

**PLAN REVIEW,
PROJECT FEES, AND
PROJECT ACCEPTANCE**

In order to aid and expedite the review, approval, and acceptance of new water distribution and sanitary sewer collection extensions, the Town of Ridgeland (hereafter referred to as the “Town”) has provided the following guidelines. The process is divided into three sections: Preliminary Plan Review, Plan Approval, and Final Project Acceptance.

I. GENERAL

- a. It is the responsibility of the Developer to secure all necessary permits for all projects submitted to the Town for review. Copies of all applicable permits shall be provided to the Town. These permits shall include, but are not limited to US Army Corps of Engineers, Ocean and Coastal Resource Management (OCRM), and the South Carolina Department of Health and Environmental Control (SCDHEC).
- b. All developments served by public sewer shall be served with public water.
- c. All connections to the existing Town systems must be approved and inspected by Town personnel.
- d. No water or sewer system shall be placed into service until the applicable SCDHEC Permit to Operate has been received by the Town.
- e. The Town shall have exclusive retail rights.
- f. Submittal packages shall be sent to the Town as follows:

Town of Ridgeland
PO Box 1119
One Town Square
Ridgeland, SC 29936
Attention: Town Engineer

- g. Allow four (4) weeks for review.

II. CAPACITY AND TAP FEES

- a. The Developer shall pay all applicable capacity and tap fees prior to issuance of any service commitments by the Town.
- b. Capacity fees shall be calculated by Residential Equivalency Units (REUs).
 - i. Sewer REU = 300 gallons per day
 - ii. Water REU = 400 gallons per day

- c. Capacity fees are calculated using SCDHEC’s Contributory Loading Schedule, Regulation 61-67, Appendix A unless specifically addressed by the following chart:

Single Family Residence	1 Residential Equivalency Unit (REU)
Apartments	1 REU per Apartment
Hotel / Motel (no restaurant)	1 REU per 4 rooms
Laundry	1 REU per machine
Restaurant	1 REU per 10 seats
Restaurant (24 Hours)	1 REU per 5 seats
Bar / Tavern	1 REU per 10 seats
Offices	1 REU per 16 employees
Shopping Centers / Retail	1 REU per 2000 square feet of floor space
Grocery Stores (no restaurant)	1 REU per 2000 square feet of floor space
Car Wash	1 REU per bay
Beauty Shop	1 REU per 3 chairs

- d. A minimum of 1.0 REU shall be charged for any project.
- e. The Town reserves the right to withdraw capacity commitments upon a 30-day notice for any reason.
- f. The Developer may not transfer capacity from a third party without the written permission of the Town.
- g. The Town retains the right to repurchase capacity at the purchase price.

III. PRELIMINARY PLAN REVIEW

- a. Pre-Design Meeting - Developers, Designers, Planners, Engineers, and any others associated with any development project shall meet with selected Town Staff, including but not limited to, the Director of Engineering and the Water and Sewer Superintendent, prior to submission of any proposed plans.
- b. The Developer’s Design Engineer shall submit a preliminary review package at any time after the pre-design meeting. This package shall include:
- i. Two (2) sets of plans
 - ii. Two (2) sets of specifications
 - iii. Two (2) sets of design considerations and calculations
- c. All submitted plans shall show all development improvements proposed, including pump stations, water mains, sewer mains, storm drainage, roadway improvements, lateral connections, and all dry utilities.

IV. FINAL PLAN APPROVAL

- a. Upon completion of the preliminary review, the Developer’s Design Engineer shall submit a Final Review Package show all indicated corrections requested by the Town.

- b. Upon payment of all fees and approval of the plans, the Town shall issue its capacity and service commitments for submission to SCDHEC in order to obtain the applicable Construction Permits.

V. PRECONSTRUCTION ACTIVITY

- a. Preconstruction Conference – Following receipt of all applicable permits, the Developer’s Design Engineer shall schedule a preconstruction meeting with Town Staff. No construction activity shall begin prior to this meeting. It is the responsibility of the Developer to see that all applicable parties attend the meeting. The following entities shall be present this conference:
 - i. Developer
 - ii. Design Engineer
 - iii. Prime Contractor
 - iv. Subcontractor for water and sewer
 - v. Dry utility representatives
 - 1. Electric
 - 2. Communications
 - 3. Television
- b. Shop Drawings – Shop drawings shall be submitted to the Town for review. The Developer’s Design Engineer shall review the submittals prior to review by the Town. The Developer’s Engineer shall provide a complete listing of all submittals, review dates, resubmittals, and comments and provide this listing with all packages given to the Town.
 - i. Two (2) copies of all submittals shall be retained by the Town.
 - ii. Submittals shall be legible and of sufficient scale to show all pertinent aspects of the item in question.
 - iii. Installation of equipment or materials not previously approved by the Town shall not be allowed. Any materials rejected by the Town after installation shall be removed from site.
- c. Notice of Construction Activity – The Developer’s Contractor shall issue to the Town a Notice of Construction Activity seven (7) days prior to starting construction.

VI. FINAL PROJECT ACCEPTANCE

- a. Upon completion of construction, the Developer’s Design Engineer shall:
 - i. Submit to the Town a written request for final inspection.
 - ii. Certify in writing that the water and sewer systems have been constructed in accordance with Town-approved plans, specifications, applicable permits, and good engineering practice.

- iii. Certify that all construction, including landscaping, is to final grade within two-tenths (0.2) of a foot.
- iv. Certify that all testing has been completed successfully and provide records of all testing for water and sewer. These test shall include, but not be limited to, the following:
 1. Water pressure tests.
 2. Water bacteriological tests.
 3. Gravity Sewer air pressure tests.
 4. Gravity Sewer lamping and mandrel tests.
 5. Sewer Force Main pressure tests.
 6. Sewer Pump Station drawdown tests with pressure readings and electrical information.
- v. Provide four (4) copies of applicable Operation and Maintenance Manuals for any equipment.
- vi. Provide to the Town record drawings as follows:
 1. One (1) digital copy AutoCAD drawings on the South Carolina State Plane Coordinate System.
 2. One (1) digital copy of record drawings in Adobe PDF format.
 3. One (1) copy of all data via ESRI GIS software shapefiles.
 - a. Separate layers shall include, but not be limited to, the following items:
 - i. Manholes
 - ii. Wetwells
 - iii. Valves
 - iv. Fittings
 - v. Sewer Lines
 - vi. Water Lines
 4. Two (2) sets of printed and stamped drawings.
 5. Show station marks at all valves, manholes, hydrants, blow-offs, and service laterals.
 6. All valves shall be located by distance to two permanent reference points.
 7. Service laterals shall be located by distance from adjacent permanent property corners.
 8. Indicate top elevation and invert elevations of all manholes. Indicate elevation of all pipes not tying directly to the invert.
 9. Provide location of all “dry” utilities.
 10. Provide final gravity sewer and force main profiles.
 11. All elevations shall reference the National Geodetic Vertical Datum of 1929 (NGVD29).

12. Provide all plat and easement information.
 13. Hand drawings will not be accepted.
 14. Town Staff shall verify the accuracy of the record drawings prior to acceptance of the project. Should any errors or omissions be noted all information shall be returned to the Developer's Design Engineer for correction. No project shall be accepted for operation until final record drawings are approved.
- b. Upon completion, the Developer shall:
 - i. Provide the Town an instrument of conveyance conveying the constructed system to the Town free and clear of all liens and indicating that the system shall thereafter be owned, operated, and maintained by the Town.
 - ii. Provide the Town a copy of all easements for the water and sewer systems and proof that these easements have been recorded.
 - iii. Provide the Town an irrevocable one (1) year guarantee of all construction completed as signed by the General Contractor and any applicable utility subcontractors.
 - iv. Provide the Town an itemized list of all installed materials.
 - v. Provide the Town a letters of value for all installed materials separating water, sewer, and pump station items.
 - vi. Provide the Town a letter certifying that all applicable fees and contracts have been satisfied.
 - c. "Dry" Utilities must be installed prior to acceptance of the project. These utilities shall include, but not be limited to, the following:
 - i. Power
 - ii. Telephone
 - iii. CATV
 - d. All above items must be completed to the satisfaction of Town Staff prior to acceptance of the project. Upon completion, Town Staff shall issue a letter to SCDHEC accepting the system for operation and maintenance.
 - i. If for any reason, SCDHEC does not issue its Permit to Operate within thirty (30) days of the Town's Acceptance, Town Staff reserves the right to review all applicable documentation and rescind any acceptance.
 - e. No connections shall be allowed to active Town systems until receipt by the Town of SCDHEC's Permit to Operate. Until this permit is received:
 - i. Plugs shall be installed in all gravity sewer connections.
 - ii. All water valves adjacent to active systems shall be closed.
 - f. Upon receipt of SCDHEC's Permit to Operate, Town Staff shall witness the following:
 - i. Removal of all gravity sewer plugs.
 - ii. Opening of all water system valves.

- iii. Flushing of all new fire hydrants.
- iv. Application of electrical power and operation of all sewer pump stations.