

DEVELOPMENT COORDINATION MANUAL

SUMMARY OF CHANGES

Authorization #2 - Amendments Effective December 15, 2012

Chapter Two (2)	Section Name	Amendment Description
Section 210	Part 3 - Project Acceptance Documentation - 3.01 Record Documents, A. General, 2.	Allow pdf file format for delivery of digital drawings to PCU
	Part 3 - Project Acceptance Documentation - 3.01 Record Documents, B., Survey Requirements	Updated survey requirements per Florida Administrative Code Chapter 472
	Part 4 Acceptance Documentation – 4.03 Acceptance of Improvements, C. Extent of Maintenance	Added text to clarify extent of County ownership and maintenance responsibilities

Authorization #3 - Amendments Effective May 22, 2013

Chapter Two (2)	Section Name	Amendment Description
Section 211	Part 1 General 1.03 Documents, A.	Design drawings require overall Utility Plan Sheets (as applicable), not just profile sheets

Authorization #5 - Amendments Effective September 10, 2014

Chapter Two (2)	Section Name	Amendment Description
Section 210	Part 2 Submittal Process 2.07 PCU Bonding Package - B. Applicability	Changed minimum bond set as 110% consistent with LDC, strike previous erroneous bonding criteria
	Part 2 Submittal Process 2.07 PCU Bonding Package - B. Contents 3-4, C., D.	Changed "Growth Management" to "Land Development Division", other text edits related to bonding
	Part 2 Submittal Process 2.08 Board Acceptance Request Package - B. Contents - 9.	Added requirement to submit Warranty Surety by Engineer
	Part 2 Submittal Process 2.08 Board Acceptance Request Package - D. PCU Response	Added verbiage for Development staff review of BoCC Acceptance Request Package

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	Part 3 - Project Acceptance Documentation - 3.01 Record Documents - 6. Record Drawings	Clarified requirement to reference above ground features from a minimum of two permanent points (6) text edit (10)
	Part 4 – Acceptance Documentation – 4.02 Deliverables	Strike out Bill of Sale, update bullet list, tweak new "J"
	Part 4 - Acceptance Documentation – 4.03 Acceptance of Improvements - B. Maintenance, Materials, and Workmanship Warranty or Bond - 2.	Strike" ...history of substandard..."
Form 250-C	Request for Utilities Bond	Minimum bond set as 110% as in 2.07 above; corrected form
Form 250-D	Developer's Letter of Dedication & Statement of Warranty	Removed perpetual warranty; corrected form
Form 250-E	Engineer of Record's Letter of Certification	Removed perpetual warranty; corrected form
Form 250-F	Contractor's Letter of Certification	Removed perpetual warranty; corrected form
Standard Drawing Cover Sheets	Development and CIP Templates	Removed dated logo and signature block

Authorization #6 - Amendments Effective October 3, 2015

Chapter Two (2)	Section Name	Amendment Description
Section 210	Part 4 - Acceptance Documentation – 4.03 Acceptance of Improvements - B. Maintenance, Materials, and Workmanship Warranty or Bond - 2.	Correct 110% to 10% for bond related to final construction costs.
Standard Drawing Cover Sheets	Development and CIP Templates	Update CIP and Development Cover Sheet Templates with new Polk County logo

Authorization #7 - Amendments Effective August 4, 2016

Chapter Two (2)	Section Name	Amendment Description
Section 210	Part 3 - Project Acceptance Documentation - 3.01 Record Documents, A. General, 1.	Specified full size drawings are 24" x 36"

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PART 1 INTRODUCTION

1.01 PURPOSE

- A. This Section delineates the processes for submittals, reviews, approvals, and acceptance of potable water, reclaimed water, and wastewater systems and facilities to be served by or owned, operated, and maintained by PCU.

1.02 GENERAL

- A. Prior to the construction of any utility systems that are intended to become a part of or be served by a PCU owned or operated utility system, construction plans, specifications, engineering and hydraulic analyses, and completed regulatory agency permit applications for such systems must be: (1) Prepared by an ENGINEER in accordance with design criteria and (2) Submitted for review and approved by PCU.
- B. Approval of construction drawings by PCU shall not imply or guarantee that potable water, wastewater, or reclaimed water capacity is or will be available when needed by the DEVELOPER unless a Letter of Concurrency is issued by the Growth Management Department. Approval of plans by PCU shall not be construed in any way to relieve the ENGINEER of his responsibility to provide calculations, designs, and prepare construction plans and specifications that meet all applicable engineering standards and regulatory requirements.
- C. All potable water, wastewater, and reclaimed water related construction activities shall be subject to periodic inspection by the DEVELOPER's ENGINEER and the COUNTY. Inspection by the COUNTY shall not constitute COUNTY approval of any construction or acquiescence in or a waiver of claims for defects in materials or workmanship.
- D. Nothing contained herein shall be construed as restricting or preventing PCU's ability to enter into a special arrangement with a user as determined by PCU to be in its best interest, whereby the specific terms of obtaining service are set forth in a Developer/Utilities Agreement.

PART 2 SUBMITTAL PROCESS

2.01 GENERAL

- A. This Section presents the process for submitting utility system plans, permit applications, and supporting information for a typical development project to PCU for review, approval, and, ultimately, acceptance of a utility system for ownership, operation and maintenance responsibility, so that utility service may be provided to the public.

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- B. Depending on the individual project, at least two (2) submittals may be required to complete the review, approval, and acceptance process. As applicable, these submittals shall be segregated into “packages” and submitted in the following chronological order:
 - 1. Pre-Application Conference (recommended for all proposed projects and corresponds to Growth Management Department Level 1 Review.)
 - 2. Pre-Design Conference (highly recommended for all proposed projects)
 - 3. Technical Review Package (required for all proposed projects; corresponds to Growth Management Department Level 2 Review.)
 - 4. Potable Water System Certification Package
 - 5. Wastewater System Certification Package
 - 6. Utilities Bond Request Package
 - 7. Board Acceptance Request Package
- C. Only those items of each package that pertain to the particular project are required, e.g., a plat is not required for a development that will not be platted. Each package must be submitted complete with all applicable information required. All review responses shall be in accordance with established LAND DEVELOPMENT CODE response times.
- D. PCU Community Investment Program projects that only involve potable water, wastewater, and reclaimed water main extensions within rights-of-way or easements may be exempted by the Polk County Growth Management Department from submitting PLANS for the LAND DEVELOPMENT CODE review and approval process.

2.02 PRE-APPLICATION CONFERENCE

A. Applicability

The DEVELOPER/ENGINEER shall comply with the requirements set forth in the LAND DEVELOPMENT CODE for a Level 1 Review.

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2.03 PRE-DESIGN CONFERENCE

A. Applicability

This Conference is recommended for all projects requesting utility service from PCU.

B. Recommended Documents for Discussion

In the event that the ENGINEER requests a Pre-Design Conference with PCU, the following documents are recommended:

1. One complete set of conceptual design plans of the project indicating proposed utility systems dated by the ENGINEER. Information contained within the plan set should be in compliance with the Section entitled “Project Design Documents and Submittals”.
2. For phased projects, a conceptual master utility plan of the entire project is to be included that shows proposed phase lines, utility main sizes, pump stations, manholes, roadways, utility easements (onsite and offsite), right-of-ways, and lot lines.

C. Submittal

No formal submission of plans and calculations shall be required as part of the Pre-Design Conference.

D. PCU Response

PCU shall provide the ENGINEER with follow-up correspondence that memorializes PCU’s understanding of the items discussed during the conference. Said correspondence shall be forwarded to the ENGINEER within one (1) calendar week.

For non-residential projects, PCU shall provide estimated connection fees and other related charges as part of the follow-up correspondence.

2.04 TECHNICAL REVIEW PACKAGE

A. Applicability

This Package is required for all projects requesting utility service from PCU.

B. Contents

The Technical Review Package shall contain the following items:

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1. One complete design plan set, including the cover sheet and all applicable detail sheets of the project and utility systems, signed, sealed, and dated by the ENGINEER. Information contained within each plan set shall comply with the Section entitled “Project Design Documents and Submittals”.
 2. If applicable, one 24” x 36” copy of the Draft Final Plat showing the appropriate utility easements, street names, lot numbers, etc.
 3. Drafts of completed Polk County Utilities Easement documents providing easements over properties that are not proposed to be platted and shall contain existing and proposed portions of the PCU utility system(s). Submission of fully executed documents shall be delayed until PCU notifies the ENGINEER that the design plan set has been found approvable by PCU.
 4. Florida Department of Environmental Protection Wastewater System Construction Permit Applications. Submission shall be delayed until PCU notifies the ENGINEER that the design plan set has been found approvable by PCU.
 5. Florida Department of Environmental Protection Public Water System Construction Permit Applications (for approvable by the Polk County Health Department). Submission shall be delayed until PCU notifies the ENGINEER that the design plan set has been found approvable by PCU.
 6. Florida Department of Transportation Utility Permit Applications. Submission shall be delayed until PCU notifies the ENGINEER that the design plan set has been found approvable by PCU.
 7. Polk County Utility Permit Applications. Submission shall be delayed until PCU notifies the ENGINEER that the design plan set has been found approvable by PCU.
 8. One digital copy each of all models and calculations used to design potable water, wastewater, and reclaimed water utility systems.
- C. Submittal

This submittal shall be made to the Growth Management Department for processing and in accordance with the Comprehensive Plan, LAND DEVELOPMENT CODE, Utilities Code, and established Level 2 Review procedures.

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D. PCU Response

All plans, calculations, and other supporting documentation shall be submitted to and distributed by the Growth Management Department.

Should the Growth Management Department determine the Package to be incomplete or any of the information to be unsatisfactory, a letter shall be sent to the ENGINEER stating the deficiencies. No further processing of this package shall occur until all unsatisfactory items are satisfactorily addressed by the ENGINEER.

All reviews, comments, and approvals shall be processed in accordance with established procedures contained within the LAND DEVELOPMENT CODE.

When requested by PCU, fully executed FDEP Applications for potable water and/or wastewater facilities construction shall be submitted by the ENGINEER to the Growth Management Department and routed to PCU for capacity review by PCU. If capacity is available, the applications will be forwarded to the Utilities Director for signature. The applications will then be returned to the Growth Management Department and an approval letter will be sent to the ENGINEER with the signed applications.

Should capacity not be available, the unsigned permit applications will be returned to the Growth Management Department and a Letter of Denial shall be sent to the ENGINEER with the un-signed applications stating that capacity is not currently available.

2.05 POTABLE WATER SYSTEM CERTIFICATION PACKAGE

A. Applicability

This Package is required for all projects that will contain a potable water system to be connected to the PCU water system.

B. Contents

The Potable Water System Certification Package shall contain the following items:

1. One complete Draft Record Drawings plan set, including the cover sheet and all applicable detail sheets, of the water system. Information contained within each plan set shall comply with the Section entitled “Project Design Documents and Submittals”. The plan set shall be bound and stamped with the words “Draft” and “Record Drawings” in large (i.e., 1-inch) print and dated by the ENGINEER.

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2. Florida Department of Environmental Protection “Certification of Construction Completion and Request for a Letter of Clearance to Place a Public Drinking Water Facility into Service” that is completed and executed by the DEVELOPER and the ENGINEER.
3. Satisfactory potable water system hydrostatic pressure test results.
4. Satisfactory potable water system bacteriological test results.
5. Satisfactory Potable Water System Pigging Report.

C. Submittal

The ENGINEER shall submit this Package to the Growth Management Department.

D. PCU Response

Upon receipt of a complete Potable Water System Certification Package, the Growth Management Department shall review the submitted information, and, assuming it is found to be complete, forward the Package to the Development Review Staff within the Growth Management Department. The Development Review Staff shall review the submitted information; compare the Draft Record Drawings with the approved Construction Plans, Preliminary Plat, if applicable, and Polk County Utilities Easement documents, if applicable. Upon satisfactory review of Draft Record Drawings, PCU shall execute the Florida Department of Environmental Protection “Certificate of Construction Completion and Request for a Letter of Clearance to Place a Public Drinking Water Facility into Service” form and forward it to the appropriate processing entity within the Growth Management Department.

Should the Growth Management Department determine the Package to be incomplete or any of the information to be unsatisfactory, a letter shall be sent to the ENGINEER stating the deficiencies. No further processing of the Package shall occur until all unsatisfactory items are satisfactorily addressed by the ENGINEER.

2.06 WASTEWATER SYSTEM CERTIFICATION PACKAGE

A. Applicability

This Package is required for all projects that will contain a wastewater and/or reclaimed water system to be connected to the PCU wastewater system and/or reclaimed water system.

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B. Contents

The Wastewater System Certification Package shall contain the following items:

1. One complete Draft Record Drawing plan set, including the cover sheet and all applicable detail sheets, of the potable water, wastewater system and reclaimed water system. Information contained within each plan set shall comply with the Section entitled “Project Design Documents and Submittals”. The plan set shall be bound and stamped with the words “Draft” and “Record Drawing” in large (i.e., 1-inch) red print and dated by the ENGINEER.
2. Satisfactory wastewater force main hydrostatic pressure test results.
3. Satisfactory wastewater gravity sewer televising and 5% mandrel test results.
4. Satisfactory Wastewater Force Main Pigging Report.
5. New Lift Station Start-Up Completion Report Form.
6. Satisfactory reclaimed water system hydrostatic pressure test results.
7. Satisfactory Reclaimed Water System Pigging Report.
8. Florida Department of Environmental Protection “Domestic Wastewater Collection/Transmission Systems Certificate of Completion of Construction” form executed by the DEVELOPER and ENGINEER.
9. Two complete ENGINEER approved Operation and Maintenance Manuals, if applicable.
10. For non-residential projects, a check made payable to “Polk County Utilities” in the amount of the connection charges as calculated by Development Review Staff within the Growth Management Department.

C. Submittal

The ENGINEER shall submit this Package to the Growth Management Department.

D. PCU Response

Upon receipt of a complete Wastewater System Certification Package, the Growth Management Department shall review the submitted information, and, assuming it is found to be complete, forward the Package to the Development Review Staff within the Growth Management Department. The Development Review Staff shall review

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the submitted information; compare the Draft Record Drawings with the approved Construction Plans, Preliminary Plat, if applicable, and Polk County Utilities Easement documents, if applicable. Upon satisfactory review of the Draft Record Drawings, PCU shall execute the Florida Department of Environmental Protection “Certification of Construction Completion and Request for a Letter of Clearance to Place a Public Drinking Water Facility into Service” form and forward it to the appropriate processing entity within the Growth Management Department.

Should the Growth Management Department determine the Package to be incomplete or any of the information to be unsatisfactory, a letter shall be sent to the ENGINEER stating the deficiencies. No further processing of the Package shall occur until all unsatisfactory items are satisfactorily addressed by the ENGINEER.

2.07 PCU BONDING PACKAGE

A. Applicability

This Package is required for all projects that will construct any portion of a utility system to be owned and/or operated by PCU.

B. Contents

The PCU Bonding Package shall contain the following items:

1. If applicable, one 24” x 36” copy of the proposed Final Plat showing the appropriate utility easements, street names, lot numbers, etc.
2. All original executed Polk County Utilities Easement documents that provide for non-platted easements that shall contain portions of the PCU utility system(s). Once reviewed and approved by PCU, and accepted by the COUNTY, these documents shall be recorded by Polk County.
3. A completed PCU Request for Utilities Bond Amount form. The ENGINEER shall provide a certified itemized cost breakdown of all items to be bonded. Items to be bonded shall be grouped by the following categories with each category having a minimum bond amount of 110% of the value of the required improvements being bonded under performance in accordance with LDC Section 807.C.3.
 - a) Final Record Drawings of the project’s complete construction
 - b) Potable water system only punch list deficiencies
 - c) Reclaimed water system only punch list deficiencies

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- a. Wastewater system, including all gravity, lift station, and force main improvements.
1. A completed PCU Request for Utilities Bond form and cashiers check, letter of credit, or other surety authorized to do business within the State of Florida made payable to “Polk County Board of County Commissioners” for bonding outstanding items specified on the PCU Request for Utilities Bond Form. Upon review and approval, PCU will notify the Land Development Division that the bond items are sufficient for further processing.

C. Submittal

The ENGINEER shall submit this Package to the Land Development Division.

D. PCU Response

1. Upon receipt of a complete PCU Bonding Package, the Land Development Division shall review the submitted information, and, assuming it is found to be complete, forward the Package to the Development Review Staff within the Land Development Division. The Development Review Staff shall review the submitted information. Upon satisfactory review of documents, PCU shall execute the “PCU Request for Utilities Bond” form and forward it to the appropriate processing entity within the Land Development Division.
2. Should the Land Development Division determine the Package to be incomplete or any of the information to be unsatisfactory, a letter shall be sent to the ENGINEER stating the deficiencies. No further processing of the Package shall occur until all unsatisfactory items are satisfactorily addressed by the ENGINEER.

2.08 BOARD ACCEPTANCE REQUEST PACKAGE

A. Applicability

This Package is required for all projects with utility systems that are to be accepted by PCU for ownership, operation, and maintenance.

B. Contents

The Board Acceptance Package shall contain the following items, as applicable:

1. Original Developer’s Letter of Dedication.

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2. Original Engineer's Certificate of Completion.
 3. Original Contractor's Certificate of Completion.
 4. Potable Water System Schedule of Values.
 5. Wastewater System Schedule of Values.
 6. Reclaimed Water System Schedule of Values.
 7. All original executed Polk County Utilities Easement documents that provide for non-platted easements containing portions of the PCU utility system(s). Once reviewed and approved by PCU, and accepted by the COUNTY, these documents shall be recorded by Polk County.
 8. Completed and executed Request for Utilities Bond Amount Form.
 9. Warranty Surety, based upon the Engineer's signed and sealed cost estimate.
 10. Any additional information required pursuant to a Developer/Utilities Agreement.
 11. Final Record Drawings that are in accordance with the Section entitled "Project Design Documents and Submittals".
- C. Submittal

The ENGINEER shall submit this Package to the Land Development Division.

- D. PCU Response

Upon receipt of a complete Board Acceptance Request Package, the Development Review staff shall review the submitted information for completeness and accuracy. Should any of the information be incomplete or unsatisfactory, a letter shall be sent to the ENGINEER stating the deficiencies. No further processing of the Package shall occur until all incomplete and/or unsatisfactory items are satisfactorily addressed by the ENGINEER.

PART 3 PROJECT ACCEPTANCE DOCUMENTATION

3.01 Record Documents

- A. General

1. Three sets of certified, full size (24" x 36"), black line prints of the RECORD DRAWINGS signed and sealed by the ENGINEER.

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2. A digital version of the certified, hard copy RECORD DRAWING in tagged information file (tif) format OR portable document file (pdf) format.
3. The CONTRACTOR shall be responsible for recording information on the approved PLANS concurrently with construction progress.
4. The ENGINEER shall be responsible for preparing accurate RECORD DRAWINGS in accordance with Section 61G15-30.002(9) F.A.C. which presently requires the following minimum information be included if the ENGINEER is relying on information from others:
 - a. A statement that the documents are a compiled representation of the constructed project.
 - b. A listing of the sources and the basis of the information used in the preparation of the documents.
 - c. A statement that the documents are believed to be correct to the best of the ENGINEER's knowledge and that the accuracy of the information cannot be guaranteed.
5. RECORD DRAWINGS shall be legibly marked to record actual construction.
6. RECORD DRAWINGS shall show location of all underground and above ground water, wastewater and reclaimed water piping and related appurtenances, based upon record survey information. All above ground piping and surface utility features such as valves, hydrants, blow-offs, manholes, cleanouts, etc. shall be clearly shown and referenced to a minimum of two permanent surface improvements and/or surveyed road centerlines points.
7. RECORD DRAWINGS shall identify actual installed pipe, valves, fittings, hydrants and other assets. All assets that are different from those shown on the approved PLANS shall be attributed with materials, class, pressure rating, specifications, etc.
8. RECORD DRAWINGS shall clearly show all field changes of dimension and detail including changes made by field order or by change order.
9. RECORD DRAWINGS shall clearly show all details not on original contract drawings but constructed in the field. All equipment and piping relocation shall be clearly shown.
10. RECORD DRAWINGS shall clearly show the actual horizontal locations, distances, and vertical elevations of all utility assets. State plane coordinates shall be utilized for horizontal locations.

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11. Dimensions between all manholes, slope of gravity mains, invert and top elevations shall be shown.
12. The RECORD DRAWINGS shall be properly signed and sealed by the ENGINEER. Should information from the CONTRACTOR be utilized by the ENGINEER in preparing the RECORD DRAWINGS, the licensee name and certification number of the CONTRACTOR shall be included.
13. After the successful completion of all water, wastewater, and reclaimed water improvements, final RECORD DRAWINGS shall be submitted to PCU by the ENGINEER. The RECORD DRAWINGS must be approved by PCU prior to BOARD acceptance of the improvements.

B. SURVEY REQUIREMENTS:

1. An As-Built or Record Survey performed in accordance with Chapter 5J-17, Florida Administrative Code (F.A.C.), pursuant to Chapter 472, Florida Statutes (F.S.) shall be required.
 - a. The survey shall depict all pertinent easement lines, right of way lines or boundary lines as well as the horizontal and vertical location of all underground and above ground water, wastewater and reclaimed water piping and related appurtenances. The piping shall be shown at intervals not to exceed 100 feet. Sufficient “spot” elevations shall be shown in order to determine grading over and adjacent to the piping as well as the amount of cover over the piping. For lift stations: horizontal and vertical locations of the center top and invert of the wet well as well as horizontal and vertical locations of all at grade concrete and sufficient “spot elevations” to be able determine the drainage pattern within and adjacent to the lift station easement or tract. All existing fencing around lift stations shall be horizontally located with the type of fencing and height of fencing stated. In the event that fee simple title is conveyed to Polk County for a lift station or other facility a Boundary Survey shall be required in addition to the As-Built Survey.
2. For any other instance not described above, it is the Surveyor’s responsibility to determine the type of survey required based upon actual site activity and construction. Examples of survey type include but are not limited to:
 - a. As-Built or Record Survey
 - b. Boundary Survey
 - c. Topographic Survey
 - d. Construction Layout Survey, etc.

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3. Any deviation from the types listed above requires the approval of the County Surveyor or County Survey Manager.
- C. GPS coordinate data shall be provided as part of all PCU CIP projects and where PCU reimburses the DEVELOPER for the installation or oversizing of any proposed facilities and infrastructure. The data shall include the type of collection, i.e., real time correction or post processed, hardware and software used, and the track log file associated with the actual data collection. The GPS coordinate data and associated attributes shall be provided in an acceptable geo-database, shape file, comma delimited, or other file format subject to PCU approval. Attribute data associated with this data shall include:
1. X (Easting) and Y (Northing)
 2. Z (Elevation), when available
 3. Utility Type (Potable Water, Wastewater, Reclaimed Water, and Raw Water)
 4. Type Feature (Point on Line, Valve, Bend, Meter, Manhole, Blow-Off, Tee, ARV, Jack and Bore, Directional Bore, etc.)
 5. Pipe Diameters
 6. Material Type
 7. Electronic Sealing
- D. Electronic files shall be signed and sealed in accordance with Florida Statutes and the Florida Administrative Code.

PART 4 ACCEPTANCE DOCUMENTATION

4.01 General

- A. Prior to the COUNTY's final acceptance of any new utilities improvements, the following documents must be received, reviewed, and found acceptable by PCU for each applicable water, wastewater, and reclaimed water system at least 45 calendar days prior to the next available County Commission Board date.

4.02 Deliverables

- A. Specific itemized cost breakdown based on final component construction costs related to potable water, reclaimed water, and wastewater utilities with ENGINEER's certification.

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- B. Specific itemized cost breakdown for the lift station components, including wet well, pumps, piping, electrical, and site work based on final construction costs with ENGINEER's certification, when applicable.
- C. Copies of all soils testing reports regarding on all utilities improvements to be conveyed to PCU.
- D. One set of all bacteriological test reports.
- E. Lift Station Startup Report, when applicable.
- F. Two sets of hard copies and one electronic copy in Adobe Acrobat protected document file (pdf) format of the Operation and Maintenance Manual for the lift station and any other equipment, when applicable.
- G. A fully executed Florida Department of Environmental Protection "Domestic Wastewater Collection/Transmission Systems Certificate of Completion of Construction" necessary to obtain clearance of the system for service, when applicable.
- H. A fully executed Florida Department of Environmental Protection "Certification of Construction Completion and Request for a Letter of Clearance to Place a Public Drinking Water Facility into Service" and any required attachments necessary to obtain clearance of the system for service, when applicable.
- I. Originals of all Polk County Utilities Easement and Warranty Deed documents ready for acceptance and recording by the COUNTY, when applicable.
- J. Maintenance, Materials, and Workmanship Warranty document and Bond with original signatures.

4.03 Acceptance of Improvements

- A. Final Acceptance
 - 1. Final acceptance by the COUNTY of a water distribution/transmission system, wastewater collection/transmission system, and/or reclaimed water distribution/transmission system, and the release of the performance bond will be made only after all inspections have been made, all regulatory clearances have been received, and the improvements found to be in accordance with the applicable requirements of this MANUAL, the LAND DEVELOPMENT CODE, and the regulations of FDEP.
- B. Maintenance, Materials, and Workmanship Warranty or Bond

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1. A PCU approved warranty document shall be executed by the DEVELOPER to warrant the maintenance, materials, and workmanship for all improvements intended to be owned and maintained by PCU for a one calendar year period, commencing on the date of formal acceptance by the COUNTY.
 2. A bond payable to PCU shall be posted by the DEVELOPER that is executed by a financial institution authorized to do business in the State of Florida that is satisfactory to PCU. The bond shall be in the amount of 10 percent of the final construction costs of all required water, wastewater, and reclaimed water improvements to be owned and maintained by PCU. Such bond shall guarantee maintenance, materials, and workmanship of all improvements intended to be owned and maintained by PCU for a minimum of a one calendar year period commencing on the date of formal acceptance by the COUNTY. As an alternative to the provision of a surety bond, the DEVELOPER may provide for the deposit of cash in an escrow account at or a letter of credit from a financial institution authorized to do business in the State of Florida in a form acceptable to the COUNTY.
 3. PCU shall perform an inspection of all improvements and the RECORD DRAWINGS approximately 30 calendar days prior to the expiration of the any warranty or bond. PCU shall notify the DEVELOPER and ENGINEER in writing of the inspection. The attendance of the DEVELOPER and ENGINEER shall be mandatory. A list of deficiencies shall be developed and transmitted to the DEVELOPER and ENGINEER. The DEVELOPER and ENGINEER shall correct all deficiencies within 30 calendar days of receipt and then notify PCU upon completion to request a re-inspection. The warranty or bond shall not expire until all deficiencies have been corrected.
- C. Extent of PCU Maintenance
1. PCU shall be responsible only for the repair and maintenance of the public components of the PCU utility system. PCU shall not be responsible for the repair and maintenance of house connections or service laterals or for privately owned utility systems. PCU will maintain potable and reclaimed water lines up to and including meters only, and will not repair or maintain any component downstream of the meter, including house connections and service laterals.
 2. PCU will only maintain sanitary sewer lines manhole to manhole. PCU will not repair or maintain any component upstream of the sewer line including clean outs, meters, house connections or service laterals.
 3. No person shall do any work, or be reimbursed for any work or in connection with any work, on the PCU utility system unless written authorization from PCU is received prior to said work is being started.

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4. PCU shall make a reasonable effort to inspect and keep its facilities in good repair, but assumes no liability for any damage caused by the utility system, including damage due to sewage back-ups, disruption of services, breaking of pipes, poor quality of water caused by unauthorized or illegal entry of foreign material into the system, faulty operation of fire protection facilities, or any other reasons.

PART 5 CONSTRUCTION COORDINATION MEETINGS

5.01 GENERAL

This Section establishes the minimum number of meetings necessary for the initiation and inspection of utility related construction activities.

5.02 PROJECT COORDINATION MEETINGS

As a minimum, the following three types of meetings will be held in conjunction with a project.

A. Pre-Construction Meeting

The ENGINEER shall request the scheduling of the pre-construction meeting through the Growth Management Department. A minimum of five business days prior to the desired meeting date is required for scheduling purposes. Attendees shall include the ENGINEER, the CONTRACTOR, Development Review staff within the Growth Management Department, Utilities Operations Division staff, and the INSPECTOR. The ENGINEER shall be responsible for notifying all other affected utility companies and other interested parties of the meeting. Whenever possible, combined pre-construction meetings shall be held jointly between PCU and the County Engineer's Office.

B. Formal Walk-Through Inspection Meeting

1. Once the CONTRACTOR has received satisfactory results as the result of informal walk through inspections with the INSPECTOR and believes that the improvements has been completed in accordance with the PLANS, the CONTRACTOR shall request the scheduling of a formal walk-through inspection meeting through the Growth Management Department to perform an inspection of completed construction. Attendees shall include the ENGINEER, the CONTRACTOR, Development Review staff within the Growth Management Department, Utilities Operations Division staff, and the INSPECTOR. A minimum of five (5) business days before the desired meeting date is required for scheduling purposes.

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2. During this meeting, a punch list of incomplete or deficient work will be prepared. The INSPECTOR is responsible for collecting and compiling comments from other parties and providing the CONTRACTOR with a comprehensive punch list. The CONTRACTOR shall commit to a firm timetable to fully resolve all incomplete or deficient work. Only new incomplete work or deficiencies generated as the result of work performed by the CONTRACTOR to resolve previously identified incomplete work or deficiencies shall be added to the INSPECTOR's original comprehensive punch list.
 3. If, in the opinion of PCU, a follow-up formal walk-through inspection meeting is necessary, then this process will be repeated.
- C. Formal Lift Station Start-up Meeting
1. Once the CONTRACTOR has received satisfactory results as the result of performing preliminary start-up testing on the lift station and believes that the lift station has been completed in accordance with the PLANS, the CONTRACTOR shall be responsible for scheduling the formal lift station start-up inspection meeting through the Growth Management Department. The CONTRACTOR, the ENGINEER, the INSPECTOR, PCU operations staff, and representatives of the control panel supplier and the pump manufacturer shall attend this meeting. Where applicable, a representative of the emergency generator set shall also attend. A minimum of five (5) business days advanced notice is required for scheduling purposes.
 2. During this meeting, a punch list of incomplete or deficient work will be prepared by the INSPECTOR. The INSPECTOR is responsible for collecting and compiling comments from other parties and providing the CONTRACTOR with a comprehensive punch list. The CONTRACTOR shall commit to a firm timetable to fully resolve all incomplete or deficient work. Only new incomplete work or deficiencies generated as the result of work performed by the CONTRACTOR to resolve previously identified incomplete work or deficiencies shall be added to the INSPECTOR's original comprehensive punch list.
 3. If, in the opinion of PCU, a follow-up formal lift station start-up inspection meeting is necessary, then this process will be repeated.

PART 6 CONSTRUCTION PLAN TIME LIMITATIONS

A. PLAN SUBMITTAL

1. Construction PLANS submitted for review shall comply with the latest approved version of this MANUAL at the time of initial plan submittal as long as PLANS are approved within 180 calendar days from initial submittal.

Development Coordination

2. If full COUNTY approval is not obtained within 180 calendar days from initial submittal, the PLANS and related documents shall be revised to be consistent with the latest approved version of this MANUAL in effect at that point in time.

B. APPROVED CONSTRUCTION PLANS

1. Commencement of construction shall be in accordance with the LAND DEVELOPMENT CODE.
2. If construction has not commenced within the time period stated in the LAND DEVELOPMENT CODE, the construction PLANS and related documents shall be resubmitted. The resubmitted construction PLANS be consistent with the latest approved version of this MANUAL in effect at the time of resubmission.

1.03 Documents

- A. The drawing sets shall be complete and include the title sheet, plan/profile sheets, cross-sections, and details. Depending on the size and scale of a project, overall utility plan sheets may be required in addition to plan/profile sheets. Submitting drawing sets that only include plan/profile sheets without an overall utility plan sheet is strictly subject to County approval. Project scale may necessitate the use of multiple sheets to present the overall utility plan at the largest practical scale to be incorporated with construction and final record drawings. Each individual sheet contained in the printed set of the drawings shall be included in the electronic submittal, with each sheet being converted into an individual pdf (portable document file) or tif (tagged image file). The plan sheets shall be scanned in pdf or tif format Group 4 at 300 dpi resolution to maintain legibility of each drawing.

PART 2 DESIGN DOCUMENTATION

2.01 Construction PLANS Approval

- A. The following documents are required from the ENGINEER and shall be submitted to the Land Development Division for distribution and review by the Development Review Staff.
1. When the construction PLANS are approved by the COUNTY, the Land Development Division shall provide one (1) set of certified, full size, hard copy sets of the construction PLANS to PCU.
 2. In the event that the approved construction PLANS are modified by a State, County, or Local authority, the ENGINEER shall be responsible for revising and resubmitting the PLANS to the Land Development Division for distribution to the Development Review Staff for review, comment, and consideration for approval at least 10 business days prior to construction. When the modified construction PLANS are approved by the COUNTY, the Land Development Division shall provide one (1) set of certified, full size, hard copy sets of the modified construction PLANS to PCU

2.02 System Modeling Analysis

- A. WATER, WASTEWATER, AND RECLAIMED WATER SYSTEMS
1. The ENGINEER shall submit one copy of all system modeling calculations to the Land Development Division with the construction PLANS that address the required fire flow demand, maximum day demand, peak hour demand, and locations of proposed connection points. All system modeling shall utilize either a Water Cad or WaterGems modeling program for water systems and/or a SewerCad modeling program for wastewater systems in accordance with the hydraulic modeling standards provided in this MANUAL as appropriate for the

Project Design Documents and Submittals

system being analyzed. When providing connection point locations, an engineering sketch with an address or parcel identification number for each individual location shall be included. The Land Development Division shall request PCU to analyze the impact of the proposed development on the existing PCU water, wastewater, and reclaimed water systems utilizing the appropriate PCU master plan system models. PCU shall provide the results of each individual system analysis to the Land Development Division for distribution to the ENGINEER in the event that deficiencies are revealed. ENGINEER shall resolve all such deficiencies to the satisfaction of PCU

2.03 MASTER PLAN

A. General

A MASTER PLAN for each water, wastewater and/or reclaimed water system is required to be submitted by the ENGINEER for projects constructed in multiple phases and shall be submitted to the Growth Management Department for distribution to PCU.

1. Two sets of certified hard copy MASTER PLAN for each water, wastewater and reclaimed water system.
2. Each MASTER PLAN submittal shall include a copy of the PCU response to the hydraulic grade line request letter.
3. The MASTER PLAN submittal shall include the individual system layout and design calculations for each system. The MASTER PLAN shall be signed, sealed, and dated by the ENGINEER.
4. For significant changes to the project, the ENGINEER shall submit a revised and updated MASTER PLAN.
5. The MASTER PLAN shall include separate layouts for each water, wastewater, and/or reclaimed water system. The MASTER PLAN sheet(s) shall include the following general items.
 - a. Minimum scale of 1 inch equals 200 feet.
 - b. Topography.
 - c. Lines indicating planned development phasing.
 - d. Existing/proposed improvements in sufficient detail for demonstration of design intent.
 - e. Identity of utilities service providers.

Project Design Documents and Submittals

B. Water

1. Calculations for potable water demand shall be based on projected ultimate development. Two flow scenarios shall be calculated and provided.
 - a. Maximum day flow plus fire flow.
 - b. Peak hour flow.
2. A summary of each unit or tract stating type of use (single family residential, master-metered residential, commercial, etc.). Unit flows shall be calculated in accordance with the flow factors contained within the “Utilities Administration Manual”.
3. Calculations shall include a pipe network analysis for flow and pressure distribution. The MASTER PLAN shall include connection points to PCU WATER SYSTEM and pipe sizes.
4. Delineate existing, approved, and future units or tracts.
5. Show all existing and proposed pipe diameters.

C. Wastewater

1. Existing manhole inverts and top elevation for the manhole that is being connected to by the new collection system;
2. Pipe diameters (both force mains and gravity mains);
3. Total wastewater flow (both average daily flow and peak hour flow) to each pump station. A summary of each unit or tract stating: type of use (single family residential, master-metered residential, commercial, etc.), and unit flows calculated in accordance with the flow factors contained within the “Utilities Administration Manual”.
4. Pump station locations with top and bottom elevations.
5. Delineate existing, approved and future units or tracts.
6. Pump station and manhole nodes and numbers.
7. Location of the 100-year floodplain elevation.

D. Reclaimed Water

Project Design Documents and Submittals

1. Calculations for reclaimed water demand shall be based on projected ultimate development utilizing peak hour flow, in accordance with the “Reclaimed Water Main Standards and Specifications”.
2. Calculations shall include a pipe network analysis for flow and pressure distribution. The MASTER PLAN shall include connection points and pipe sizes.
3. Clear delineation of existing, approved and future units or tracts.
4. Show all existing and proposed pipe diameters.

2.04 Construction PLANS

- A. Drawings shall show location of existing and proposed underground and above ground water, wastewater, and reclaimed water piping and related appurtenances within the project area.
- B. Construction PLANS shall be submitted in hard copy form formatted to a standard size sheet (24 inches by 36 inches). Smaller size sheets (11 inches by 17 inches) shall be acceptable if required by FDOT or other entities.
- C. For private development projects, it is recommended that the cover sheet be formatted as described in the STANDARD DETAILS. However, should the ENGINEER elect to utilize a different format, the cover sheet shall include:
 1. The full name of the Project.
 2. The Section(s), Township(s), and Range(s) in which the Project occurs.
 3. The address of the Project, if applicable.
 4. The Parcel Identification Number(s) for all parcels of land that the Project encompasses.
 5. The PCU Project File Number.
 6. The DEVELOPER’s name, company name, business address, fax number, and telephone number.
 7. The ENGINEER of Record and, as applicable, other design professionals’ contact names, company names, business addresses, fax numbers, and telephone numbers.
 8. A list of the utilities providers that includes the contact’s name, company name, business address, fax number, and telephone number.
 9. A map that indicates the entire boundaries of Polk County and includes, as a minimum, the location of the project, major roadways, and a north arrow.

Project Design Documents and Submittals

10. A local vicinity map that indicates, as a minimum, the boundaries of the project, roadways, water bodies, and a north arrow. A scale of 1 inch to 100 feet shall be utilized.
11. The standard rectangular notification from the Sunshine State One Call of Florida that includes, as a minimum, the words “Call 48 Hours Before You Dig, It’s The Law, Dial 811, and Know What’s Below”.
12. An index to all sheets.
13. A reserved area of sufficient size on the right side of the cover sheet for the use by the County staff for plan stamping. This area shall also contain a listing of all Federal, State, and local permits and numbers that are required for the Project.
14. A signature block for the ENGINEER of Record that contains the words “Construction Drawing” and “Record Drawing” along with check boxes for each, the ENGINEER of Record’s record drawing statement, space for the ENGINEER of Record’s seal imprint, license number, signature, and date.

Cover sheets for PCU Community Investment Program projects shall conform to the CIP cover sheet format provided in the STANDARD DRAWINGS.

- D. On-site WATER, WASTEWATER, AND RECLAIMED WATER SYSTEMS shall be clearly and legibly shown on the same plan sheet. As a minimum, PLANS shall include the following information:
1. Horizontal and vertical controls shall be provided on each sheet.
 2. General information such as project name, north arrow, name of ENGINEER, revision block with dates, graphic scale(s) and sheet number.
 3. Unless otherwise approved by PCU, the site plans shall be legible and prepared at a recommended horizontal scale of no smaller than 1 inch equals 100 feet. Unless otherwise approved by PCU, plan and profile sheets shall be legible and prepared at a recommended horizontal scale of no smaller than 1 inch equals 30 feet and a recommended vertical scale of no smaller than 1 inch equals 5 feet. Special details shall be of sufficiently large scale to show pertinent construction information.
 4. All water, wastewater, and reclaimed water related infrastructure components shall be clearly labeled on the PLANS.
 5. For DEVELOPMENTS, all crossings and conflict points with other utilities, drainage systems and structures shall be shown in detail with the best elevation information available to the ENGINEER. PLANS for said DEVELOPMENTS shall include the following note “All existing utilities at points of conflict shall be

Project Design Documents and Submittals

field verified by the CONTRACTOR prior to construction and meet minimum spacing requirements.” The construction PLANS shall not be approved without this note, as applicable.

6. For all PCU CIP projects, all crossings and conflict points with other utilities, drainage systems and structures shall be shown in detail with field verified elevations. PLANS shall include the following note “All existing utilities at points of conflict have been field verified.” The construction PLANS shall not be approved without this note, as applicable.
7. Wastewater gravity mains, bore and jack sections, directional drill sections, and off-site potable water and reclaimed water mains shall be drawn in plan and profile for existing and proposed utility locations and elevations. On-site potable water, wastewater force mains, and reclaimed water mains may be shown in plan view only.
8. Plan and profile views shall be shown on the same sheet. The profile view that corresponds to the plan view shall be vertically aligned at the beginning station in the plan view or the left match line for each sheet.
9. Manholes with invert and rim elevations shall be on the corresponding profile and plan view.
10. Pipe data including size, length, and material type. Provide slopes for wastewater gravity mains.
11. Size, type and locations of fittings, valves, hydrants, air/vacuum release valves, and other related appurtenances.
12. Limits of pipe joint deflections.
13. Limits of changes in pipe linings and coatings other than the standard pipe lining and coating.
14. Limits of restrained joints.
15. Limits of special bedding requirements.
16. Details of connection to the existing system, which has been field verified. Show in a separate detail drawing proposed fittings and restraints.
17. Location(s) and layout of wastewater lift stations. The top elevation of the proposed wet well and the elevation of the centerline of the road at the extension of the access driveway to the lift station shall be provided.

Project Design Documents and Submittals

18. Construction notes regarding cover, horizontal and vertical control, special construction requirements, and references to details.
 19. Location of the 100-year floodplain elevation shall either be shown or otherwise identified on the PLANS.
- F. The PLANS shall include all applicable STANDARD DRAWINGS as shown in this MANUAL. PCU reserves the right to require, as a general rule, the inclusion of composite sheets of STANDARD DRAWINGS, as grouped by water, wastewater, and reclaimed water, with all submittals of the PLANS. Sheets of PLANS containing only PCU developed STANDARD DRAWINGS shall not be required to be signed and sealed by the ENGINEER. Additional details shall be prepared by the ENGINEER for conditions not included in the STANDARD DRAWINGS such as connections to existing mains, aerial and underwater crossings of rivers, streams, canals and ditches.
- G. Modification of the STANDARD DRAWINGS, except for the completion of required information spaces specific to the project, shall be strictly prohibited without written approval by PCU and shall result in PCU rescinding its approval of the PLANS.

CHAPTER 2

DEVELOPMENT COORDINATION

Section 250

STANDARD DRAWINGS

- DC-01 Private Development Project Cover Sheet (Sample of Recommended Format)
- DC-02 Community Investment Project Cover Sheet (Required Format)

CHAPTER 2 DEVELOPMENT COORDINATION Section 250-A
Request for Restricted (Exempted) Information Form

Please Print Clearly In Black Ink

TO: Utilities Development Coordinator DATE: _____	FROM:
	FIRM:
	ADDRESS:
	ADDRESS:
	PHONE #: () - FAX#: () -
	E-MAIL ADDRESS:

BE ADVISED THAT THE INFORMATION BEING PROVIDED IS NOT TO BE USED FOR THE DESIGN OR CONSTRUCTION OF ANY BUILDING, DEVELOPMENT, OR OTHER IMPROVEMENTS WITHOUT FIELD VERIFICATION BY THE REQUESTING ENTITY INCLUDING THE USE OF GROUND PENETRATING RADAR AND SOFT DIG VERIFICATION METHODS. THE RECIPIENT'S RELIANCE UPON MAPS, DATA, OR OTHER RECORD INFORMATION IS SOLELY AT HIS OR HER RISK. POLK COUNTY UTILITIES HAS NO ACTUAL OR IMPLIED LIABILITY FOR INCORRECT DRAWINGS, RECORD DRAWINGS, OR OTHER MATERIALS.

IN ACCORDANCE WITH FEDERAL HOMELAND SECURITY AND FLORIDA LAWS [FS 119.071 AND 119.071(3)], THE SHARING OF THE PROVIDED RESTRICTED (EXEMPTED) INFORMATION WITH ENTITIES NOT LISTED ON THIS REQUEST IS STRICTLY PROHIBITED.

RESTRICTED INFORMATION EXEMPTED BY FS 119.071(3) (POTABLE WATER FACILITIES) MAY BE DISCLOSED BY PCU TO ANOTHER GOVERNMENTAL ENTITY, IF DISCLOSURE IS NECESSARY FOR THE RECEIVING ENTITY TO PERFORM ITS DUTIES AND RESPONSIBILITIES, OR A FLORIDA LICENSED ARCHITECT, ENGINEER, OR CONTRACTOR WHO IS PERFORMING WORK ON OR RELATED TO A STRUCTURE OWNED OR OPERATED BY POLK COUNTY, OR UPON SHOWING OF GOOD CAUSE BEFORE A COURT OF COMPETENT JURISDICTION.

I have read the above paragraphs and fully acknowledge the matters contained therein and the conditions upon which I will receive the information.

_____ Signature

Restricted (Exempted) information shall only be provided by email, fax, mail, or during an appointment. Please call (863) 298-4176 in advance to set up an appointment to view and/or acquire copies of record drawing information.

Method of Preferred Transmission: E-Mail Fax Mail Appointment CD

Property Parcel Number(s): 	1.	<input type="checkbox"/>																	
	2.	<input type="checkbox"/>																	
	3.	<input type="checkbox"/>																	
	4.	<input type="checkbox"/>																	

Address/Location: _____

(IF ADDITIONAL SPACE IS REQUIRED – PLEASE ATTACH A SEPARATE SHEET)

Please e-mail this fully completed request to utilities@polk-county.net . If you are unable to e-mail the completed request, please fax to (863) 534-5908. If you should have any questions or require assistance, please feel free to call our office at (863) 534-6449.

CHAPTER 2

DEVELOPMENT COORDINATION

Section 250-B

Records Distribution Tracking

(FOR PCU STAFF USE ONLY)

Please Print Clearly In Black Ink

PCU STAFF MEMBER

REQUESTING PARTY

(ALL INFORMATION IS TO BE MADE VOLUNTARILY)

NAME: _____ TITLE: _____ DATE: _____	NAME: _____
	FIRM: _____
	ADDRESS: _____
	ADDRESS: _____
	PHONE #: () - FAX#: () -
	E-MAIL ADDRESS: _____

Method of Transmission of Copies: E-Mail Fax Mail Appointment CD Verbal

Indicate by a Check in the Box that each of the following items has been addressed by the PCU staff member completing this form:

Have all copies of printed information been stamped with the following statement? “BE ADVISED THAT THE INFORMATION BEING PROVIDED IS NOT TO BE USED FOR THE DESIGN OR CONSTRUCTION OF ANY BUILDING, DEVELOPMENT, OR OTHER IMPROVEMENTS WITHOUT FIELD VERIFICATION BY THE REQUESTING ENTITY INCLUDING THE USE OF GROUND PENETRATING RADAR AND SOFT DIG VERIFICATION METHODS. THE RECIPIENT’S RELIANCE UPON MAPS, DATA, OR OTHER RECORD INFORMATION IS SOLELY AT HIS OR HER RISK. POLK COUNTY UTILITIES HAS NO ACTUAL OR IMPLIED LIABILITY FOR INCORRECT DRAWINGS, RECORD DRAWINGS, OR OTHER MATERIALS”.

Has the requesting party asked for restricted (exempted) information regarding Water Production Facilities? If so, please state: “IN ACCORDANCE WITH FEDERAL HOMELAND SECURITY AND FLORIDA LAWS [FS 119.071 AND 119.071(3)], THE SHARING OF RESTRICTED INFORMATION REGARDING WATER PRODUCTION FACILITIES IS STRICTLY PROHIBITED”.

Are the records being requested by another governmental entity or a licensed professional performing work for Polk County? WATER PRODUCTION FACILITIES INFORMATION MAY BE DISCLOSED BY PCU TO ANOTHER GOVERNMENTAL ENTITY IN ACCORDANCE WITH FS 119.071(3), IF DISCLOSURE IS NECESSARY FOR THE RECEIVING ENTITY TO PERFORM ITS DUTIES AND RESPONSIBILITIES, OR A FLORIDA LICENSED ARCHITECT, ENGINEER, OR CONTRACTOR WHO IS PERFORMING WORK ON OR RELATED TO A STRUCTURE OWNED OR OPERATED BY POLK COUNTY, OR UPON SHOWING OF GOOD CAUSE BEFORE A COURT OF COMPETENT JURISDICTION.

Property Parcel Number(s):	1.	<input type="checkbox"/>																	
	2.	<input type="checkbox"/>																	
	3.	<input type="checkbox"/>																	
	4.	<input type="checkbox"/>																	

Address/Location: _____

Information Provided:

(IF ADDITIONAL SPACE IS REQUIRED – PLEASE ATTACH A SEPARATE SHEET)

CHAPTER 2

DEVELOPMENT COORDINATION

Section 250-E

Engineer of Record's Letter of Certification

Project: _____
PCU Project No.: _____

I, as ENGINEER OF RECORD for the above subject project, hereby certify to PCU that all applicable water, wastewater, and/or reclaimed water systems constructed as part of, and in conjunction with the subject project are completed in conformance with the Construction Plans as approved by PCU and all State of Florida construction permit conditions. These utility systems are complete, functional, ready to be placed into operation to provide service to the public, and ready for PCU acceptance, ownership, operation, and maintenance responsibility.

The Record Drawings accurately reflect all utility system information, to include: each and every water, wastewater, and reclaimed water service, tap, clean-out, valve, fire hydrant, fitting, casing, and pipe referenced either from at least two fixed and easily found reference points (e.g., property corners, manhole lids, valve covers, etc.) or by the use of stations and offsets from the center of wastewater manholes or inline valves, as applicable. Depths, material specifications, and sizes of pipes, valves, and fittings are indicated on the Record Drawings. Lot numbers, street names, locations of easements, property boundaries, etc. are shown on the Record Drawings and are consistent with the approved Recorded Plat. Horizontal dimensions and distances shown are within 0.1 foot accuracy. Vertical dimensions, elevations, and distances are within 0.1 foot accuracy.

Engineer's Signature Date Florida P. E. Registration Number

Engineer's typed Name Engineer's Firm Name

Engineer's Physical Address

Affix Seal

Engineer's Mailing Address

Telephone Number

Fax Number

CHAPTER 2

DEVELOPMENT COORDINATION

Section 250-F

Contractor's Letter of Certification

Project: _____
PCU Project No.: _____

I, as the CONTRACTOR for the above subject project, hereby certify to PCU that the water _____, wastewater _____, and/or reclaimed water _____ system (*check all that apply*) constructed as part of, and in conjunction with the above subject project are completed and in conformance with the Construction Plans approved by PCU, and State of Florida construction permit conditions. These utility systems are complete, functional, ready to be placed into operation to provide service to the public, and ready for County acceptance for PCU to take ownership, operation, and maintenance responsibility.

The Record Drawings accurately reflect all utility system information, to include: each and every water, wastewater, and reclaimed water service, tap, clean-out, valve, fire hydrant, fitting, casing, and pipe referenced either from at least two fixed and easily found reference points (e.g., property corners, manhole lids, valve lids, etc.) or by the use of stations and offsets from the center of wastewater manholes or inline valves, as applicable. Depths, material specifications, and sizes of pipes, valves, and fittings are indicated on the Record Drawings. Lot numbers, street names, locations of easements, property boundaries, etc. are shown on the Record Drawings and are consistent with the approved Recorded Plat. Horizontal dimensions and distances shown are within 0.1 foot accuracy. Vertical dimensions, elevations, and distances are within 0.1 foot accuracy.

All construction materials and workmanship is warranted for one (1) calendar year from the date of acceptance by the Board of County Commissioners.

_____ Contractor's Signature	_____ Date	_____ Florida License Number
_____ Contractor's typed Name		_____ Contractor's Firm Name
_____ Contractor's Physical Address		_____ Contractor's Mailing Address
_____ Telephone Number		
_____ Fax Number		

THIS SECTION IS INTENTIONALLY BLANK

THIS SECTION IS INTENTIONALLY BLANK

THIS SECTION IS INTENTIONALLY BLANK

REQUEST TO CONNECT TO EXISTING PCU MAIN			
(Tie-ins cannot be made on Friday or any day prior to a Holiday)			
PROJECT NAME:			
PCU # _____	TYPE: R/R <input type="checkbox"/>	CIP <input type="checkbox"/>	Development <input type="checkbox"/>
<input type="checkbox"/> POTABLE WATER	<input type="checkbox"/> RAW WATER	Proposed Day and Time: _____	
<input type="checkbox"/> GRAVITY WASTEWATER	<input type="checkbox"/> FORCE MAIN	Ops Initials _____	
SYSTEM NAME/LOCATION:			Actual Day and Time: _____
<input type="checkbox"/> NE	<input type="checkbox"/> NW	<input type="checkbox"/> CENTRAL	<input type="checkbox"/> SW
<input type="checkbox"/> EAST <input type="checkbox"/> SE <input type="checkbox"/> OTHER (_____)			
BRIEF DIRECTIONS TO OR LOCATION OF JOB-SITE:			
CONTRACTOR:		Name & Phone # of Contact:	
5 day advance notice provided <input type="checkbox"/>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
2 day advance notice provided (emergency only) <input type="checkbox"/>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
TYPE OF CONNECTION:			
POTABLE / RAW WATER:	<input type="checkbox"/> WET-TAP	<input type="checkbox"/> EXIST VALVE	
Size (new) _____	<input type="checkbox"/> EXIST STUB / TEE	<input type="checkbox"/> OTHER _____	
Size (exist) _____	<input type="checkbox"/> DATE OF D.O.H. CLEARANCE LETTER _____		
	<input type="checkbox"/> PLACE IN SERVICE _____		
FORCE MAIN:	<input type="checkbox"/> WET-TAP	<input type="checkbox"/> EXIST VALVE	
Size (new) _____	<input type="checkbox"/> CORE M.H.	<input type="checkbox"/> OTHER _____	
Size (exist) _____			
GRAVITY WASTEWATER:	<input type="checkbox"/> CORE M.H.	<input type="checkbox"/> EXIST LATERAL / STUB	
Size (new) _____	<input type="checkbox"/> OTHER _____		
Size (exist) _____	<input type="checkbox"/> DATE OF FDEP CLEARANCE LETTER _____		
	<input type="checkbox"/> PLACE IN SERVICE _____		
RECLAIMED WATER:	<input type="checkbox"/> WET-TAP	<input type="checkbox"/> EXIST VALVE	<input type="checkbox"/> PLACE IN SERVICE
Size (new) _____	<input type="checkbox"/> OTHER _____		
Size (exist) _____			
Comments			
Contractor	Date	PCU Project Manager - CIP or R&R	Date
LDD Lead Development Coordinator	Date	PCU Inspections Supervisor	Date
PCU Operations	Date	PCU Inspector	Date

DISTRIBUTION: White - Project File Yellow - Utilities Communications Pink - Operations Goldenrod - Inspections Supervisor

ALL EXCAVATIONS REQUIRE A MINIMUM 48 HOUR NOTICE TO SUNSHINE ONE CALL 1-800-432-4770.

This Instrument Prepared By:
Polk County Utilities
1011 Jim Keene Blvd.
Winter Haven, FL 33880

POLK COUNTY UTILITIES EASEMENT
(CORPORATE)

THIS INDENTURE, made this _____ day of _____, 20____A.D.,
between _____
whose address is _____, County of
_____, and State of _____, (the GRANTOR), and POLK
COUNTY, a political subdivision of the State of Florida, (the GRANTEE),

WITNESSETH, the GRANTOR, for and in consideration of the sum of one dollar and other valuable consideration paid by GRANTEE, receipt whereof is hereby acknowledged, grants and conveys to GRANTEE to, its successors, assigns, licensees, a perpetual Polk County Utilities Easement, as described and illustrated below, which is to be under, upon, and across the property situated in Polk County, Florida, more particularly described as:

(See Attached Exhibit "A" - Legal Description and Exhibit "B" - Sketch)

(Polk County Parcel ID No. _____)

for Polk County owned utilities, which may include but is not limited to potable water, reclaimed water and wastewater facilities hereafter on said property, such easement to include the right of free ingress and egress over and across said property for the purposes of constructing, installing, replacing, operating, and maintaining said utilities. The GRANTEE is hereby granted the right, privilege, and authority to remove, replace, repair, and enlarge said utilities. The GRANTEE is hereby granted the right, privilege, and authority to trim and remove the roots of trees, shrubs, bushes, and plants that may adversely affect the operation of said utilities.

This Grant of Easement shall not be construed as a grant of right of way and is limited to a Polk County Utilities Easement. The GRANTOR shall have the right to use the area subject to the easement granted hereby (the "Easement"), including without limitation for improved parking areas, improved driveways, and landscaping, which are not inconsistent with the use of the Easement by GRANTEE for the purposes granted hereby. Inconsistent improvements to the use of the Easement by the GRANTOR for the purposes granted hereby, including mounded landscaping, building foundations and overhangs, foundations for pole mounted commercial signage, and other permanent structures and related foundations shall be strictly prohibited. With the specific written approval of the County's utilities entity, the limited use of trees, walls, and mounded landscaping may be utilized within the Easement by GRANTOR.

GRANTOR shall not have the right to grant other easements to other parties without the prior written consent of the County's utilities entity. In the event that GRANTEE performs emergency related repairs, unscheduled infrastructure adjustment activities, or scheduled community improvement projects within said Easement, GRANTEE shall be responsible for restoring the

disturbed portions of all existing County approved and permitted improvements in as good or better condition that existed prior to the disturbance activity by GRANTEE.

IN WITNESS WHEREOF, the said GRANTOR has caused these presents to be executed in its name by its proper officers thereunto duly authorized, and its corporate seal to be affixed, the day and year first above written.

SIGNED, SEALED and DELIVERED in the Presence of:

Witness GRANTOR

Printed Name of Witness Printed Name of GRANTOR

Witness Title

Printed Name of Witness

STATE OF FLORIDA
COUNTY OF _____

THE FOREGOING instrument was acknowledged before me this _____ day of _____, 20__AD, by _____ who is personally known to me or who has produced _____ as identification.

(Seal)

Notary Public
State of Florida at Large

Printed Name of Notary

Commission No. _____
My commission expires _____

This Instrument Prepared By:
Polk County Utilities
1011 Jim Keene Blvd.
Winter Haven, FL 33880

**GRANT OF
POLK COUNTY UTILITIES EASEMENT
(INDIVIDUAL)**

THIS INDENTURE, made this _____ day of _____, 20____ A.D.,
between _____
whose address is _____, County of
_____, and State of _____ (the GRANTOR), and Polk
County, a political subdivision of the State of Florida (the GRANTEE),

WITNESSETH, that the GRANTOR, for and in consideration of the sum of one dollar and other valuable consideration paid by the GRANTEE, receipt whereof is hereby acknowledged, grants and conveys to the GRANTEE, its successors, assigns, licensees, a perpetual Polk County Utilities Easement, as described and illustrated below, which is to be under, upon, and across the property situated in Polk County, Florida, more particularly described as:

(See Attached Exhibit "A" - Legal Description and Exhibit "B" - Sketch)

(Polk County Parcel ID No. _____)

for Polk County owned utilities, hereafter on said property, such easement to include the right of free ingress and egress over and across said property for the purposes of constructing, installing, replacing, operating, and maintaining said utilities. The GRANTEE is hereby granted the right, privilege, and authority to remove, replace, repair, and enlarge said utilities. The GRANTEE is hereby granted the right, privilege, and authority to trim and remove the roots of trees, shrubs, bushes, and plants that may adversely affect the operation of said utilities.

This Grant of Easement shall not be construed as a grant of right of way and is limited to a Polk County Utilities Easement. The GRANTOR shall have the right to use the area subject to the easement granted hereby (the "Easement"), including without limitation for improved parking areas, improved driveways, and landscaping, which are not inconsistent with the use of the Easement by the GRANTEE for the purposes granted hereby. Inconsistent improvements to the use of the Easement by the GRANTOR for the purposes granted hereby, including mounded landscaping, building foundations and overhangs, foundations for pole mounted commercial signage, and other permanent structures and related foundations shall be strictly prohibited. With the specific written approval of the County's utilities entity, the limited use of trees, walls, and mounded landscaping may be utilized within the Easement by the GRANTOR.

The GRANTOR shall not grant other easements to other parties without the prior written consent of the County's utilities entity. In the event that the GRANTEE performs emergency related repairs, unscheduled infrastructure adjustment activities, or scheduled community improvement projects within said Easement, the GRANTEE shall be responsible for restoring the disturbed portions of all existing County approved and permitted improvements in as good or better

condition that existed prior to the disturbance activity by the GRANTEE.

IN WITNESS WHEREOF, the GRANTOR hereunto set his/her hand and seal on the date first above written.

SIGNED, SEALED, AND DELIVERED IN THE PRESENCE OF:

_____ By: _____

(Printed Name of Witness)

(Printed Name)

_____ Address: _____

(Printed Name of Witness)

STATE OF FLORIDA, COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____ A.D. by _____, the _____ of _____, who is personally known to me or who provided _____ as identification.

(Printed Name)

Notary Public - State of Florida