Spartanburg Water Developer Water Delegated Review Program Extension Project Flow Chart*

- Developer Activity
- Spartanburg Water Activity
- SCDHEC Activity

*Refer to Spartanburg Water Developer's Manual Section V for a detailed presentation of the SCDHEC Water DRP Process as conducted by Spartanburg Water

Developer or Developer's Engineer notifies Spartanburg Water Engineering Department about proposed development requiring water service.

Spartanburg Water Engineering Department assigns a Project Manager (PM) to coordinate with Developer's Engineer

Spartanburg Water PM:
1. Assists Developer in obtaining information regarding existing infrastructure
2. Provides information regarding water extension project requirements, policies, and procedures
3. Assists Developer in evaluating project feasibility as needed

Developer's Engineer submits preliminary package:
1. Two (2) sets of construction plans
2. SCDHEC construction permit application (not executed)
3. 8-1/2" x 11" location map
4. Copy of design notes and calculations
5. Electronic copy of overall plan view of the project

PM reviews preliminary package and offers feedback, as needed. Developer's Engineer modifies plans accordingly. If project is deemed feasible and plans are acceptable, PM approves design and notifies Developer's Engineer.

Developer's Engineer submits final package:
1. Four (4) sets of construction plans
2. Three (3) copies of the design notes and calculations
3. Three (3) copies of each off site-ROW plat (if applicable)
4. Three (3) copies of fully executed SCDHEC Construction Permit
5. Three (3) copies of location map
6. $75 check payable to SCDHEC
7. One (1) copy of encroachment permits or encroachment permit application (if applicable)

PM:
1. Submits Delegated Review Program permit package to SCDHEC
2. Prepares and forwards Ownership Agreement to Developer

SCDHEC Issues Construction Permit

Developer:
1. Returns executed Ownership Agreement
2. Requests a Pre-construction Conference a minimum of 72 hours prior to construction.

Developer's Engineer and Contractor(s) participate in Pre-con

Spartanburg Water representatives participate in Pre-con

Spartanburg Water:
1. Conducts construction inspections and, when satisfied, approves installation.
2. Requests final closeout documentation from Developer and Engineer

PM receives and approves the following (if applicable):
1. Final plat
2. As-built drawings
3. Engineer's Certification
4. On-site ROW plat and title opinion(if applicable)

PM:
1. Submits closeout package to SCDHEC
2. Prepares on-site ROW agreements (if applicable)

SCDHEC Issues Final Construction Approval

Developer executes and returns on-site ROW agreements (if applicable)

PM releases project for water taps

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