

PROPERTY DEVELOPMENT EWD SUBMITTAL PACKAGE LIST

Preliminary Project Submittal Package to the District must include:

1. Project Submittal Form along payment of the Plan Review Fee in the amount of \$300.
2. Four (4) sets of construction drawings (24" x 36").
3. One (1) original Department of Environmental Protection Permit (Water) applications, signed by the Owner/Applicant and Engineer of Record. EWD can provide plant/permit information to be inserted prior to submitting.
4. One (1) original Department of Environmental Protection Permit (Wastewater) applications, signed by the Owner/Applicant and Engineer of Record. Projects constructed in Sarasota County must be submitted to Sarasota County Air and Water Quality. Projects constructed in Charlotte County must be submitted to DEP/Fort Myers Office. EWD can provide plant/permit information to be inserted prior to submitting.

Once the preliminary review of the drawings is completed, a letter will be sent either approving the drawings or requesting additional items, noting corrections and/or changes to the drawings to meet EWD specifications.

If it is not blatantly obvious that the project does not require a Water or Sewer permit, please submit, in writing, a note from FDEP/DOH confirming that it does not.

If a Commercial project, the anticipated flow data/usage from historical records of similar facilities, or accepted standard published data must be provided. The Englewood Water District will review the flow information to determine the number of units (ERC's) and the Capital Capacity Charges for the Water and Wastewater Service Agreement.

If the project will be connecting to the District's vacuum sewer system and have five (5) or more valve pit installations, the Developer/Owner will be responsible to secure an AirVac Inspector to inspect and certify the system and pits.

Prior to DISTRICT approval of construction permits for submission to the Florida Department of Health and/or Environmental Protection, the Developer/Owner must enter into a Water and Wastewater Service Agreement with the DISTRICT. Agreements will be prepared by the Utility and signed by the Developer/Owner prior to DISTRICT execution. Payments for Capital Capacity Charges are due before the DISTRICT will sign off on the DEP or Health Department Certification of Completion of Construction of the water and/or wastewater utility system(s).

Final Project Submittal Package to the District must include:

1. Six (6) sets of completed construction drawings (24" x 36"). The District will keep four (4) sets if you need more than two (2) back, adjust your submittal accordingly. In the event that no corrections are required during the preliminary submittal, only two (2) additional sets will be required.

Once the drawings meet EWD specifications and the Developer's Agreement has been executed, the drawings will be stamped approved and the permit applications will be signed. The approved drawings must be used by the Contractor for the utility installation.

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Certification of Construction Completion Submittal Package to the District must include:

1. Four (4) sets of completed record drawings (24" x 36"). The District will keep all four (4) sets. If you any stamped in return, adjust your submittal accordingly. One (1) pdf copy of the Record Drawings and an electronic CAD version of the recorded plats. These digital submittal requirements are enacted to enable the Englewood Water District to serve our customers better. The following items are required on submitted record drawings:
 - a. Type of materials installed-mains, services. Also indicate all locations of change of material.
 - b. Indicate depth of cover over water mains at 100 feet intervals, as well as at major breaks in direction
 - c. As-built length of all jack and bore casings, and as-built distance from each casing to limit of mechanical joint pipe.
 - d. Tie in distances from at least two (2) permanent structures to each valve, fitting, service line, blow-off point, hydrant, each end of jack and bore casing, etc.
 - e. Certified survey of the line with the valves only to be located from two (2) fixed structures.
 - f. As-built measurements of the service line main must be indicated along each segment of the installed pipe route, as well as as-built measurements from the centerline of the road to the main, must be indicated at least every 200 feet.
 - g. Bacteriological sample test points must be identified.
 - h. If the project is a vacuum system, a Valve Pit Record Drawing is required. See attached example for the information required.
2. One (1) original Department of Environmental Protection Permit (Water) applications, signed by the Owner/Applicant and Engineer of Record. Both Sarasota and Charlotte County must be submitted to Sarasota County Health Department. The District will make a copy once the applications have been signed.
3. One (1) original Department of Environmental Protection Permit (Wastewater) applications, signed by the Owner/Applicant and Engineer of Record. Projects constructed in Sarasota County must be submitted to Sarasota County Air and Water Quality. Projects constructed in Charlotte County must be submitted to DEP/Fort Myers Office. The District will make a copy once the applications have been signed.
4. A copy of the pressure test results for all applicable pipelines.
5. Copies of the bacteriological test results. **Sarasota County requires that all bacteriological testing be completed by the Sarasota County Health Department.**
6. One (1) disk (CDROM) of the TV Sewer Inspections for gravity sewer systems.
7. If the project includes a Lift Station, a proper start-up with the pump manufacturer is required. All O&M Manuals for the supplied equipment must be turned over to EWD.
8. If the project includes a horizontal directional drill (HDD), submit a copy of the bore logs.
9. If the Developer is conveying the water and sewer mains to the District and the mains (both water and sewer) have been installed and tested, a walk through should be scheduled with the DISTRICT's personnel prior to the DISTRICT signing off on the FDEP request for clearance forms. The contractor should be ready to open valve boxes, water meter boxes, manholes, verify that valves are in the correct positions, and verify that all of the swing ties are correct.
10. If the project will be contributing the distribution and collection systems to the District please provide a copy of the recorded plat.

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11. If the project will be contributing the distribution and collections systems to the District and easements are required, please provide a copy of the recorded easements.
12. If the project will be contributing the distribution and collection systems to the District please provide Certificate of Value of the contributed Distribution System and its appurtenances and a Certificate of Value of the contributed Collection System and its appurtenances prepared by the Engineer of Record must be submitted with the Certification of Completion of Construction.
13. The Capital Capacity Charges must be paid **BEFORE** the DISTRICT will sign off on the DEP or Health Department Certification of Completion of Construction of the water and/or wastewater utility systems(s).