

RCPSA DEVELOPER CHECKLIST

The Developer Project Checklist is provided as a guidance tool to try to ensure a smooth transition between design, approval, construction and conveyance of water/sewer lines. Due to the diversity of projects, this checklist should not be construed to be “all inclusive”. Other stipulations, fees, etc. may be required, dependent upon the nature and scope of the project.

1. Developer or the design engineer submits 4 sets of detailed Water/Sewer plans with calculations, application for plan review, and \$100.00 fee to the RCPSA office.
2. Plans are reviewed by RCPSA
 - Plans are reviewed by Plan Review Committee
 - When applicable, RCPSA’s water &/or sewer hydraulic model will be updated
3. Comments including 1 set of marked up plans are returned to the Developers design engineer from RCPSA
4. If necessary, 4 sets of revised plans are resubmitted with a \$50.00 review fee.
5. Once resubmitted plans are acceptable, approval is issued and approved plans are returned to the developer.
6. Execution of the Developer Agreement and Surety. The following must be provided with the Developer’s Agreement before work can begin:
 - Surety in the form of a performance bond, letter of credit, escrow agreement or cash escrow for 100% of the construction costs.
 - Betterment Agreement (if applicable). In certain situations the RCPSA will share the cost of construction for over sizing the water/sewer lines. The developer must provide both the costs as designed and with the larger lines for the Board. Betterment Agreements are entered into at the discretion of the Board. Board meetings are the 2nd Tuesday of every month.
 - **All fees incurred to date must be paid.**
7. Certificate to Construct is issued, and construction of water/sewer lines may begin.
 - Prior to construction actually beginning, a pre-construction meeting with the contractor and the PSA Representative, and the materials submittals are required.
 - Developer/contractor must notify RCPSA of the start date at least 3 working days prior to construction.
8. Once construction of water/sewer lines is complete, the developer or contractor must request the RCPSA Inspector to do an inspection and issue a punch list to be delivered to the Developer and Contractor. The RCPSA staff will do a final walk through to verify proper trace wire installation.
9. All testing of installed water/sewer lines & appurtenances shall be scheduled with the RCPSA Inspector at least 3 working days in advance
 - Bacteria tests
 - Pressure tests
 - Vacuum tests
 - Soil compaction tests-done by 3rd party w/results submitted for review.
 - Other tests as needed
10. Once the punch list is completed to RCPSA standards, as-built drawings (paper and electronic formats) and a Certificate of Completion are submitted to the RCPSA by the Design Engineer.

11. Recorded plat and statement/certification from developer listing the actual cost of construction for water and sewer (listed separately) and value of any easements not in the public right of way (listed separately) are delivered to the RCPSA.
12. The RCPSA will compare the easements on the recorded plat to the as-built plans. If the easements do not match, the developer must record revised/new easements and is responsible for obtaining revised/new easements from owners of lots/properties already sold.
13. The RCPSA will issue an invoice to the developer for the inspection fees.
14. Water/Sewer Deed is completed by the Developer and submitted with a warranty surety for 5% of the amount listed in the Developer Agreement. The surety may be any one of the types acceptable for the Developers Agreement and shall remain in effect for one year. Alternatively, the Developer may request, in writing, for RCPSA to write a letter to the bank who issued the surety to reduce it to 5% of the amount in the Developers Agreement.
15. When the Water/Sewer Deed, warranty surety and inspection fees, as described above are submitted and accepted by the RCPSA, the original surety listed in #6, is released or reduced and the water and sewer lines and appurtenances are accepted into the RCPSA system for maintenance and operations.
16. Certificate of Completion
 - Project will be accepted into the public system upon completion of **all** requirements.
 - A certificate of completion will be given to customer service, so lots may begin connecting. A copy will also be sent to the developer.
17. The RCPSA will retain the complete warranty surety for twelve months from the date on the Certificate of Completion. The warranty shall not go into effect until the RCPSA is in receipt of the letter of warranty, surety, the Water and Sewer Deed, and the project has been deemed complete by the RCPSA inspector.
18. Before the warranty period expires, the RCPSA will do an inspection and issue a punch list.
19. When the warranty period has expired, the surety will be released to the Developer upon written request provided the following conditions have been met:
 - The punch list items from the Final Warranty inspection have been corrected
 - The developer/contractor has fulfilled all requirements set forth by the agreement and associated documents.

Note 1: Physical connections to the RCPSA system will only be allowed once items 1-15 have been completed.

Note 2: The RCPSA has the authority to halt construction and order pipe and appurtenances to be uncovered or removed if construction begins prior to the issuance of the certificate to construct.

Note 3: Contractor is required to have a copy of the latest RCPSA Rules & Regulations on site at all times.

Note 4: If the project is connecting to another project under construction, then all construction of the interim projects must be completed to RCPSA satisfaction before the adjoining project can be deeded, connected and/or served.

Note 5: All infrastructure shown on approved plans as “proposed” (shown in black lines) must be constructed. “Existing” infrastructure is shown in gray lines. Phasing of projects must be done before plans are submitted for approval. Plans will not be broken into phases after approval without revision, resubmittal and payment of review fees.

Note 6: Significant deviation from approved plans requires revision, resubmittal and approval of plans BEFORE deviation will be allowed. RCPSA is the sole determiner of what constitutes “significant” deviation.