure all necessary permits for any projects that are submitted to the District office for review. Copies of permits shall be forwarded to the District.
2. All developments to be served with public water shall also be served with public sewer. Likewise all developments to be served with public sewer shall be served with public water.
3. All developments shall install utility services to all adjacent properties located along major avenues of approach as identified by the master service plans for the area.
4. All connections to the existing District water system or sanitary sewer system must be approved and inspected by the District's personnel.
5. No water or sanitary sewer system shall be put into service until the permit to operate as issued by the South Carolina Department of Health and Environmental Control (SCDHEC) is received by the District.
6. A project "checklist" for new water and sewer system construction is included in the Appendix. This "checklist" will be utilized by the District to track the status of development projects. All applicable items must be "checked off" prior to the District's acceptance and takeover of the system(s).
7. The District shall have exclusive retail rights.

8. If a meeting is necessary between the Developer, the Developer's Design Engineer, and the District, an appointment should be made by calling the District Engineer, telephone (843) 681-5525.

9. Submittal packages are to be sent to the District as follows:

District Representative
Hilton Head No. 1 Public Service District
PO Box 21264, Hilton Head, SC 29925-1264
(843) 681-5525
Attention: Bill Davis

10. Allow four (4) weeks for review by the District.

B. PRELIMINARY PLAN APPROVAL

1. Developers, Designers, Planners, Engineers and others associated with implementing projects should meet with the District's Planning Staff to review plans and specifications and coordinate proposed projects with the District's long-term development master plan.
2. The Developer's Design Engineer shall submit a preliminary review package to the District. The package is to include two (2) sets of plans and specifications stamped "**Preliminary Not For Construction**" and one (1) copy of all design considerations and calculations for the proposed systems. Plans shall show pump station site dimensions, location of access roads to the site, all easements and rights-of-way necessary for the site, water mains, sewer lines, force mains, and appurtenances.
3. When the above items 1 and 2 are completed to the District's satisfaction and when all applicable fees are paid, the District will issue capacity and service commitment letters to SCDHEC with copies to all involved parties.

C. FINAL PLAN APPROVAL

1. The Developer's Design Engineer shall:

- a. Submit a final review package to the District indicating corrections requested by the preliminary review. The final review package shall contain two (2) sets of corrected plans and specifications to be checked and approved by the District prior to submission to SCDHEC.
- b. Upon approval of the project by SCDHEC and the issuance of all required permits and prior to construction, provide the District with the following:
 - 1) Two sets of approved plans and specifications, stamped “**For Construction.**”
 - 2) One copy of all required permits.
 - 3) Name and address of all Contractors and Sub-Contractors.
 - 4) Proposed Construction Schedule.
 - 5) Signed request to tie on to the District’s system.
 - 6) Written permission for on-site observation of the work by the District’s personnel.
 - 7) All property information including County Tax Map Number.
- c. Following all final approvals of the project, schedule a pre-construction conference with the District.
- d. Notify the District in writing of commencement of work seven (7) days prior to starting construction.
- e. Submit to the District a written Monthly Project Inspection Report indicating each time the Developer’s Design Engineer inspected the project and a summary of work observed.

D. PRECONSTRUCTION ACTIVITY

- 1. Notice of Construction Activity - Immediately prior to the beginning of construction the “Notice of Construction Activity” form, as included in the appendix, is to be completed and mailed to the District.
- 2. Shop Drawings
 - a. Provide shop drawings of items specified herein for review and approval.

- b. The Developer's Design Engineer is to review shop drawings in compliance with the District approved plans and specifications and the District's for Water and Sanitary Sewer System Design.
 - 1) Shop drawings not having the Developer's Design Engineer stamp of "Approval" or "Approved As Noted" will not be accepted.
- c. Submit two (2) copies of shop drawings to the District for review.
- d. Make shop drawings accurately to a scale sufficiently large to show all pertinent aspects of the item and its method of connection to the Project.
- e. Where contents of submittal literature from manufacturers include data not pertinent to the submittal, clearly show which portions of the contents are being submitted for review.
- f. Installation of equipment or materials prior to the District's approval of shop drawings will not be allowed without prior written approval from the District.
- g. Review by the District does not relieve the Developer's Design Engineer from responsibility for errors which may exist in the submitted data.
- h. Make revisions required by the District and resubmit revised shop drawings.
- i. Water System Submittals
 - 1) Hydrants
 - 2) Gate valves
 - 3) Ball valves
 - 4) Butterfly valves
 - 5) Valve boxes
 - 6) Curb stops
 - 7) Corporation stops
 - 8) Piping
 - a) Ductile iron
 - b) PVC
 - c) Polyethylene
 - 9) Ductile iron pipe fittings
 - 10) Restrained joint appurtenances (including gaskets)

- 11) Metallic detection tape
- 12) Copper tracer wire
- 13) Hydrant offset fitting
- 14) Service saddles
- 15) Air release valves
- 16) Blowoff hydrant

j. Sanitary Sewer Submittals - Gravity

- 1) Piping
 - a) Ductile iron pipe
 - b) PVC
- 2) Manholes
- 3) Manhole covers and frames
- 4) Manhole coatings and liners
- 5) Service line

k. Sanitary Sewer Submittals - Force Main

- 1) Piping
 - a) Ductile iron
 - b) PVC
- 2) Air release valves
- 3) Manholes
- 4) Manhole coatings and liners
- 5) Manhole frames and covers
- 6) Ball valves
- 7) Plug valves
- 8) Check valves
- 9) Restrained joint appurtenances (including gaskets)
- 10) Metallic detection tape
- 11) Copper tracer wire

l. Sanitary Sewer Submittals - Pump Station

- 1) Ductile iron piping
- 2) Ductile iron fittings
- 3) Plug valves
- 4) Check valves
- 5) Ball valves
- 6) Pressure gauges
- 7) Uniflange fittings
- 8) Pipe couplings
- 9) Access hatches
- 10) Quick connect couplings
- 11) Wetwell vent

- 12) Concrete vault
- 13) Concrete wetwell
- 14) Wetwell liner
- 15) Cable holder
- 16) Electrical equipment
- 17) Pump control panel
- 18) Pumps
- 19) Float switch
- 20) Ultrasonic level controller
- 21) Valve vault drain
- 22) Double check backflow preventer and box

- m. Pipe in casing
 - 1) Casing
 - 2) Spacers
 - 3) End seals

- 3. Duplicate submittals for items that apply to both gravity sewers, force mains and pump stations, i.e. ductile iron pipe, etc., will not be required.

G. OPERATION AND MAINTENANCE MANUALS

- 1. Prior to start-up provide the District with operation, maintenance, and service manuals (O&M Manuals) for each piece of equipment.
- 2. Prepare and submit six (6) copies of O&M Manuals for each piece of equipment.
- 3. The O&M Manuals will be prepared in the format that follows:
 - a. Manuals shall be specific to the equipment supplied.
 - 1) Manuals applicable to many different configurations and which require the operator to selectively read portions of the instructions will not be accepted.
 - 2) The equipment model that the manual applies to shall be indicated by an arrow.
 - b. Table of Contents specific to each manual.
 - c. At the beginning of each manual, provide a description of the equipment to include model numbers, purchase order numbers, serial numbers, motor information, and performance and design criteria.

- d. Correlate manuals with approved shop drawings and include the following minimum information:
 - 1) Parts list, including recommended spare parts list.
 - 2) Guaranties.
 - 3) Recommended maintenance instructions.
 - 4) Recommended lubricants and lubrication instructions.
 - 5) Address and telephone numbers of the source for repairs, spare parts, and service.
 - 6) Detailed description of operating procedures for the item of equipment specifically written for this installation, including start-up and shut-down procedures.
 - 7) Equipment performance specifications, including pump curves.
 - 8) Results of start-up and any further recommendations resulting from start-up.
- e. Provide a maintenance and lubrication schedule to be a summary of all preventative maintenance and lubrication, including the following information:
 - 1) Title
 - 2) Type of activity (inspection, adjustment, oil changes, etc.)
 - 3) Brief description of activity
 - 4) Type of lubricant
 - 5) Frequency (daily, weekly, etc.)
- f. Provide clear and legible copies. Type parts lists, etc.
- g. Layout and detail drawings shall be reduced to a maximum size of 11" x 17", unless written approval is received from the District prior to submittal of manuals.
- h. Provide a clearly labeled three-ring binder for manuals having thickness greater than ¼".
 - 1) Provide sheet lifters.

H. PROJECT COMPLETION AND TAKEOVER

- 1. Upon completion of construction, the Developer's Design Engineer shall:
 - a. Submit to the District a written request for final inspection. This may be a copy of the letter sent to SCDHEC requesting final inspection.

- b. Certify in writing that the water and/or sanitary sewer system has been constructed in accordance with the District approved Plans, Specifications, applicable permits and good engineering practice. Be available on site for a final inspection by the to insure that all construction adheres to these guidelines.
 - c. Submit to the District a water system certification form signed by a registered professional engineer in the State of South Carolina (See Appendix D).
 - d. Prior to final inspection provide the District with two (2) disks with AutoCAD release 2002 (minimum) files, three (3) sets of prints of "**As Constructed Record Drawings**". These drawings shall reflect all "as constructed" conditions for mains, water service and sewer lateral placement in the format that follows:
 - 1) Show station marks at all valves, manholes, fire hydrants, blow-offs, water and sewer services and air release valves.
 - 2) Show line lengths and termination points.
 - 3) Valves are to be located by distance to two permanent reference points.
 - 4) Water and sewer laterals are to be located by distance to two permanent reference points.
 - 5) Indicate top elevation of manholes and invert elevation of manholes.
 - 6) Show final gravity sewer and force main profiles.
 - 7) Reference benchmarks on drawings and tie to National Geodetic Vertical Datum of 1929 (NGVD29).
 - 8) Show all recorded plat and easement information on the Mylar plan.
 - 9) Drawing data must be submitted in the State Plane Coordinate System.
 - 10) Drawings must be clearly legible and of good quality.
 - e. The District will verify the accuracy of the "As Constructed Record Drawings" prior to issuing an acceptance letter. If errors are found to exist, then the drawings will be returned to the Developer's Design Engineer and the system acceptance letter will not be issued until corrections are made.
2. The Developer shall provide the District with an instrument of conveyance, conveying the constructed system to the District free and clear of all liens, at

no cost to the District and the system shall thereafter be owned, operated, and maintained by the District (See Appendix).

3. As part of the conveyance, the Developer and/or the Developer's Design Engineer shall furnish the District with a copy of the plat for pump station sites and all easements for water and sewer mains, service laterals, and appurtenances that will be conveyed to the District along with the original of the deed to the pump station site and all originals of the legal instruments conveying the easement to the District (See Appendix).
4. The Developer shall furnish an irrevocable one (1) year guarantee of all construction completed (See Appendix H).
5. The Developer shall furnish certified letters indicating:
 - a) The value of the water distribution system and the sanitary sewer system and the value of any associated pump stations (See Appendix I).
 - b) The quantities of the systems installed: i.e., the number of manholes, valves by size, fire hydrants, clean outs, and the length of each size of mains, service and laterals.
6. The Developer shall certify in writing that all applicable fees have been satisfied.
7. When the above Items 1 through 6 are completed to the District's satisfaction and all other buried utilities have been installed, the District will issue an acceptance letter to SCDHEC with copies to all involved parties. Until such time as this letter is provided and SCDHEC's letter allowing the systems to be placed into operation has been received, NO CONNECTIONS TO THE SYSTEMS WILL BE PERMITTED.