



## **REGIONAL UTILITIES - ORDER OF PROCEDURE AND POLICY**

This document shall serve to detail Regional Utilities' Procedure for Plan Review, FDEP Permit Application endorsement and Project Certification.

- **Approval of Proposed Construction Plans**

Regional Utilities requires 2 sets of plans (2 hard copies and 1 electronic copy in .pdf format), 2 sets of FDEP water and wastewater permit applications, 2 sets of lift station calculations and pump curve data (if applicable), 2 sets of specifications of FDEP wetland permits (if applicable), and a review fee for the set amount (see attached review schedule).

Regional Utilities will review the plans and have review comments mailed out within 2 weeks of submittal date. If plans are not approved, revised plans will be requested for second review.

Following receipt of a letter confirming plan approval, a pre-construction meeting shall be held between the contractor, developer, engineer of record, and Regional Utilities. Upon the successful completion of this meeting, a Developer Agreement must be executed and/or associated impact fees paid.

- **Release of FDEP Water and Wastewater Permit Applications**

Regional Utilities will sign and release all FDEP permit applications immediately upon the execution of a Developer Agreement and/or payment of impact fees. Impact fees shall either be paid in full or a Developer Agreement executed, which requires 10 percent down payment by the developer.

- **Project Certification of Completion**

Regional Utilities will periodically visit the development while under construction inspecting the utility construction and installation. When the contractor has reached a phase where they are ready for final inspection and testing, Regional Utilities shall be contacted by the contractor or developer to schedule a time.

The following tests shall be run and witnessed by Regional Utilities for verification and acceptance:

- Water main bacteria tests (performed by Regional Utilities)
- Pressure test on Water Main
- Pressure test on Force Main
- Backflow Inspection
- Pump Station Start Up Test (Pump Supplier Representative Must be Present)
- "Lamping" Test of Gravity Sewer Lines

All utilities will be inspected for verification that they are built per plans, specifications, and standard details. A punch list will be created by Regional Utilities' Inspector and mailed out to the contractor, developer, and Engineer of Record. Once the project is approved by Regional Utilities the following items must be submitted to Regional Utilities prior to release of a Walton County Certificate of Occupancy:

- As Built as per Regional Utilities Specifications
- Construction Cost Estimate for Water & Sewer (By Engineer or by Copy of Contract)
- Video of Sewer Lines and Laterals
- Bacteriological Test Results (Test to be performed by Regional Utilities)
- Payment on the Remaining Balance of Impact Fees
- Payment of Water Usage from Temporary Construction Jumper Meters
- FDEP Post Construction Certification Forms signed by The Record Engineer

Upon completion of the aforementioned tasks, Regional Utilities will sign off on the FDEP Certification Forms.

No Meter Sets or Service will be provided until meter deposits, service deposit, impact fees, and Clearances from FDEP have been received.

If there are any questions, please feel free to contact our Santa Rosa Beach Office at (850) 231-5114.

Sincerely,



Neill R. A. O'Connell, P.E.  
Manager of Engineering  
[neill@regionalutilities.net](mailto:neill@regionalutilities.net)