



Public Works Department  
140 Memorial Park Court, Southern Pines, NC 28387  
Phone: 910-692-1983 Fax: 910-692-1085

## Utility Closeout Documentation Submittal Checklist

Submittal Date: \_\_\_\_\_

Submitted By: \_\_\_\_\_

Project: \_\_\_\_\_

ZP : \_\_\_\_\_

If this is a partial phase then it shall be noted as such. The requested items to be certified with exact lengths and locations shall be noted below (an overall map may be used):

\_\_\_\_\_

The Town of Southern Pines requires that the following information be provided prior to its acceptance of any public utility or item for a project before those system(s) may be put into service. By checking the items below the developer or his/her representative acknowledges that they have provided the follow documentation. If an item is not applicable mark as such:

1.  Hold utility walkthrough with Town Inspector, Town Engineer, and Utility Superintendent and complete all punchlist items.
2.  A copy of any required easements and/or plats
3.  One (1) Mylar As-built drawing showing: Water lines and appurtenances, Sewer lines and appurtenances. As-Built conditions shall be surveyed by a PLS and certified by the design engineer.
4.  As-built information shall be provided for all of the following:
  - o Water lines and appurtenances (including valves, meters and BFP's)
  - o Sewer lines and appurtenances (including cleanouts at the public right of way's or easements)
  - o Public lift stations and force mains---include all independent test results as well as O&M manuals
  - o Storm drain systems and appurtenances
  - o All items including sidewalks, landscaping, street lights, etc. within 10' of the utility lines
5.  A CD/USB memory stick or email to the Town GIS department (email from: \_\_\_\_\_ dated: \_\_\_\_\_ containing the GIS information in a comma delimited text file that contains survey points with the following data:
  - o Point #
  - o X (even if assumed)
  - o Y (even if assumed)
  - o Elevation (even if assumed)
  - o Point description (MH, CB, DI, WM, HYD, GV, etc.)
  - o Depth of manhole
  - o Depth to pipe for manholes or other feature

- Material type
  - Tie point (a point on a nearby street intersection, existing hydrant, existing manhole, property corner, etc.)
6.  PDF file of As-built drawings & final construction drawings
  7.  DWG file of As-built drawing (Non-Civil 3D)
  8.  PDF file with all contact information (Engineer, Surveyor, Owner, Developer, etc.)
  9.  Provide Hydrant flow test documentation from a Registered Professional that states the fire flow meets design criteria as presented by original fire flow calculations. A table showing the design flow vs. actual flow shall be provided for each node.
  10.  Water line testing documentation
  11.  Sewer line testing documentation
  12.  Geotechnical reports for trench backfill.
  13.  Utility Electronic Location Testing Results.
  14.  Electronic copy of CCTV of all sewer lines
  15.  Engineer's Certification(s) water
  16.  Engineer's Certification(s) sewer
  17.  A copy of the official well and/or septic abandonment letter
  18.  Back flow preventer test result submitted to town and to the company below:  
 BSI Online  
 PH: 1-800-414-4990  
 FAX: 1-888-414-4990  
 EMAIL: [bsionline@backflow.com](mailto:bsionline@backflow.com)
  19.  No New Food Service Establishments will be allowed to initiate operations until grease handling facilities are installed and approved by the Town Engineer. Written records are to be maintained and sent to Public Works. Contact the Town of Southern Pines Public Works to obtain Registration Form and Documentation. (1989 Code, § 50.59) (Ord. passed 3-13-1984; Am. Ord. 209, passed 2-12-1991; Am. Ord. passed 9-13-1994; Am. Ord. 1201, passed 4-11-2006; Am. Ord. 1507, passed 6-11-2013)
  20.  A digital copy (PDF) of all required acceptance package documents.
  21.  Written warranty letter (1yr) to the Town of Southern Pines for all public utilities.

Owner/Owner's Representative

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Printed Name and Title and Company Name

Email address

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Signature

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Date

Office use:

Confirmation of all documents received.

Reviewer: \_\_\_\_\_