

The County of Goochland
Department of Public Utilities



UTILITY PLANS AND CONSTRUCTION
PROCESS GUIDELINES

Effective: April 1, 2013

Utility Plan Review and Approval Process

The following items are required when applying for utility (UTL) plan approval:

First Submittal:

The following items are required to initiate the Utility Permit process:

1. Seven (7) complete sets of certified design plans that are stamped and signed by a Professional Engineer. (Note: If multiple sets of plans were already submitted through the POD process, it is not necessary to submit additional plans for the UTL process unless specifically requested by the Department of Public Utilities.)
2. A detailed cost estimate of utility construction that will occur in existing or future public utility easements. (Notification will be sent to the applicant once the utility cost estimate is approved by the County.)

Second Submittal:

The following items are required to initiate the utility plan review process:

1. A completed Utility Permit Application Form. (This form may only be submitted after approval of the utility cost estimate has been issued by the County.)
2. Payment for the Utility Permit Fee as based on estimated construction cost as mentioned above.
3. A completed *Review Checklist for Water and Sewer Plans, Form F-6* as found on our departmental website ([http://www.co.goochland.va.us/Departments/Departments\(GZ\)/PublicUtilities/Standards/StandardFormsandNotes.aspx](http://www.co.goochland.va.us/Departments/Departments(GZ)/PublicUtilities/Standards/StandardFormsandNotes.aspx)).

Final Approval:

The following items are required before final approval of plans is granted:

1. A signed and completed Utility Service Agreement Form.
2. A signed Surety.
3. All required recorded easements.

Each of the above items must be submitted before a Utility Permit may be issued. Please note that the utility plan review process will not begin without a completed Utility Permit application and the application fee paid in full. Once the plan review process begins, it is the responsibility of the applicant to submit revised plans to address any comments from the County until all comments are satisfied.

Please refer to the following Plan and Construction Process flowchart for guidance through the utility plan and construction approval process. All relevant forms and applications are included in this package for convenience.

For information on the Goochland County *Water and Sewer Standards and Specifications*, please visit our departmental website ([http://www.co.goochland.va.us/Departments/Departments\(GZ\)/PublicUtilities/Standards.aspx](http://www.co.goochland.va.us/Departments/Departments(GZ)/PublicUtilities/Standards.aspx)).

If you have any questions, please contact the Goochland County Department of Public Utilities at (804) 556-5835.

Attachments:

PLAN APPLICATION / ENGINEERING PROCESS:

- Utility Permit Application
- Utility Service Agreement Form

CONSTRUCTION PROCESS:

- Utility Performance Bond
- Utility Letter of Credit
- Utility Connection Application

POST-CONSTRUCTION PROCESS:

- Request for Tentative Acceptance Form
- Request for Final Acceptance Form

PLAN AND CONSTRUCTION PROCESS FLOWCHART



Department of Public Utilities – Plan and Construction Process

Last Updated: 14 December 2016

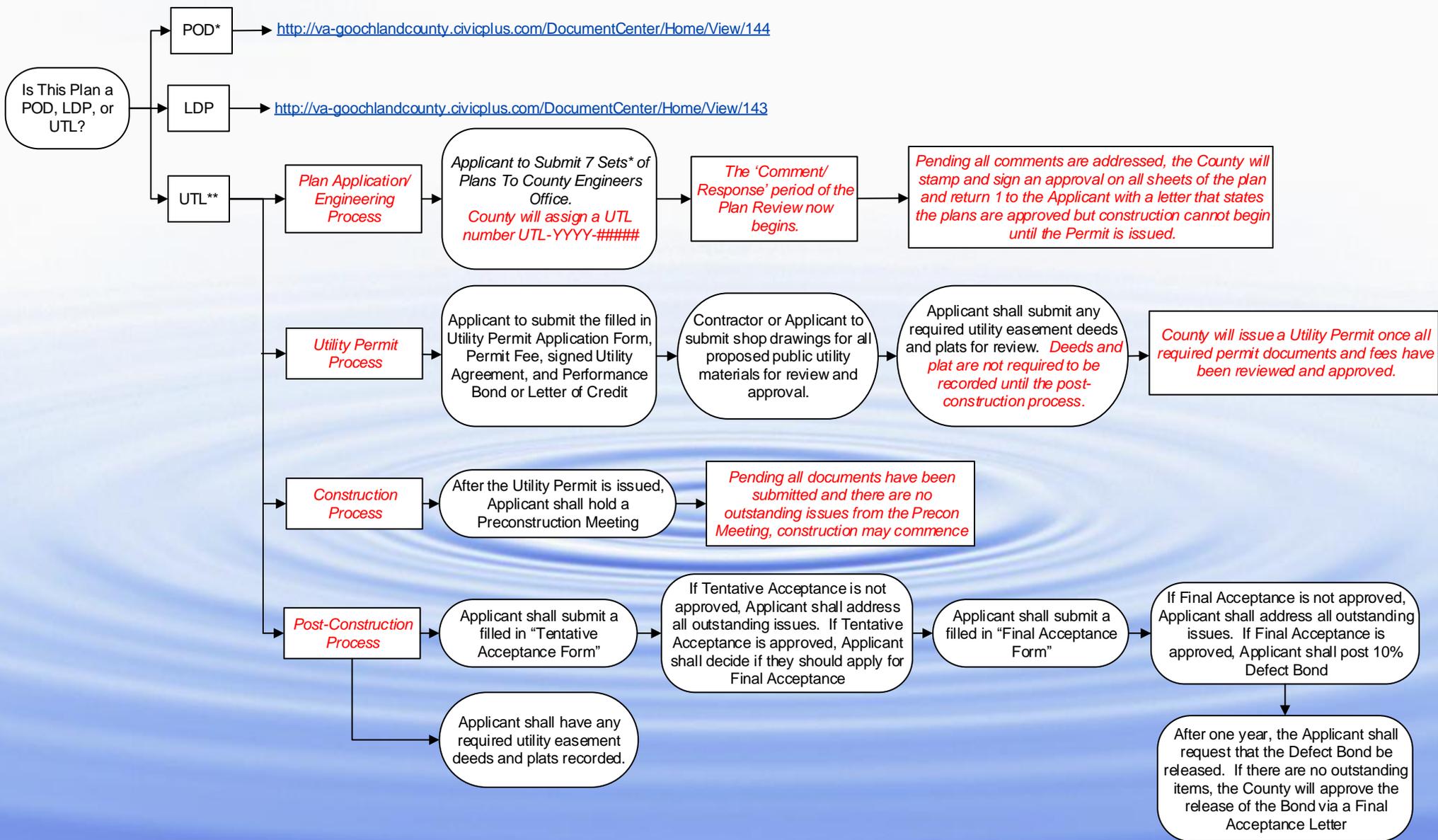


POD = Plan of Development
LDP = Land Disturbance Permit
UTL = Utility Permit

○ = Applicant

□ = County/*Informational*

*Please note that if you already submitted multiple sets of plans through the POD process, the DPU may contact you for more copies if it is determined that submissions need to be made to VDH, DEQ, and/or other.
**A UTL project will be initiated if a construction project will require new 'public' water and/or sewer infrastructure; existing public infrastructure will be impacted by a construction project; extension of an existing 'public' main line (water or sewer); and/or a new connection or multiple new connections are proposed.



UTILITY PERMIT APPLICATION FORM





UTILITY PERMIT APPLICATION

Goochland County Public Utilities Department

P.O. Box 119 Goochland, VA 23063

Office (804) 556-5835 • Fax (804) 556-5176 • TDD: 711 (VA Relay)

Type:

- Water
- Sewer

This application is not authorization to start work. No work shall begin and no inspections granted without issued permit. Submittal of project materials, with manufacturer spec sheets, is required prior to approval of this application.

Date:

LOCATION

Street Address OR Development:

PROPERTY OWNERSHIP

Name:

Phone:

Mailing Address:

APPLICANT

Name:

Phone:

E-Mail Address:

CONTRACTOR

Name:

Phone:

Mailing Address:

Note: A Highway/Heavy License is required for any public utility construction. Please provide a copy with your submission.

State License Number:

Expiration:

Class:

DESCRIPTION OF WORK

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and we agree to conform to all applicable laws of Goochland County.

Estimated Utility Construction Cost: _____ Permit fee: _____
3% of construction cost (\$30 minimum)

Signature of Applicant _____

Approval _____ Date _____ Issue date: _____

FOR OFFICE USE ONLY:

Required plans & documents received
 License checked through DPOR
 Payment received

Revenue Account -
 _____ 3-057-15010-0001

UTL No. _____
 POD No. _____
 LDP No. _____

UTILITY SERVICE AGREEMENT FORM



UTILITY AGREEMENT

Project

THIS AGREEMENT, dated _____, 20__, is entered into by **GOOCHLAND COUNTY, VIRGINIA**, (the "County"), and _____, a _____ (the "Land Owner").

Recitals

WHEREAS, the Land Owner owns property shown on the plans entitled “_____,” prepared by _____, dated _____, revised _____, approved by the County on _____, and filed in the Public Utilities Office (the “Plans”); and

WHEREAS, Land Owner intends to develop on the property/properties shown on the Plan(s) and intends that the property/properties will be serviced by the public water and/or sewer system owned and operated by the County; and

WHEREAS, the Land Owner proposes to construct and dedicate to the County an extension of the public water and/or sewer systems, in compliance with the provisions of the “Goochland County Water and Sewer Standards and Specifications” to serve the property/properties as shown on the Plans (the "Extensions") and, in so doing, agrees to indemnify and hold the County harmless from any claims or causes of actions that may arise in connection with the Land Owner’s activities in constructing the Extensions; and

WHEREAS, the County has determined that it is in the public interest for the County to enter into this Agreement.

NOW THEREFORE, for good and valid consideration, the receipt of which is acknowledged by the parties hereto, the County and the Land Owner agree as follows:

A. The Land Owner shall design and construct at Land Owner's sole expense complete workable public water and sewer extensions, including all necessary equipment and facilities and be responsible for furnishing all material, performing all work, entering into all necessary agreements, applying for and receiving all necessary permits, hiring all the labor, and paying all costs associated with the construction of the Extensions according to the Plans. Such costs shall include, but not be limited to, labor, materials, engineering fees, inspection fees, legal fees, surveying fees, award fees, recordation fees, appraisal fees, and land acquisitions, including rights-of-way and easements.

B. Prior to engaging in any construction activity, the Land Owner agrees that it shall, at its sole expense, submit executed deeds conveying to the County, with General Warranty and English Covenants of Title, all off-site rights-of-way and easements as necessary for the construction, operation, maintenance and repair of the Extensions, and record all such rights-of-way and easement deeds.

C. Upon completion of the Extensions by the Land Owner and prior to tentative acceptance by the County of the Extensions, the Land Owner shall, at its sole expense, submit executed deeds conveying to the County, with General Warranty and English Covenants of Title, all on-site rights-of-way and easements as necessary for the operation, maintenance and repair of the Extensions, and record all such rights-of-way and easement deeds. Alternatively, the Land Owner may provide a subdivision plat dedicating such easements to the County.

D. Upon completion by the Land Owner of the Extensions and prior to tentative acceptance, the Land Owner shall, at its sole expense, submit executed deeds conveying to the County, with General Warranty and English Covenants of Title, all easements for any part of the

on-site and off-site Extensions, including all lines, facilities and appurtenances thereto, which the Department of Community Development determines are not wholly and located properly within any previously dedicated or conveyed public right-of-way or public easement for such purposes based upon the "As-Built" Plans and/or visual inspection or other reasonable basis.

E. Prior to tentative acceptance of the Extensions or any independently functional portion thereof, the Land Owner shall provide the County with one (1) full size hard-copy and a CD in AutoCAD format of final "As-Built" plans of the entire Extensions. The Land Owner's Engineers shall certify by signed statement on each page of the final As-Built plans (i) that the Extensions have at a minimum been installed in compliance with the Plans and the provisions of the "Goochland County Water and Sewer Standards and Specifications" in effect on the date of this Agreement, and (ii) that all on-site and off-site water and sewer lines and appurtenances, improvements and any other facilities are located within public right-of-ways or easements conveyed or dedicated to the County, and, in fact, have been constructed at the locations as represented by the As-Built plans. These final As-Built plans must be acceptable to the County as record drawings and signed and stamped by a professional engineer.

F. A list of deficiencies discovered during the period of tentative acceptance will be compiled by the County and forwarded to the Land Owner prior to final acceptance. The Land Owner agrees to correct all deficiencies and make all required repairs at its expense. If such deficiencies and repairs are not corrected or made within ninety (90) days from the date of the list of deficiencies, the County will have the right to make the necessary corrections and require payment from the Land Owner for any work done.

G. Land Owner agrees that it will request in writing final inspection and acceptance of the Extensions after all streets have been paved, after all improvements have been installed, and

after all deficiencies, corrections and omissions to the Extensions and administrative requirements have been addressed to the satisfaction of the County.

H. The undertakings and performance by the Land Owner required by this Agreement shall be guaranteed by a letter of credit, cash bond or other surety acceptable to the County and approved by the County Attorney in the amount specified by the County.

I. The Land Owner agrees to guarantee all workmanship and material to be in workable and good condition for a period of one (1) year from the date of final acceptance. Land Owner agrees to furnish a defect bond in the amount of ten percent (10%) of the County's estimated construction cost of the Extensions. The bond will indemnify the County against any defects in material or workmanship of the Extensions discovered within one (1) year from the date of final acceptance.

J. In the event of a breach by the Land Owner of any provisions of this Agreement, the County may give written notice to the Land Owner specifying the manner in which the Agreement has been breached. If notice of breach is given and the Land Owner has not substantially corrected the breach within ten (10) days of receipt of the written notice, the County shall have the right to terminate this Agreement and draw upon the surety provided by the Land Owner amounts sufficient to cure such breach.

K. The Land Owner expressly agrees to indemnify, defend and hold the County harmless from and against all claims, loss, damage, injury and liability however caused, arising out of, or in any way connected with the construction, dedication or conveyance of the water and sewer system or any portion thereof that is performed by Land Owner or the Land Owner's agents or employees, or in connection with the dedication or conveyance of any right-of-way or easement provided for these Extensions as shown in the Plans.

L. This Agreement shall be binding upon the Land Owner, its Heirs, Successors, and Assigns and upon execution of this Agreement.

M. The County agrees to accept, operate, repair, and maintain the Extensions constructed by the Land Owner provided: (1) that the Extensions are constructed in accordance with the approved Plans and the provisions of the "Goochland County Water and Sewer Standards and Specifications" in effect on the date of this Agreement, (2) that the Extensions meet the requirements of the Goochland County Code for public water and sewer systems, and (3) that connection fees have been paid for service to the respective properties.

N. The County agrees to provide water and sewer service to the properties shown on the Plans consistent with the County's normal allocation policy for public water and sewer users, provided service capacity is available within the County's public water and sewer system and the Land Owner has complied with the Agreement.

O. Any notice required pursuant to this Agreement shall be given by first class mail, postage prepaid. Land Owner shall contact the County in writing immediately of any change of location or individuals for receipt of notices.

To the County: Director of Public Utilities
 Goochland County
 P. O. Box 10
 Goochland, Virginia 23063

To the Owner: _____

Witness the following signatures:

APPROVED AS TO FORM:

GOOCHLAND COUNTY, VIRGINIA

Norman B. Sales
County Attorney

By: _____ (SEAL)
John A. Budesky, County Administrator
or his designee

COMMONWEALTH OF VIRGINIA,
COUNTY OF GOOCHLAND, to-wit:

The foregoing instrument was acknowledged before me _____, 20____, by
John A. Budesky on behalf of Goochland County, Virginia.

Notary Public

My commission expires: _____
Notary Registration Number _____

LAND OWNER:

_____,
a _____

By: _____ (SEAL)
Name: _____
Title: _____

COMMONWEALTH OF VIRGINIA,
COUNTY OF _____, to-wit:

The foregoing instrument was acknowledged before me _____, 20____,
by _____, as _____ on behalf of
_____, a _____.

Notary Public

My commission expires: _____
Notary Registration Number _____

UTILITY PERFORMANCE BOND FORM



UTILITY PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS, that we, _____ as **Principal,** and _____ a corporation duly authorized as a Surety company to transact business in the Commonwealth of Virginia, as Surety, are held and firmly bound unto the **County of Goochland, Virginia,** a political subdivision of the Commonwealth of Virginia, as **Obligee,** in the sum of _____ Dollars (\$_____) in lawful money of the United States, for the payment of which sum, well and truly to be made, we, the Principal and Surety, unconditionally bind ourselves and our heirs, executors, administrators, successors and assigns jointly and severally firmly by these presents:

WHEREAS, the Principal desires to construct utility lines in accordance with the Goochland County Code of Ordinances, as amended, on property owned by: _____ and described as _____; and

WHEREAS, the Principal has submitted to the Department of Community Development of Goochland County for approval a Utility Plan prepared by _____, dated _____, and submitted to Goochland County on _____ for constructing of utilities to be dedicated to the County on the above described property (the “Plan”).

NOW, THEREFORE, the condition of this obligation is such that if the Department of Community Development approves the Plan, and any revisions to the Plan, and if the Principal within the time specified and in accordance with the Plan and any revisions and in accordance with the County Code, shall faithfully perform each and every activity required by the County Code and specified in the Plan and any revision thereof, then the above obligation shall be void. Otherwise, it shall be and remain in full force and effect.

Whenever the Principal shall fail, and be declared by the Obligee to have failed to perform the required activities in accordance with the aforesaid standards:

- (1) The Surety, upon demand by the Obligee, shall promptly remedy default;
- or

- (2) The Obligee, after thirty (30) days written notice to the Surety, or without notice to the Surety in case of emergency, may perform or arrange for performance of the Principal's obligations, and the Surety shall reimburse the Obligee the actual costs of such performance but in no event shall the aggregate liability of the Surety exceed the amount of this bond.

This bond shall terminate at the expiration of sixty (60) days from the date of receipt of written notice by the Surety from the Department of Community Development of completion of the utility lines. Otherwise, this bond may not expire or be cancelled by Surety until and unless Surety gives the Obligee sixty (60) days written notice by registered mail. Such cancellation or expiration shall not affect any liability the Surety may have or incurred under this bond prior to the effective date of the termination. Changes required in the bond can be accomplished by a change rider issued by the Surety.

The Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Plan shall in any way affect its obligation on this bond and the Surety hereby waives notice of any such change, extension of time, alteration or addition to the terms of the Plan. Principal recognizes its continuing obligation to maintain in full force, and effect a bond guaranteeing its performance of its obligations in accordance with the County Code and the Plan, notwithstanding the expiration or cancellation of this bond by Surety.

IN WITNESS WHEREOF, the Principal has hereunto affixed their names and seals this ____ day of _____, 20__.

PRINCIPAL

By: _____

Title: _____

ACKNOWLEDGEMENT FOR PRINCIPAL

State of _____

County/City of _____, to wit:

I, _____, a Notary Public in and for the County/City and State aforesaid, do certify that _____ whose name is signed to the foregoing bond, personally appeared before me in my County/City and State aforesaid and acknowledged the same to be his act and deed.

My commission expires _____.

Notary Registration Number _____.

Given under my hand and seal this ____ day of _____, 20__.

Notary Public

IN WITNESS WHEREOF, the Surety has hereunto affixed their names and seals this _____ day of _____, 20____.

SURETY:

By: _____

ACKNOWLEDGEMENT FOR SURETY

State of _____

County/City of _____, to wit:

I, _____, a Notary Public in and for the County/City and State aforesaid, do certify that _____ whose name is signed to the foregoing bond, personally appeared before me in my County/City and State aforesaid and acknowledged the same to be his act and deed.

My commission expires _____.

Notary Registration Number _____.

Given under my hand and seal this _____ day of _____, 20____.

Notary Public

RESIDENT VIRGINIA AGENT

Signature: _____

Print Name: _____

Address: _____

Telephone Number: _____

Approved as to form:

Gochland County Attorney

UTILITY LETTER OF CREDIT



County of Goochland, Virginia
Department of Community Development
1800 Sandy Hook Road Ste 270
Goochland, Virginia 23063

Attention: County Engineer/Director of Public Utilities

Gentlemen:

We hereby open our Irrevocable Letter of Credit No. _____ in your favor for the account of _____, _____, for a sum not exceeding _____ available by your sight drafts on the _____ and accompanied by documents specified below:

A certified statement signed by an official of Goochland County, Virginia stating that the _____ has not satisfactorily completed construction of utility lines as required by the County of Goochland, Virginia, as stated in the Utility Service Agreement dated _____ and as provided by the approved plans for _____.

A statement signed by an official of Goochland County to the effect that the drawing is for the explicit purpose of providing for the construction of utility lines pursuant to the terms of the Code of the County of Goochland, Virginia (and any amendment thereto) and as provided on the approved construction plans for _____.

All drafts must bear the clause "Drawn under the _____ Letter of Credit No. _____ dated _____".

We hereby engage with drawers, endorsers, and bona fide holders that all drafts drawn in compliance with the terms of this credit shall be duly honored upon presentation and delivery of the documents. This Irrevocable Letter of Credit shall remain in full force and effect for a period of two (2) years from the date hereof and shall automatically renew itself from year to year for three (3) one (1) year periods thereafter unless and until the _____ shall give ninety (90) days' notice period, this Irrevocable Letter of Credit shall remain in full force and in effect. During the last thirty (30) days while the Letter of Credit is in force and effect after notice of termination has been given, the County may draw up to the full amount of the sum when accompanied by

a document stating that _____ has failed to provide an acceptable substitute Irrevocable Letter of Credit or deposit in escrow and a document stating that the drawing of Letter of Credit as stated in the Utility Service Agreement dated _____ and as provided by the approved plans for _____ . This credit shall also be terminated upon the County of Goochland's County Engineer (or his appointed agent) giving written release to _____ stating that he has well and truly performed and fulfilled the obligations of the required improvements for _____ .

This Irrevocable Letter of Credit shall be construed in accordance with the "Uniform Customs and Practices for Commercial Documentary Credits" promulgated by the XIII Congress of the International Chamber of Commerce (International Chamber of Commerce Brochure No.290 1974 revision) and the provisions of the Uniform Commercial Code – Letters of Credit – Title 8.5 of the Code of Virginia, 1950, as amended.

Very truly yours,

Signature

UTILITY CONNECTION APPLICATION FORM





I, _____, (signature of property owner) do hereby make application to the Board of Supervisors for one (1) water and/or sewer connection (based on a ____-inch water meter) to the water and/or sewer line owned by the County of Goochland.

Date of Application:		Name of Applicant:	
Name of Property Owner:		Phone No. – Home:	Phone No. – Business:
Present Mailing Address:		New/Existing Property Address:	
Subdivision Name:	Section:	Block:	Lot:

The utility service applied for is Residential / Commercial. (circle one)

Please complete the applicable fees below as in accordance with the Connection Fees on the following pages:

Water Service Connection Fee: \$ _____
 Sewer Service Connection Fee: \$ _____
 Total Fee: \$ _____

(Make checks payable to County of Goochland)

(FOR OFFICE USE ONLY)

Date Fee Paid:	Received By:	*Plumbing Permit No:	Date Issued:
Location No.:		CFA No.:	
Account No.:		Revenue Account: 3-057-15010-0001	

Remarks: *Plumbing permit number is required before meter can be set.

Goochland County Water Service

Residential Water	
Development Category	Water Connection Fee
Single-family dwellings, including semi-detached dwellings	\$4,000.00
Multifamily dwellings; apartment; townhomes; condominiums; cluster homes; duplexes	\$2,750.00/dwelling unit
Motel and hotel	\$1,500.00/room
Nursing homes	\$2,500/bed
Facilities providing permanent housing for elderly or handicapped persons and operated by charitable, nonstock, nonprofit organizations which are exempted by section 501(c)(3) of the Internal Revenue Code	\$1,515/dwelling unit
Commercial Water	
Meter Size (inches)	Water Connection Fee
5/8	\$3,000.00
1	\$7,998.00
1½	\$15,959.00
2	\$31,678.00
3	\$63,367.00
4	\$110,394.00
6	\$237,130.00
8	\$592,829.00
10	\$950,554.00

Goochland County Sewer Service

Residential Sewer	
Development Category	Sewer Connection Fee
Single-family dwellings, including semi-detached dwellings	\$6,000.00
Multifamily dwellings; apartment; townhomes; condominiums; cluster homes; duplexes	\$3,750.00/dwelling unit
Motel and hotel	\$2,000.00/room
Nursing homes	\$2,800/bed
Facilities providing permanent housing for elderly or handicapped persons and operated by charitable, nonstock, nonprofit organizations which are exempted by section 501(c)(3) of the Internal Revenue Code	\$1,855/dwelling unit
Commercial Sewer	
Meter Size (inches)	Sewer Connection Fee
5/8	\$4,000.00
1	\$14,308.00
1½	\$28,549.00
2	\$56,668.00
3	\$113,357.00
4	\$197,485.00
6	\$424,205.00
8	\$1,060,517.00
10	\$1,700,455.00

REQUEST FOR TENTATIVE ACCEPTANCE FORM



REQUEST for TENTATIVE ACCEPTANCE FORM

Date Received: _____ UTL No.: _____

Utility Project: _____

Location: _____

Requested By: _____

Comments: _____

After all of the below noted tests have been completed for the applicable utility, the Department of Public Utilities shall receive the following before Tentative Acceptance will be granted, as per the Utility Service Agreement.

Department needs: 'As-Built' Plans: 1 hard copy submitted by the design engineer, 1 georeferenced AutoCad file submitted electronically or on a CD

Initial next to answer in this checklist

SEWER LINE CHECKLIST

Has the low pressure air test been completed? YES NO

By: _____ Date Inspected: _____

Goochland Inspector: _____ Date Inspected: _____

Has the manhole vacuum test been completed? YES NO

By: _____ Date Inspected: _____

Goochland Inspector: _____ Date Inspected: _____

Comments: _____

**It is suggested that the contractor perform their own CCTV inspection during Tentative Acceptance to resolve any potential issues prior to Final Acceptance. However, the County requires a CCTV inspection only during the Request for Final Acceptance process.*

DEVELOPER / ENGINEER:

Date: _____

By: _____

Signature: _____

Initial next to answer in this checklist

WATER LINE CHECKLIST

Has the pressure test been completed? YES NO

By: _____ Date Inspected: _____

Goochland Inspector: _____ Date Inspected: _____

Has the hydrant flush test been completed? YES NO

By: _____ Date Inspected: _____

Goochland Inspector: _____ Date Inspected: _____

Has the bac-t test been completed? YES NO

By: _____ Date Inspected: _____

Department needs: Documentation from state certified lab showing bac-t test was passed
Fire hydrants painted per Goochland County Standards & Specs 11.2.27

Comments: _____

DEVELOPER / ENGINEER:

Date: _____

By: _____

Signature: _____

REQUEST FOR FINAL ACCEPTANCE FORM



REQUEST for FINAL ACCEPTANCE FORM

Date Received: _____ UTL No.: _____

Utility Project: _____

Location: _____

Requested By: _____

Comments: _____

CHECKLIST

Curb and Gutter Installed YES NO Date _____

Roads Finished YES NO Date _____

Silt Fence Removed YES NO Date _____

Project Area is Stabilized YES NO Date _____

CCTV test of sanitary sewer YES NO Date _____

(County requires a letter of CCTV completion from contractor and one (1) DVD copy of the TV inspection. This requirement shall be the last test completed immediately prior to completion of the project.)

Other YES NO Date _____

If yes, explain: _____

DEVELOPER / ENGINEER:

Date: _____

By: _____

Signature: _____