Section 4.0 – Commercial Development

4.1 Existing Commercial Buildings

4.1.1 Established Commercial Businesses
4.1.2 Commercial Building Upfit

4.2 Undeveloped Property with Water/Wastewater Service Immediately Available

4.3 Undeveloped Property Requiring Water/Wastewater System Extension

4.3.1 Plan Review and Approval

4.3.1.1 Letter of Intent and Preliminary Plan
4.3.1.2 Preliminary Plan Requirements
4.3.1.3 Response to and Approval of Preliminary Plan
4.3.1.4 Construction Plan Submittal
4.3.1.5 Construction Plan Requirements
4.3.1.6 Approval of the Construction Plan

4.3.2 Permitting

4.3.2.1 General Permitting Requirements
4.3.2.2 MPW Conditional Permit to Construct
4.3.2.3 SCDHEC Delegated Review Program

4.3.3 Construction Procedures

4.3.3.1 Preconstruction Conference
4.3.3.2 Contractor Responsibilities
4.3.3.3 Engineers Responsibilities
4.3.3.4 Main Line Connections
4.3.3.5 Conformance
4.3.3.6 Construction Methods
4.3.3.7 Wastewater Extensions
4.3.3.8 Construction of a Manhole over Existing Gravity Wastewater Line
4.3.3.9 Force Main Tie-Ins
4.3.3.10 Access
4.3.3.11 Monitoring Water Use During Construction
4.3.3.12 General Inspection
4.3.3.13 Stop Work Orders
4.3.3.14 Final Inspection

4.3.4 Project Closeout

4.3.4.1 Project Closeout Conference
4.3.4.2 Auto Cad Drawings and Easement Plats
4.3.4.3 Platting Information
4.3.4.4 Acceptance of System for Operation and Maintenance
4.3.4.5 System Operation
4.3.4.6 Maintenance/Repair Bond
Section 4.0 – Appendices

4-1 Commercial Letter of Intent Form
4-2 Industrial Pretreatment Questionnaire
4-3 MPW Encroachment Permit Agreement
4-4 MPW Standard Water Contract
4-5 MPW Standard Wastewater Contract
4-6 As-Built Check List – Water System
4-7 As-Built Check List – Wastewater System
4-8 Executed Contractor’s Affidavit and Final Waiver of Lien
4-9 Contractor Guaranty
4-10 Project Completion Questionnaire – Water System
4-11 Project Completion Questionnaire – Wastewater System
4-12 Attorney’s Letter of Opinion
All potential commercial customers must first complete a Commercial Letter of Intent [(LOI) Form, Appendix 4-1] and submit it to the MPW Engineering Department in accordance with this Section.

### 4.1 Existing Commercial Buildings

§4.1.1 Established Commercial Businesses:
MPW defines this as a commercial unit/space/building that is undergoing a change of ownership, but the services provided will remain the same.

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<thead>
<tr>
<th>RETAIL CUSTOMERS</th>
<th>GENERAL OFFICE SPACE</th>
<th>MEDICAL/DENTAL/VETERINARY/SALON</th>
<th>RESTAURANT</th>
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| • The following outlines procedures for receiving service for a proposed retail business going into a space that was previously occupied by the same type of business:  
  • Submit a completed Commercial LOI form;  
  • MPW will review and forward approval for service to MPW’s Customer Service Department;  
  • Appropriate fees are paid; and  
  • Service is turned on. | • The following outlines procedures for receiving service for a general office type business going into a space that was previously occupied by the same type business:  
  • Submit a completed Commercial LOI form;  
  • MPW will review and forward approval for service to MPW’s Customer Service Department;  
  • Appropriate fees are paid; and  
  • Service is turned on. | • The following outlines procedures for receiving service for a medical/dental/veterinary/salon type business going into a space that was previously occupied by the same type of business:  
  • Submit a completed Commercial LOI form;  
  • MPW will review and schedule a backflow device inspection;  
  • Once the backflow has been inspected, the project will be approved for service and the LOI will be forwarded to MPW’s Customer Service Department;  
  • MPW’s Customer Service Department will contact the owner, and collect the appropriate fees; and  
  • Service is turned on. | • The following outlines procedures for receiving service for a restaurant going into a space that was previously occupied by the same type of business:  
  • Submit a completed Commercial LOI form.  
  • MPW will review LOI, determine if existing grease trap is adequate, and quote fees due within 10-business days of receiving the LOI.  
  • Approval letter and fees will be sent to the Owner/Developer Representative listed on the LOI.  
  • Appropriate fees are paid.  
  • Owner install new grease trap (if required).  
  • Backflow preventer and grease trap inspected and approved, and any conditions noted in approval letter have been addressed.  
  • Service is turned on. |
§4.1.2 Commercial Building Upfit:
MPW defines this as a shell building or an existing commercial space being renovated for a different commercial usage (i.e., retail to restaurant; general office to medical).

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1. Submit the following:
   - Completed Commercial LOI form;
   - Site plan showing location of all proposed and existing utility lines;
   - Location of all proposed and existing easements;
   - Layout of streets, parking lots, etc.;
   - Floor plan showing designated use of all areas;
   - Internal plumbing plan including locations of backflow preventers and grease traps (if applicable);
   - Fire protection systems with calculations and Proof of Coordination Letter from the Fire Department with jurisdiction.
   - Industrial Pretreatment Questionnaire (if applicable) Appendix 4-1.

2. MPW will process the Letter of Intent in accordance with §2.1 of this policy.

3. Prior to MPW approving a Building Permit any revisions required to the site plan or plumbing plans must be submitted and approved by MPW. In addition the new service fees must be paid.

4. Prior to commencement of construction a preconstruction meeting must be scheduled with the MPW Inspector assigned to this project.

5. Service will be provided once the following conditions have been met:
   - Payment of new service fees;
   - Backflow Certification submitted to MPW (if required) by a SCDHEC Certified Backflow Tester;
   - Grease Trap Inspection (if required);
   - All conditions in the approval letter have been satisfied;
   - Final Inspection completed by MPW. A copy of As-Built drawings must be submitted along with a written request for MPW to conduct a final inspection.
   - All punch list items noted during final inspection completed and reinspected by MPW.
   - Final As-Built drawings submitted. MPW requires an electronic drawing file on CD (floppy disks will not be accepted). As-Built drawings shall also be submitted in .pdf format.

6. MPW will approve Certificate of Occupancy once all conditions listed above have been met.

MPW requires that each individual commercial unit have a separate water meter. For commercial buildings greater than three stories or if the commercial properties will be held by a single owner, MPW may allow a master meter.
4.3 Undeveloped Property Requiring Water/Wastewater System Extension

This section outlines the procedures that a Developer must follow in order to plan, construct, and have accepted for service any water and/or wastewater extension to MPW's system.

1. Submit Letter of Intent and Preliminary Plan to MPW.
2. MPW will process in accordance with 2.1 of this policy.
3. Submit construction plan submittal.
4. Revise, resubmit construction plan if necessary.
5. Approval of construction plan.
6. Submit DRP Permitting Submittal to MPW.
7. MPW will review and submit DRP to DHEC.
8. DHEC Permits issued.
9. Preconstruction meeting with MPW.
10. System Construction.
11. Submit draft As-Builts and request for final inspection.
12. Complete final inspection punch list, re-inspection by MPW.
13. Submit Closeout submittal.
15. Pay construction water usage bill, MPW issues O&M Letter to Engineer.
16. Engineer submits package to SCDHEC.
17. DHEC Operating Permits issued.
18. Meter connection fees can now be accepted.
§4.3.1 PLAN REVIEW AND APPROVAL

§4.3.1.1 Letter of Intent and Preliminary Plan
1. Submit a completed Commercial Letter of Intent form, Industrial Pretreatment Questionnaire (if applicable) and two copies of the preliminary plan prepared in accordance with the preliminary plan requirements.

2. MPW will process the Letter of Intent in accordance with §2.1 of this policy.

For Developer’s requiring only a “Proof of Coordination” letter from MPW for an Impact Assessment Report, the Developer’s Engineer will be required to submit a completed Commercial Letter of Intent form; Water/Wastewater Utility Master Plan; and any additional information required in accordance with §156.054 of the Town’s Ordinance pertaining to Impact Assessments.

Any project, where no Developer action has been taken within six months after MPW’s response to the Letter of Intent, will be removed from active status. Should the Developer decided to move forward with the project a new Letter of Intent will be required.

§4.3.1.2 Preliminary Plan Requirements:

Preliminary plans for water and/or wastewater extensions must be prepared by an engineer and contain the following information in the format specified:

1. The preliminary plan of the proposed development shall be clearly and legibly drawn to a scale no smaller than one (1") inch equals two hundred (200') feet, and shall be no larger than thirty-four by twenty-four inches (34" x 24"). All written notes or numbers will be 1/8" minimum. Two copies of the preliminary plan shall be submitted.

2. If the preliminary plan requires more than one sheet, a key diagram showing relative locations of the several sections shall be drawn on each sheet.

3. All preliminary plans shall contain the following information:
   - Proposed name of project, lot, and block numbers;
   - North arrow, graphic scale, written scale, and date, including the month, day, and year that the original drawing was completed, and the month, day, and year for each revision of the original drawing;
   - Existing zoning classification of the tract and any proposed rezoning within the tract;
   - A vicinity or location map for the purpose of locating the property being developed, drawn at a scale of one (1") inch equals two thousand (2,000') feet, and showing the relation of the property to the adjoining property and to all streets, roads, municipal boundaries, and recorded subdivision plats existing within one thousand (1,000') feet of any part of the property;
   - The distance and direction from one of the corners of the boundary of the development to the nearest intersection of existing streets or roads;
   - Total tract boundaries and total acreage of the property being developed;
   - All existing streets, including streets of record (recorded but not constructed), on or abutting the tract, including the names and right-of-way widths. Lot and block numbers should be included if available;
   - In cases of resubdivision, a copy of existing plat with proposed resubdivisions superimposed thereon;
   - Location and names of streams, lakes, swamps, and other water bodies. Areas subject to flood must be designated;
   - Specify whether utility lines are in easements or public rights-of-way. Water and wastewater lines shall not be approved on back property lines or side property lines, unless it is determined by MPW staff to be in the best interest of MPW to have the lines located there. Easements will only be accepted for utility lines in or adjacent to road rights-of-way. When lines are extended along back property lines or side property lines and MPW determines that ingress and egress is required, MPW may require that the property be deeded to MPW. MPW staff will determine the width required. Recorded plats shall show this as being property owned by MPW. Water and wastewater facilities shall not be located in freshwater or saltwater wetlands, unless approved by SCDHEC Office of Ocean and Coastal Resource Management.
§4.3.1.3 Response to/and Approval of Preliminary Plan:

MPW will normally review the Letter of Intent and preliminary plan submittal and approve, disapprove, or request additional information in writing within fifteen (15) days. Incomplete submittals will be returned without review.

Any project that has been inactive for six months after MPW's approval of the Letter of Intent and preliminary plan will be considered abandoned. Once a project is abandoned, the project must be resubmitted as a new project.

§4.3.1.4 Construction Plan Submittal:

The construction plan submittal must include the items listed below. Incomplete submittal will be returned without review.

1. Three (3) sets of “D” size (24” x 36”) construction plans prepared in accordance with the construction plan requirements. The engineer shall submit three sets of ½ size construction plans once they have been approved by MPW. All written notes or numbers will be 1/8” minimum. All comments and design modifications identified by MPW during the review of the preliminary plans shall be incorporated into the construction plan.

2. Detailed design calculations for water and wastewater hydraulic loadings:
   a. Design calculations for water system extensions must be based on a recent (no older than 6-months). Fire flow data used in preparing water system design calculations must be obtained from MPW. The design engineer shall submit a fire flow test request in writing (including location map) to the MPW Engineering Department (request by email is acceptable provided map is attached).

This flow test is performed as a courtesy to the engineer for use in water calculations. Any test beyond a standard test as defined may be billed at actual cost or as defined in the current user rate for additional MPW time to perform the test.

b. Design water demands under fire flow conditions must include fire flow requirements (as specified in the Fire Department with jurisdiction’s letter) plus 1/5 of the Maximum Instantaneous Demand (using Ameen’s tables);

c. Using the hydraulic model of the MPW water system, MPW Engineering will check the impact of the proposed new extension on the existing system;
d. During the design review process MPW may help the Developer’s engineer achieve a better design using the MPW water model – by adding another tie-in to existing mains, alternate pipe routing or size changes.

e. A schematic nodal map showing all junctions and pipes should be provided. Model results should be reported in a tabular format that clearly shows the following:

   o Node identification;
   o Nodal demands (both maximum instantaneous and fire flow);
   o Pipe length, size, and friction coefficient;
   o Node elevations;
   o Head conditions and pump curves where applicable; and
   o Connection point(s) to the MPW system with fixed node calculations.

3. A fire flow requirement verification letter from the Fire Department with jurisdiction.

4. Engineer’s estimated cost of construction.

5. If applicable, six (6) copies of completed State Highway Department (DOT) Encroachment Permit application. A traffic control plan must be included with the permit application. Three (3) copies of completed Town and/or County Encroachment Permit application. Signed Encroachment Permit applications will be returned to the engineer to forward to the appropriate agency. Approved Encroachment Permits will not be released until MPW’s Encroachment Permit Agreement has been executed (Appendix 4-3).

§4.3.1.5 Construction Plan Requirements:
Engineering firms shall use MPW’s standard specifications as approved by SCDHEC. Approval of the preliminary plan is a conditional and conceptual approval and does not constitute final approval of the plan.

1. All construction plans shall contain the following information:
   - Name of owner of record;
   - Name of Subdivision, date, north arrow, and graphic scale;
   - Name, registration number, seal of registered surveyor and engineer, and any referenced to information provided by others;
   - Names of owners of record for all adjoining land and all property boundaries, water bodies, streets, easements, utilities, and other such improvements which cross or form any boundary line of the tract being developed;
   - Exact boundaries of the tract of land being developed shown with bearing and distances;
   - Sufficient data to determine readily and reproduce accurately on the ground, the location, bearing, and length of every street and alley line, Lot line, easement, and boundary line, whether curved or straight;
   - Streets and alleys, rights-of-way, street names, and profiles of proposed streets showing materials for finished grades. Also, include a typical right-of-way cross section;
   - Rights-of-way or easement locations, widths, and purposes;
   - All dimensions shall be to the nearest one hundredth of a foot, and angles to the nearest minute;
   - Accurate description of the location of all monuments and markers;
   - Utility easements showing the accurate dimension to the nearest hundredth of a foot including notation of any limitations on such easements. All water and wastewater easements must be approved by MPW prior to final plan approval. Utility easements for gas, electric lines, telephone, and TV cable which cross or share proposed water and wastewater easements shall be designated where they will occur, and meet approval of MPW;
   - Wastewater profile sheets shall indicate inlet and outlet inverts of each manhole, manhole rim elevation, grade, length, and type of pipe. Plan view of wastewater collection system shall include service locations, grade for service laterals, invert elevations of service taps, manholes, and station numbers at a minimum interval of 500-feet.
   - The location and elevation of the benchmark to which contour elevations refer shall be shown when established benchmarks are within one (1) mile. All elevations shall be referenced to a USGS benchmark or a TBM established from a USGS monument. Elevations shall be stated relative to Mean Sea Level (MSL);
   - Water line designs shall denote sizes and all special appurtenances, valves, tees, and bends, and, where necessary, detailed blowups of interconnections shall be shown with elevations designated. Location of fire hydrants and/or any special appurtenances provided in the water system design shall be shown. MPW requires that each individual
dwelling or commercial unit have a separate water meter. For high rise buildings (greater than three stories) or for commercial properties held by a single owner, MPW may allow a master meter;
- Detailed pump station site layout on a separate sheet including proposed dimensions and delineation of boundaries;
- Designation of the owner of property of the pump station site;
- Proposed layout of force main including profiles, types of pipe, detailed discharge design, and, where necessary, air release valve design;
- Separate design for the drainage plan. All water and wastewater projects shall incorporate proper erosion and sediment control provisions;
- Any other information considered by either the Developer or MPW to be pertinent to the plan review.

§4.3.1.6 Approval of the Construction Plan:
When all of MPW’s requirements have been met, MPW will issue a letter of approval for the construction plans. MPW’s approval letter will state fees associated with the project and any additional off-site improvements that the developer may be required to construct at their expense.

1. For wastewater service, the Developer must comply with §2.1 of these Guidelines.

2. Any project that has been inactive for six months after MPW's approval of the construction plans will be considered abandoned. Once a project is abandoned, the project must be resubmitted as a new project, and new fees will be assessed.
4.3.2 PERMITTING

§4.3.2.1 General Permitting Requirements (Figure 4.1):
Prior to starting construction of water and/or wastewater system extensions the following is required:

1. Approved South Carolina DOT Encroachment Permit received by MPW. Executed copy of MPW’s Encroachment Permit Agreement must be returned to MPW before the DOT Encroachment Permit can be issued to the Developer or Engineer.

2. Any additional applicable regulatory agency permits.

3. SCDHEC Construction Permits:
   - MPW will not approve DRP submittals for system extensions connecting to a system being installed by a different developer until that system has been permitted for operation by the SCDHEC.
   - MPW will not approve request for building permits for commercial projects requiring system extensions until the system extension fees have been paid and a completed SCDHEC DRP Construction Permit package has been submitted and approved by MPW.
   - For mixed use projects, MPW will approve a request for building permits only if there is a single owner and the requirements outlined above have been met.

§4.3.2.2 MPW Conditional Permit to Construct:
A MPW “Conditional Permit to Construct” is required to begin construction of any water and/or wastewater extensions in MPW’s service area. Prior to MPW issuing a "Conditional Permit to Construct":

1. System Extension Fees quoted by MPW must be paid.

2. MPW’s water and wastewater contracts (Appendix 4-4 and 4-5) must be executed and returned.

3. All plan review requirements of MPW must be satisfied.

 Conditional Permits to Construct shall be voided by the direction of the General Manager if the Developer or company to whom the Conditional Permit is assigned fails to comply with MPW’s Guidelines for Development after they have received written notice from MPW informing them of their nonconformance or the SCDHEC Construction Permits expires.

§4.3.2.3 SCDHEC Delegated Review Program:
MPW is approved by SCDHEC for participation in its Water and Wastewater “Delegated Construction Permit Review Program.” This service is offered to Developers and engineers as a means of expediting the current submittal process required to obtain a SCDHEC Permit to Construct. When all of MPW’s requirements have been met, the engineer may submit the DRP package(s). SCDHEC will accept one submittal for water and wastewater projects under one application form where there is one project owner, using one engineer. SCDHEC will issue separate construction permits once the projects are approved.

The following items must be submitted as part of the Water/Wastewater DRP packages for review and forwarding to SCDHEC (Refer to SCDHEC website www.scdhec.net/water for additional information pertaining to the DRP Program):

- One full-size (“D” size only) and two half-size sets of correct plans should be submitted for MPW’s files;
- The original SCDHEC Construction Permit Application properly completed with two (2) copies (MPW Water System Number – SC1010002, MPW NPDES Number – SC0040771).
- Three (3) copies of the signed and sealed plans. One additional plan sheet showing the proposed and existing (in the area of construction) water and wastewater lines (highlighted for identification) and their sizes.
- Three (3) copies of the appropriate design calculations. Wastewater: Design flow (based on R.61-67, Appendix A) and pump station calculations, pump curve, etc. Water: Recent flow test from a location near the tie-on site along with a copy of design calculations indicating the pressure maintained in the distribution system during instantaneous demand, during fire flow and flushing velocities achieved. Also, if applicable, the number and types of service connections. Three (3) copies of a detailed 8-1/2” x 11” location map, separate from the plans.
- Two (2) copies of recorded easements, unless the project owner has the right of eminent domain.
- SCDHEC’s OCRM Certification letter.
- SCDHEC’s Water Quality Division permit for placement in navigable water, and other Agency approvals.
- The 208 Plan Certification from the BCD Council of Governments for wastewater systems only.
- Current application fee made payable to SCDHEC.

**Figure 4.1 – Permitting Process**

**SCDHEC Construction Permits**

- MPW Issues Approval Letter
- DRP Submitted to MPW
- DRP approved; sent to DHEC; Building Permit Approved
- Fees Paid, MPW Contracts executed/returned with DRP Submittal
- MPW Permit to Construct issued.

**SC Department of Transportation Encroachment Permits**

- DOT Permit submitted to MPW
- MPW Encroachment agreement executed
- DOT permit released to Engineer
- MPW signs and returns to Engineer
- DOT permit issued to MPW


4.3.3 CONSTRUCTION PROCEDURES

§4.3.3.1 Preconstruction Conference:
No construction will begin until the preconstruction conference is held and MPW gives authorization to proceed. Prior to scheduling the preconstruction conference, MPW must be provided with the name and address of the utility contractor for verification of necessary licenses.

A preconstruction conference shall be scheduled by the design engineer once the SCDHEC Construction Permit(s) has been issued. In cases where a SCDHEC Construction Permit is not required, a preconstruction conference shall be scheduled by the design engineer once the plans and calculations have been approved and the system extension fees have been paid. The engineer shall make arrangements with MPW and those public agencies charged with the enforcement of the provisions of this document to conduct the preconstruction conference. Reasonable advance notification to MPW to schedule the conference should be allowed. In most cases, a minimum of two (2) days will be necessary to verify that all requirements necessary to go to construction have been met. Those in attendance shall include representatives of the following: general contractor, subcontractor(s), Developer, and engineer. Others who may be in attendance are representatives of the South Carolina DOT, Town of Mount Pleasant Fire Department, Town of Mount Pleasant Zoning Administration, Charleston County, and any other applicable utility company or regulatory agency. The purpose of this meeting shall be to outline construction inspection procedures and project closeout policies.

§4.3.3.2 Contractor Responsibilities:
Contractor must be licensed by the State of South Carolina, and may not perform work outside of their licensed capacity. This includes well drillers, water and wastewater lines, pump station, and electrical contractors. General contractors or subcontractors who have not previously performed work for MPW may be required to submit references and past project history in order for MPW to determine the competency of the contractor. Any contractor who, as determined by MPW, has not performed work to the standards specified without substantial administrative follow-up may be restricted from future work on utility systems connected to MPW’s system or planned to be connected to the system. A notice of restriction shall be put in writing by the Engineering Department, registered return receipt.

§4.3.3.3 Engineer Responsibilities:
Engineer will be responsible for submitting a weekly Field Observation Report to MPW that contains a minimum of the following information:

- Project Name and MPW Project Number
- Name of Developer and Contractor
- Weather, temperature
- Summary of work in progress
- Observations
- Name of Inspector
- Date and time of Site Visit
- Date of Report
- Estimated % Completion
- Site Conditions
- List of those present on site
- Remarks

Engineer will be responsible for ensuring that the water/wastewater system extensions are constructed in accordance with MPW Standard Specifications and SCDHEC Construction Permits and regulations.

§4.3.3.4 Main Line Connections:
Water line connections shall be made by installing an appropriate sized tee with additional valves installed on either side. If wet taps are approved, water lines and wastewater force mains 12-inch or less shall be wet tapped by MPW. The Developer's contractor will be responsible for safe excavation and shoring of the trench at the location of line to be tapped and shall mark the tap location. Request for MPW to provide interruption of service will require at least one (1) week notice. At all extensions to the MPW water distribution system, suitable backflow or cross-contamination protection must be provided by the contractor in accordance with MPW's standards. The backflow prevention device must be tested by MPW before being placed into service. Documentation from a certified backflow tester must be submitted to MPW.

§4.3.3.5 Conformance:
Improvements shall be installed in accordance with the requirements and standards set forth in this document and other applicable MPW requirements.

§4.3.3.6 Construction Methods:
All work shall be in accordance with SCDHEC requirements, and the latest edition of MPW's standard specifications. Failure to comply with these specifications will be cause for rejection of the work and rejection of the As-Built plan if not corrected. Where water and/or wastewater lines are to be installed in a proposed roadway, the
rough roadway cross section should be constructed prior to the installation of water and/or wastewater systems.

§4.3.3.7 Wastewater Extensions:
Extensions from existing manholes or gravity lines must be performed in the presence of a MPW inspector. No debris shall be allowed to remain within the wastewater collection system. Upon completion of the first section of line, the contractor is required to seal the extension. The seal is not to be removed until the service authorization is given. It is the contractor’s responsibility to maintain the integrity of the seal and ensure against leaks. Failure to meet this provision violates Chapter 51 of the Mount Pleasant Code of Ordinances.

§4.3.3.8 Construction of a Manhole over Existing Gravity Wastewater Line:
If a gravity line is extended from an existing gravity system, a new manhole shall be cut into the existing line at the point of intersection. No “dog house manholes” will be approved except in extreme cases. The existing line must be cut in the presence of MPW’s inspector. The gravity extension shall not drain into the existing system until it has been approved for operation by MPW and SCDHEC. Please contact MPW before requesting a “cut-in” manhole.

§4.3.3.9 Force Main Tie-ins:
All tie-ins of force mains into existing manholes must be done in the presence of a MPW inspector.

§4.3.3.10 Access:
MPW shall have access to the premises and structures of a development during reasonable hours to make those inspections that are necessary to ensure compliance with these Guidelines.

§4.3.3.11 Monitoring Water Use During Construction:
A meter and backflow device will be required at the connection. The Developer’s contractor will be responsible for the supplying, installing, and removing of the meter and backflow device. The Developer’s contractor must provide acceptable certification of the meter calibration prior to installation.

§4.3.3.12 General Inspection:
MPW representatives may make periodic inspections during all phases of construction to ensure that the contractor is complying with the project design and specifications, as well as the policies and procedures herein established. Any deviation or revision to the approved plans shall be accomplished in writing by contract change order. No deviations or revisions shall be initiated by the contractor until the contractor, MPW, engineer, and Developer have approved the change in writing. MPW may require full-time inspection and charge the Developer for any related increased costs. This does not relieve the engineer from certification of the extension.

§4.3.3.13 Stop Work Orders:
Failure to adhere to the approved plans and/or specifications established for the construction of a project or to applicable requirements of MPW may make it necessary to issue a stop work order, which will be issued by MPW’s Engineering Department Manager or his designee. The stop work order notifies the Developer, engineer, and contractor that discrepancies have been observed. All noted discrepancies will be documented in writing and forwarded to the Developer. Approval to restart construction shall be issued only by MPW’s Engineering Department Manager when all noted discrepancies have been corrected or procedures to make such corrections have been approved. Any construction performed by a contractor while under a stop work order will be considered unacceptable by MPW.

§4.3.3.14 Final Inspection:
When the project engineer has determined that all work has been completed in accordance with the approved plans and specifications, they shall submit a written request for a final inspection to be conducted by MPW. The written request must include a copy of the water and wastewater As-Built drawings and easement plat (if applicable) for MPW to use during the final inspection. MPW will not conduct a final inspection prior to receiving a written request and copies of the As-Built drawings and easement plat.

It is the responsibility of the Developer and/or contractor to pump dry and dispose of all extraneous water entering the wastewater collection system prior to receiving a final inspection. The project engineer and MPW inspector shall prepare a written punch list of defects noted during the final inspection, should any exist. All defects noted on the punch list shall be corrected prior to MPW acceptance for operation and maintenance. The project engineer shall then submit a certification letter stating that the water and/or wastewater system(s) have been constructed in accordance with MPW approved plans, specifications, and regulations.
4.3.4 PROJ ECT CLOSEOUT

§4.3.4.1 Project Closeout Conference:
MPW recommends that the Engineer, Developer and Contractor schedule a meeting with MPW staff when the project is at 80% completion to review closeout requirements.

§4.3.4.2 Auto Cad Drawings and Easement Plats:
MPW requires one electronic file on CD (floppy disks will not be accepted) in Auto Cad .dwg format. As-Built drawings and Easement Plats shall also be submitted in .pdf format.

1. Drawing should be created in “D” size format (36” x 24”).

2. Use the State Plan Coordinates System, (South Carolina NAD83, international feet). Only information pertinent to the water and/or wastewater facilities being dedicated to MPW should be shown.

3. Auto Cad Layers: All water and wastewater features shall be grouped together into layers as shown in the table below. Only the appropriate new features shall be placed in these layers.

<table>
<thead>
<tr>
<th>Layer Name</th>
<th>Object Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SS-Manhole</td>
<td>Block</td>
<td>Wastewater Manholes.</td>
</tr>
<tr>
<td>SS-Gravity line</td>
<td>Line or Polyline</td>
<td>Wastewater Gravity Pipes.</td>
</tr>
<tr>
<td>SS-Forcemain</td>
<td>Line or Polyline</td>
<td>Wastewater Force Main Pipes.</td>
</tr>
<tr>
<td>SS-Fitting</td>
<td>Block</td>
<td>Wastewater Fittings for force main lines, including tees, reducers, wet taps, etc. (not including bends such as 45s and 90s).</td>
</tr>
<tr>
<td>SS-Valve</td>
<td>Block</td>
<td>Wastewater Force Main Valves used for controlling flow, such as gate valves.</td>
</tr>
<tr>
<td>SS-Control valve</td>
<td>Block</td>
<td>Other Wastewater Force Main Valves, such as air relief valves and check valves.</td>
</tr>
<tr>
<td>SS-Service line</td>
<td>Line or Polyline</td>
<td>Wastewater Service Pipes.</td>
</tr>
<tr>
<td>SS-Cleanout</td>
<td>Block</td>
<td>Wastewater Cleanouts (6-inch) for service connections.</td>
</tr>
<tr>
<td>SS-Connection</td>
<td>Block</td>
<td>Wastewater connection points at end of service lines.</td>
</tr>
<tr>
<td>SS-Lift Station</td>
<td>Block</td>
<td>Wastewater Lift Stations.</td>
</tr>
<tr>
<td>WS-Main</td>
<td>Line or Polyline</td>
<td>Water Pipes.</td>
</tr>
<tr>
<td>WS-Valve</td>
<td>Block</td>
<td>Water valves used for controlling flow, such as gate valves.</td>
</tr>
<tr>
<td>WS-Control valve</td>
<td>Block</td>
<td>Other water valves, such as air relief valves.</td>
</tr>
<tr>
<td>WS-Hydrant</td>
<td>Block</td>
<td>Fire Hydrants.</td>
</tr>
<tr>
<td>WS-Fitting</td>
<td>Block</td>
<td>Water fittings, including tees, reducers, wet taps, crosses, etc. (not including bends such as 45s and 90s).</td>
</tr>
<tr>
<td>WS-Service line</td>
<td>Line or Polyline</td>
<td>Water service pipes.</td>
</tr>
<tr>
<td>WS-Connection</td>
<td>Block</td>
<td>Water connection points at end of service lines.</td>
</tr>
<tr>
<td>WS-Wye</td>
<td>Block</td>
<td>Water service wyes.</td>
</tr>
<tr>
<td>WS-Meter Box</td>
<td>Line or Polyline</td>
<td>Multiple meter boxes.</td>
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<td>Anno-Wastewater</td>
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<td>Wastewater text.</td>
</tr>
<tr>
<td>Anno-Water</td>
<td>Text</td>
<td>Water text.</td>
</tr>
<tr>
<td>Street-CL</td>
<td>Line or Polyline</td>
<td>Street Centerlines</td>
</tr>
<tr>
<td>Easements</td>
<td>Line or Polyline</td>
<td>MPW water and/or wastewater easements.</td>
</tr>
<tr>
<td>Parcels</td>
<td>Line or Polyline</td>
<td>Lot lines.</td>
</tr>
</tbody>
</table>

4. No reference is to be made to any proposed facilities.

5. All written notes or numbers will be 1/8” minimum.

6. All pertinent information should be within the 22” x 34” area of the plans. A revision block shall be provided within the above stated area for date and description of any revisions to the As-Builts.

7. The size, elevation and type of materials of all lines shall be indicated.

8. The plans should clearly show all easements conveyed, as well as surveyed boundaries of any property deeded to MPW.
9. All lot and block numbers shall be shown and drawn to graphic scale. Scale shall be 1” equals 100’, or less where practical.

10. Actual distances from immediate upstream and downstream manholes of a segment to any service tap location within the segment and the length of the service from the wastewater main. Indicate using station numbers.

11. All access roads to wells and pump stations shall be shown.

12. Actual locations of all force mains shall be shown and referenced to permanent structures. Force mains installed in road rights-of-way shall be referenced each 50-linear feet to center of road and referenced each 25-linear feet on curves.

13. The rim and invert elevations of all manholes and wastewater service connections shall be indicated on the plan sheet (measurements shall be accurate to within +/- one hundredth of a foot). Rim and invert elevations along with line slopes between adjoining manholes shall be presented in tabular form. Manhole table shall have grid lines to facilitate reading.

14. Water lines and force mains located within public rights-of-way shall be referenced to the center of roadway or back of curb. Elevation must be provided. At any change in slope @ 500-foot minimum thereafter. These measurements shall be accurate to within +/- one foot and provided every 50-linear feet on straight sections and 25-linear feet on curves and sufficiently dimensioned to provide location of such mains. The surveyor shall verify their drawings by utilizing the tracing wire and As-Built drawings.

15. Changes in grade and fluctuations in distance from reference points should be noted when they occur.

16. Where any water and wastewater facilities are located within private property through which an easement will be granted, these facilities shall be located by surveyed metes and bounds.

17. Each page of the As-Built shall be signed and sealed by a registered engineer and land surveyor.

18. All roads shall have the center line shown with station numbers beginning at 0+00 at the phase or project boundaries.

19. The following statement shall appear on all As-Builts and shall be signed by the engineer and show his registration number:

“It is my opinion that the water and/or wastewater utilities serving this project were constructed substantially in accordance with the plans and specifications approved by the Commissioners of Public Works of the Town of Mount Pleasant, South Carolina. It is further my opinion that the contractor used acceptable construction practices. Any deviations between the system As-Builts and the plans and specifications will not impact the operationability, capacity, or capability of the system.”

Engineer’s Name and Registration Number.

20. The following statement shall appear on all As-Builts and shall be signed by the surveyor and show his registration number:

“The dimensions shown on the As-Built Drawings were obtained using good surveying procedures. The horizontal dimensions shown are within the ± one foot tolerance. Vertical dimensions on gravity wastewater pipe are accurate to within ± one hundredth of a foot.”

Surveyor’s Name and Registration Number.

21. As-Built checklists for each system shall be submitted with As-Built drawings (Appendix 4-6 and 4-7).

22. MPW will require detailed As-Built drawings for pump stations.

§4.3.4.3 Platting Information:
Easements to be dedicated to MPW must be exclusive per MPW’s standard Grant of Perpetual Easement document. Water and/or wastewater easements must be clearly identified as an MPW easement, and must state width and type of easement (i.e.: 7.5’ MPW Water Easement). The plat shall be titled MPW Water or Wastewater Easement Plat (whichever is applicable). Platting information required for easements or real property to be dedicated to MPW shall be as follows:

1. All platting information shall conform to the Town Subdivision Regulations or Charleston County requirements, whichever is applicable;

2. The total tract boundary lines of the area being developed shall be in accordance with the “Minimum Standards Manual for the Practice of Land Surveying in South Carolina,” adopted November 17, 1976, for (Class B) Suburban Land Surveys. The allowable angular error of closure shall not exceed twenty-five seconds.
times the square root of the number of angles
turned. The linear error of closure shall not
exceed one (1') foot per 7,500 feet of
perimeter of the parcel of land (1:7,500);

3. Correct courses and distances to the nearest
established street lines or official monument
which accurately describes the location of the
plat and are accurately tied to the primary
control points of the subdivision;

4. Names and widths of all streets within or on
the perimeter of the subdivision, with accurate
dimensions in feet (hundredths) and showing
angles to streets, alleys, and lot lines;

5. All curve data will show radii, central angles,
length of arcs, and long chord;

6. Lot numbers and a statement of the total
number of lots. Lot lines shall be defined by
distances in hundredths of a foot and in
degrees to the nearest one-half (½) minute,
either by magnetic bearings or by angles of
deflection from other lot and street lines;

7. The boundary lines of the tract shall be
referenced to the South Carolina South Zone
Grid System (SCN) if within 2,000 feet of a
horizontal geodetic station or shall be
referenced to the best available recognizable
landmark within two thousand feet as
approved by MPW;

8. The tax map number(s) of the property must
be shown on the plat.

9. The following signature block must be
provided on the plat:

<table>
<thead>
<tr>
<th>APPROVED PLAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>David P. Niesse, P.E.</td>
</tr>
<tr>
<td>Date: ____________</td>
</tr>
<tr>
<td>Commissioners of Public Works of the Town of Mount Pleasant, South Carolina.</td>
</tr>
<tr>
<td>APPROVAL ONLY FOR WATER AND WASTEWATER UTILITIES EASEMENT ACQUISITIONS</td>
</tr>
</tbody>
</table>

10. The following statement must appear on the
easement plat:

"MPW easements shown in proposed ROW
will be dissolved upon subdivision platting by
Town of Mount Pleasant. MPW easements

11. One copy of the plat shall be provided to MPW
using the same scale as the As-Builts.

12. MPW will record all water/wastewater plats
with Charleston County RMC Office. It is the
engineer's responsibility to submit the
appropriate number (six copies with raised
seal on each copy), in the correct format that
the RMC Office requires.

13. Easements shall also be shown on the final
water/wastewater As-Built drawings submitted
to MPW.

§4.3.4.4 Acceptance of System for
Operation and Maintenance:
In order for MPW to accept the system for
operation and maintenance the following items
must be completed:

1. Completion of all punch list items as
determined by MPW's inspector and written
notice issued from MPW's inspector that all
items have been corrected to MPW's
satisfaction.

2. The project engineer's certification that the
system has been constructed in accordance
with plans and specifications, and that the air
test and mandrel pull for gravity wastewater
collection lines, the hydrostatic pressure tests
for force mains, and pressure tests for water
mains have been satisfactorily performed.
Copies of these tests shall be furnished to
MPW.

3. Executed Contractor's Affidavit and Final
Waiver of Lien (Appendix 4-8).

4. Contractor Guaranty for not less than 24-
months after receiving operating approval
(Appendix 4-9).

5. The final As-Built drawings with Auto Cad disk,
.pdf file disk, and As-Built Check List shall be
submitted to MPW's Engineering Support
Division Manager for approval.

6. The final Easement Plat with necessary copies
for recording at the RMC Office.

7. The 24-month Maintenance and Repair Bond
paid to MPW.

8. Pump Station Elevation Certification and
Standby emergency generator fee if applicable
9. Release by other agencies, such as State or County, applicable to encroachment permits or other liabilities.

10. Project Completion Questionnaires for water and/or wastewater extensions (Appendix 4-10 and 4-11).

11. Legal Requirements:
   a. Execution of easements, titles and miscellaneous legal documents necessary for the conveyance of the water and/or wastewater facilities to be maintained and operated by MPW. The Developer must use MPW’s standard legal documents. These original legal documents must be obtained from MPW. Copies and retyped documents will not be accepted. Standard legal documents will not be accepted if they have been retyped or altered without prior approval of MPW’s Engineering Department Manager and Attorney.
   b. A minimum fee of $600.00, for legal expenses resulting from involvement of MPW’s attorney.
   c. For projects where the Developer is leasing the property, the property owner must execute all legal documents.
   d. Attorney’s Letter of Opinion (Appendix 4-12)

12. Title to Water and Wastewater Systems and Grants of Easement must be recorded at the RMC Office for Charleston County. The original document must be submitted to MPW after being recorded and prior to acceptance of meter connection fees. MPW will record utility easement plats, Grants of Easement and Title to Real Estate documents on the Developer’s behalf.

13. Receipt of OCRM’s approval letter.

14. Payment of construction water bill and/or any fees levied for illegal us of the systems (if applicable).

15. Road acceptance certification from Town, County, or State DOT (if applicable).

16. MPW will not schedule bacteriological test until the closeout submittal has been received and approved, and all punch list items have been completed to the satisfaction of the MPW Inspector.

MPW will not accept partial water and/or wastewater system extensions. However, if the Developer receives written approval from SCDHEC, MPW will accept water and wastewater systems separately under the following conditions: An additional project administrative fee will be due for the remaining system at the time of close-out. The original warranty period and maintenance bond for the first system turned over must be extended to coincide with the warranty/bond expiration date for the remaining system.

§4.3.4.5 System Operation:
MPW cannot accept fees (new account, security deposits, water meter connection, wastewater maintenance, wastewater tap inspection) or provide service until SCDHEC has permitted the system for operation. MPW will conduct a “courtesy” wastewater tap inspection prior to MPW’s receipt of a SCDHEC Wastewater System Operating Permit in order to facilitate construction.

§4.3.4.6 Maintenance/Repair Bond:
In order for MPW to accept a system for operation and maintenance, the Developer must post a two (2) year cash maintenance/repair bond in accordance with §3.5.
# Section 4.0 – Appendices

<table>
<thead>
<tr>
<th>Appendix Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-1</td>
<td>Commercial Letter of Intent Form</td>
</tr>
<tr>
<td>4-2</td>
<td>Industrial Pretreatment Questionnaire</td>
</tr>
<tr>
<td>4-3</td>
<td>MPW Encroachment Permit Agreement</td>
</tr>
<tr>
<td>4-4</td>
<td>MPW Standard Water Contract</td>
</tr>
<tr>
<td>4-5</td>
<td>MPW Standard Wastewater Contract</td>
</tr>
<tr>
<td>4-6</td>
<td>As-Built Check List – Water System</td>
</tr>
<tr>
<td>4-7</td>
<td>As-Built Check List – Wastewater System</td>
</tr>
<tr>
<td>4-8</td>
<td>Executed Contractor’s Affidavit and Final Waiver of Lien</td>
</tr>
<tr>
<td>4-9</td>
<td>Contractor Guaranty</td>
</tr>
<tr>
<td>4-10</td>
<td>Project Completion Questionnaire – Water System</td>
</tr>
<tr>
<td>4-11</td>
<td>Project Completion Questionnaire – Wastewater System</td>
</tr>
<tr>
<td>4-12</td>
<td>Attorney’s Letter of Opinion</td>
</tr>
</tbody>
</table>
COMMERCIAL DEVELOPMENT
LETTER OF INTENT FORM

All potential commercial customers must first complete this Letter of Intent form and submit it to MPW’s Engineering Department in accordance with Section 4.0 of MPW’s Guidelines for Development. Please review Section 4.0 to ensure that you have provided all the necessary information based on the type of request you have indicated below. MPW cannot process your Letter of Intent if ALL required information is not provided.

Please indicate your type of development:

☐ §4.1.1 Existing Commercial Buildings: This includes established commercial businesses (retail, office, medical, dental, veterinary, salon or restaurant).
   Complete Section 1 and 4.1.1 of this form only.

☐ §4.1.2 Commercial Upfit: This is a shell building or an existing commercial space being renovated for a different type of commercial usage (i.e., retail to restaurant; general office to medical).
   Complete Section 1 and 4.1.2 of this form only.

☐ §4.2 Undeveloped Property with Water/Wastewater Service Immediately available.
   Complete Section 1 and 4.2 of this form only.

☐ §4.3 Undeveloped/Developed Property Requiring Water/Wastewater System Extension.
   Complete Section 1 and 4.3 of this form only.

SECTION 1
GENERAL INFORMATION (PLEASE TYPE OR PRINT)

OWNER/DEVELOPER
Name: ____________________________________________
Current Mailing Address: ____________________________________________
Telephone #: ___________________________ Fax #: ___________________________
Email Address: ____________________________________________

REPRESENTATIVE OF OWNER/DEVELOPER (If same as above you may leave blank). This is who MPW will provide all project correspondence to as the owner/developer’s legal representative. It is the representative’s responsibility to provide information to the owner/developer including all information pertaining to fees and fee increases.

Contact Name: ____________________________________________
Name of Firm: ____________________________________________
Current Mailing Address: ____________________________________________
Telephone #: ___________________________ Fax #: ___________________________
Email Address: ____________________________________________

Property within Town limits (this section must be completed)
☐ Yes
☐ No, if no, MPW will forward this request to the Town of Mount Pleasant to determine if the property is contiguous before we will process your request.

SECTION 1 CONTINUED ON PAGE 2
CROSS-CONNECTION (BACKFLOW) CONTROL INFORMATION:

1. Business will only have bathroom facilities  ☐ Yes (If yes, go to question 3)  ☐ No (if no, answer questions below)

2. Provide a list of any equipment other than bathroom fixtures that will use MPW water:

3. FIRE SERVICE (Complete only if building will have fire suppression system)
   - Type of System: ☐ Dry Sprinkler ☐ Wet Sprinkler
   - Anti-Freeze: ☐ Yes ☐ No
   - Foaming Agents: ☐ Yes ☐ No
   - Pumps Used:
   - Do pumps take direct suction from water service? ☐ Yes ☐ No
   - Fire Department Connection: ☐ Yes ☐ No

Question regarding this section should be directed to MPW's Backflow Program Manager at 843-327-3160.

END - SECTION 1

SECTION 4.1.1
EXISTING COMMERCIAL BUILDING

Name of New Business

Federal ID #

Please specify type of business and provide a detailed description:
Type of Business (i.e., medical, dental, veterinarian, restaurant, gas station, office, factory, retail, hair salon, nail salon, etc):
Detailed Description:

BUSINESS LOCATION

Name of Commercial Development:
Street Address: ____________________________ Lot No: ____________________________
Unit Number ____________________________ Town/County Permit No. ____________________________

BILLING INFORMATION

Name as it Should Appear on Bill:
Billing Address: ________________________________________________________________
Contact Person: _____________________________________________________________ Phone No.
Email Address: ______________________________________________________________ Fax No.

Is this a change of ownership only (business remains same): ☐ Yes ☐ No
Signature: __________________________________________________________ Date: ________________

END - SECTION 4.1.1
SECTION 4.1.2
COMMERCIAL UPFIT

Name of New Business

Federal ID #

Please specify type of business and provide a detailed description:

<table>
<thead>
<tr>
<th>Type of Business (i.e., medical, dental, veterinarian, restaurant, gas station, office, factory, retail, hair salon, nail salon, etc):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detailed Description:</td>
</tr>
</tbody>
</table>

BUSINESS LOCATION

Name of Commercial Development:

Street Address: ____________________________ Lot No: ____________________________

Unit Number ____________________________ Town/County Permit No. ____________________________

BILLING INFORMATION

Name as it Should Appear on Bill: ____________________________

Billing Address: ____________________________

Contact Person: ____________________________ Phone No. ____________________________

Email Address: ____________________________ Fax No. ____________________________

For Medical, Dental, Veterinary, and Restaurant Upfits the following items must be included with the Letter of Intent:

1. Floor plan showing designated use of all areas
2. Internal plumbing plan including locations of backflow preventers and grease traps (if applicable)
3. Proof of Coordination Letter from Fire Department
4. Completed Industrial Pretreatment Questionnaire (this does not apply to restaurants)

If these items are not included, MPW will not be able to process your Letter of Intent, and will return it to the designated representative.

Signature: ____________________________ Date: ____________________________

END - SECTION 4.1.2
UNDEVELOPED PROPERTY WITH WATER/WASTEWATER SERVICE IMMEDIATELY AVAILABLE

Type of Development:  
□ Commercial  □ Industrial  □ Mixed-Use

Name of New Business

Federal ID #

Please specify type of business and provide a detailed description:

Type of Business (i.e., medical, dental, veterinarian, restaurant, gas station, office, factory, retail, hair salon, nail salon, etc):

Detailed Description:

BUSINESS LOCATION

Name of Commercial Development:

Street Address:  Lot No:

Unit Number  Town/County Permit No.

BILLING INFORMATION

Name as it Should Appear on Bill:

Billing Address:

Contact Person:  Phone No.

Email Address:  Fax No.

The following items must be included with the Letter of Intent:

1. Site Plan showing location of all proposed and existing utility lines
2. Location of all proposed and existing easements
3. Layout of streets, parking lots, etc.
4. Floor plan showing designated use of all areas
5. Internal plumbing plan including locations of backflow preventers and grease traps (if applicable)
6. Proof of Coordination Letter from Fire Department
7. Completed Industrial Pretreatment Questionnaire (if applicable)

If these items are not included, MPW will not be able to process your Letter of Intent, and will return it to the designated representative.

Signature: ___________________________  Date: ___________________________

END - SECTION 4.2
SECTION 4.3
UNDEVELOPED PROPERTY REQUIRING WATER/WASTEWATER EXTENSION

Type of Development:  □ Commercial  □ Industrial  □ Mixed Use

Description of new development:
Tax Map Number (TMS #)

Project Name:

Describe Project in Detail

Estimated hydraulic loading in gallons per day             Number of Construction Phases

The Following items must be included with the Letter of Intent:

1. Two (2) copies of preliminary plan must be included with Letter of Intent
2. If applicable, a completed Industrial Pretreatment Questionnaire must also be attached.

Signature: ____________________________ Date: __________________________

______________________________________________________________________

END - SECTION 4.3
Appendix 4-2

MOUNT PLEASANT WATERWORKS
INDUSTRIAL PRETREATMENT PROGRAM
NON-DOMESTIC WASTE SURVEY QUESTIONNAIRE

SECTION A - GENERAL INFORMATION
A.1. Company name, mailing address, and telephone number:

Zip Code ______________________ Telephone No. (_______)

A.2. Address of production or manufacturing facility. (If same as above, check _____.)

Zip Code ______________________ Telephone No. (_______)

Note to Signing Official: In accordance with Title 40 of the Code of Federal Regulations Part 403 Section 403.14, information and data provided in this questionnaire which identifies the nature and frequency of discharge shall be available to the public without restriction. Requests for confidential treatment of other information shall be governed by procedures specified in 40 CFR Part 2. Should a discharge permit be required for your facility, the information in this questionnaire will be used to issue the permit.

This is to be signed by an authorized official of your firm after adequate completion of this form and review of the information by the signing official.

I have personally examined and am familiar with the information submitted in this document and attachments. Based upon my inquiry of those individuals immediately responsible for obtaining the information reported herein, I believe that the submitted information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and/or imprisonment.

(Date) ______________________ Signature of Official
(Seal if applicable)

A.3. Name, title, and telephone number of person authorized to represent this firm in official dealings with the Wastewater Authority and/or City:

________________________________________________________________________

A.4. Alternate person to contact concerning information provided herein:

Name ________________________ Title ____________________ Tel. No. _____________

A.5. Identify the type of business conducted (auto repair, machine shop, electroplating, warehousing, painting, printing meat packing, food processing, etc.).

________________________________________________________________________

4-2-1
A.6. Provide a brief narrative description of the manufacturing, production, or service activities your firm conducts.

A.7. Standard Industrial Classification Number(s) (SIC Code) for your facilities:

A.8. This facility generates the following types of wastes (check all that apply):

1. [ ] Domestic wastes
   (Restrooms, employee showers, etc.)
   Average gallons per day
   [ ] estimated [ ] measured

2. [ ] Cooling water, Non-contact
   [ ] estimated [ ] measured

3. [ ] Boiler/Tower Blowdown
   [ ] estimated [ ] measured

4. [ ] Cooling Water Contact
   [ ] estimated [ ] measured

5. [ ] Process
   [ ] estimated [ ] measured

6. [ ] Equipment/Facility Washdown
   [ ] estimated [ ] measured

7. [ ] Air Pollution Control Unit
   [ ] estimated [ ] measured

8. [ ] Storm water runoff to sewer
   [ ] estimated [ ] measured

9. [ ] Other (describe)
   [ ] estimated [ ] measured

Total A.8.1 - A.8.9

A.9. Wastes are discharged to (check all that apply):

[ ] Sanitary wastewater
   Average gallons per day
   [ ] estimated [ ] measured

[ ] Storm sewer
   [ ] estimated [ ] measured

[ ] Surface water
   [ ] estimated [ ] measured

[ ] Ground water
   [ ] estimated [ ] measured

[ ] Waste Haulers
   [ ] estimated [ ] measured

[ ] Evaporation
   [ ] estimated [ ] measured

[ ] Other (describe)
   [ ] estimated [ ] measured

Provide name and address of waste hauler(s), if used.

A.10. Is a Spill Prevention Control and Countermeasure Plan prepared for the facility? [ ] yes [ ] no

A.11. List any environmental control permits issued to the facility and any discharge limits associated with those permits.

Note: If your facility did not check one or more of the items listed in A.8.4 through A.8.9 above, then you do not need to complete any further sections in this survey/application. If any items A.8.4 through A.8.9 were checked, complete the remainder of this survey/application.

SECTION B - FACILITY OPERATION CHARACTERISTICS

B.1. Number of employee shifts worked per 24-hour day is
   Average number of employees per shift is

4-2-2
B.2. Starting times of each shift: 1st ______ am ______ pm 2nd ______ am ______ pm 3rd ______ am ______ pm

Note: The following information in this section must be completed for each product line.

B.3. Principal product produced:

B.4. Raw materials and process additives used: (Use separate sheet, if needed)

#Day or Gal/Day

B.5. Production process is:

[ ] Batch [ ] Continuous [ ] Both %batch %continuous

Average number of batches per 24-hour day

B.6. Hours of operation: ________ a.m. to ________ p.m. [ ] continuous

B.7. Is production subject to seasonal variation? [ ] yes [ ] no

If yes, briefly describe seasonal production cycle.

B.8. Are any process changes or expansions planned during the next three (3) years? [ ] yes [ ] no

If yes, attach a separate sheet to this form describing the nature of planned changes or expansions.

B.9. Average monthly water usage:

SECTION C - WASTEWATER INFORMATION

C.1. If your facility employs processes in any of the industrial categories or business activities listed below and any of these processes generate wastewater or waste sludge, place a check beside the category or business activity (check all that apply).

**Industrial Categories:**

1. [ ] Adhesives 12. [ ] Ore Mining
2. [ ] Aluminum Forming 13. [ ] Organic Chemicals
3. [ ] Auto & Other Laundries 14. [ ] Paint & Ink
4. [ ] Battery Manufacturing 15. [ ] Pesticides
5. [ ] Coal Mining 16. [ ] Petroleum Refining
6. [ ] Coil Coating 17. [ ] Pharmaceuticals
7. [ ] Copper Forming 18. [ ] Photographic Supplies
8. [ ] Electric & Electronic Components 19. [ ] Plastic & Synthetic Materials
9. [ ] Electroplating 20. [ ] Plastics Processing
10. [ ] Explosives Manufacturing 21. [ ] Porcelain Enamel
11. [ ] Foundries 22. [ ] Printing & Publishing
12. [ ] Gun and Wood Chemicals 23. [ ] Pulp & Paper
13. [ ] Inorganic Chemicals 24. [ ] Rubber
14. [ ] Iron & Steel 25. [ ] Soaps & Detergents
15. [ ] Iron & Steel 26. [ ] Steam Electric
16. [ ] Iron & Steel 27. [ ] Textile Mills
17. [ ] Iron & Steel 28. [ ] Timber
18. [ ] Iron & Steel 29. [ ] Other (Identify)

4-2-3
C.2. Pretreatment devices or processes used for treating wastewater or sludge (check as many as appropriate).

- Air Flotation
- Centrifuge
- Chemical precipitation
- Chlorination
- Cyclone
- Filtration
- Flow Equalization
- Grease or oil separation, type
- Grease trap
- Grit Removal
- Ion Exchange
- Neutralization, pH correction
- Ozonation
- Reverse Osmosis
- Screen
- Sedimentation
- Septic Tank
- Solvent separation
- Spill protection
- Sump
- Biological treatment, type
- Rainwater diversion or storage
- Other chemical treatment, type
- Other physical treatment, type
- Other, type
- No pretreatment provided

C.3. If any wastewater analyses have been performed on the wastewater discharge(s) from your facilities, attach a copy of the most recent data to this questionnaire. Be sure to include the date of analysis, name of laboratory performing the analysis, and location(s) from which samples(s) were taken (attach sketches, plans, etc., as necessary).

C.4. Priority Pollutant Information: Please indicate by placing an “X” in the appropriate box by each listed chemical whether it is “Suspected to be Absent,” “Known to be Absent,” “Suspected to be Present,” or “Known to be Present” in your manufacturing or service activity or generated as a by-product.

<table>
<thead>
<tr>
<th>CHEMICAL COMPOUND</th>
<th>Known Present</th>
<th>Suspected Present</th>
<th>Known Absent</th>
<th>Suspected Absent</th>
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</thead>
<tbody>
<tr>
<td>I. METALS AND INORGANICS</td>
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<tr>
<td>1. Antimony</td>
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<td>2. Arsenic</td>
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<td>3. Asbestos</td>
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<td>4. Beryllium</td>
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<td>5. Cadmium</td>
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<td>6. Chromium</td>
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<td>7. Copper</td>
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<td>8. Cyanide</td>
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<td>9. Lead</td>
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<td>10. Mercury</td>
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<td>11. Nickel</td>
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<td>12. Selenium</td>
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<td>13. Silver</td>
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<td>14. Thallium</td>
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<td>15. Zinc</td>
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<td>II. PHENOLS AND CRESOLS</td>
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<td>1. Phenol(s)</td>
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<td>2. Phenol, 2-chlor</td>
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<td>3. Phenol, 2,4-dichloro</td>
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<td>4. Phenol, 2,4,6-trichloro</td>
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<td>5. Phenol, pentachloro</td>
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<tr>
<td>CHEMICAL COMPOUND</td>
<td>Known Present</td>
<td>Suspected Present</td>
<td>Known Absent</td>
<td>Suspected Absent</td>
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<td>6. Phenol, 2-nitro</td>
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<td>7. Phenol, 4-nitro</td>
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<td>8. Phenol, 2,4-dinitro</td>
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<td>9. Phenol, 2,4-dimethyl</td>
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<td>10. m-Cresol, p-chloro</td>
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<tr>
<td>11. o-Cresol, 4,6-dinitro</td>
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### III. MONOCYCLIC AROMATICS (EXCLUDING PHENOLS, CRESOLS & PHTHALATES)

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<tbody>
<tr>
<td>1. Benzene</td>
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<td>2. Benzene, chloro</td>
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<td>3. Benzene, 1,2-dichloro</td>
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<td>4. Benzene, 1,3-dichloro</td>
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<td>5. Benzene, 1,4-dichloro</td>
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<td>6. Benzene, 1,2,4-trichloro</td>
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<td>7. Benzene, hexachloro</td>
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<td>8. Benzene, ethyl</td>
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<td>9. Benzene, nitro</td>
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<td>10. Toluene</td>
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<tr>
<td>11. Toluene, 2,4-dinitro</td>
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<tr>
<td>12. Toluene, 2,6-dinitro</td>
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### IV. PCBS AND RELATED COMPOUNDS

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<tr>
<td>1. PCB-1016</td>
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<td>2. PCB-1221</td>
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<td>7. PCB-1260</td>
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<td>8. 2-Chloronaphthalene</td>
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### V. ETHERS

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<tbody>
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<td>1. Ether, bis (Chloromethyl)</td>
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<tr>
<td>2. Ether, bis (2-chloroethyl)</td>
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<tr>
<td>3. Ether, bis (2-chlorosoprophyl)</td>
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<td>4. Ether, 2-chloroethyl vinyl</td>
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<tr>
<td>5. Ether, 4-bromophenyl phenyl</td>
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<td>6. Ether, 4-chlorophenyl phenyl</td>
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<tr>
<td>7. Bis (2-chloroethoxy) methane</td>
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### VI. Nitrosamines and Other Nitrogen-containing Compounds

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<tbody>
<tr>
<td>1. Nitrosamine, dimethyl</td>
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<td>2. Nitrosamine, diphenyl</td>
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<td>3. Nitrosamine, Di-n-propyl</td>
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<td>4. Benzidine</td>
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<td>5. Benzidine, 3,3'-dichloro</td>
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<td>6. Hydrazine, 1,2-diphenyl</td>
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<td>7. Acrylonitrile</td>
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### HALOGENATED ALIPHATICS

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<tbody>
<tr>
<td>1.</td>
<td>Methane, bromo-</td>
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<td>2.</td>
<td>Methane, chloro-</td>
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<td>3.</td>
<td>Methane, dichloro</td>
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<td>4.</td>
<td>Methane, chlorodibromo</td>
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<td>Methane, dichlorobromo</td>
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<td>6.</td>
<td>Methane, tribromo</td>
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### PHTHALATE ESTERS

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### POLYCYCLIC AROMATIC HYDROCARBONS

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4-2-6
### X. PESTICIDES

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<td>TCDD (or Dioxin)</td>
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<td>Toxaphene</td>
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C.5. If you are unable to identify the chemical constituents of products you use that are discharged in your wastewater, attach copies of the materials safety data sheets for such products.

### SECTION D - OTHER WASTES

**D.1.** Are any liquid wastes or sludges from this firm disposed of by means other than discharge to the sewer system?

[   ] yes  [   ] no

If "no," skip remainder of Section D.
If "yes," complete items 2 and 3.

**D.2.** These wastes may best be described as:

- [   ] Acids and Alkalies
- [   ] Heavy Metal Sludges
- [   ] Inks/Dyes
- [   ] Oil and/or Grease
- [   ] Organic Compounds
- [   ] Paints
- [   ] Pesticides
- [   ] Plating Wastes

Estimated Gallons or Pounds/Year

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</table>
[ ] Pretreatment Sludges
[ ] Solvents/Thinners
[ ] Other Hazardous Wastes (specify)

[ ] Other Wastes (specify)

D.3. For the above checked wastes, does your company practice:

[ ] on-site storage    [ ] off-site storage
[ ] on-site disposal   [ ] off-site disposal

Briefly describe the method(s) of storage or disposal checked above.

SECTION E - WASTESTREAM CHARACTERISTICS

E.1. Number of discharges from regulated processes (those with an existing or proposed categorical limit) to sanitary sewer system and their locations.

E.2. Provide a schematic drawing showing the regulated process wastestreams, unregulated wastestreams, domestic wastewater flows, cooling water, boiler blow down, etc.

E.3. Wastewater Characteristics

a. Daily Flow: Average Daily Flow (GPD)

Average Maximum Daily Flow (GPD)

b. Identify the discharge from each regulated process and check type of discharge.

<table>
<thead>
<tr>
<th>Process</th>
<th>Continuous</th>
<th>Intermittent</th>
<th>Batch</th>
<th>Flow (GPD)</th>
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C. Waste characteristic at point of discharge:

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<tr>
<th>BOD</th>
<th>mg/L</th>
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<tr>
<td>COD</td>
<td>mg/L</td>
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<td>TSS</td>
<td>mg/L</td>
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<td>pH</td>
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<td>NH₃-N</td>
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4-2-8
Priority Pollutants shown in Section C.4.

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<th>Pollutants</th>
<th>Concentration (mg/L)</th>
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Flow at time sample collected ____________________________ MGD

d. Priority Pollutants at each regulated process:

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<th>Process #</th>
<th>Pollutants</th>
<th>Concentration (mg/L)</th>
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E.4. Does the wastewater discharged:

a) Create a fire or explosion hazard?

b) Have pH lower than 5.0?

c) Contain a substance that can obstruct the flow in the collection system?
Appendix 4-3

STATE OF SOUTH CAROLINA )
COUNTY OF CHARLESTON ) ENCROACHMENT PERMIT AGREEMENT

This Agreement made and entered into this _____ day of ______________ , 20___, by and between MOUNT PLEASANT WATERWORKS (a/k/a Commissioners of Public Works for the Town of Mount Pleasant), hereinafter called Commission, and , hereinafter called Developer, WITNESSETH:

WHEREAS, the SC Department of Highways and the Town of Mount Pleasant will not issue to private persons or entities encroachment permits for excavating or cutting public roads or highways for the installation of water and/or sewer mains but will issue such Permits to the Commission in proper cases; and

WHEREAS, the Commission desires to cooperate in obtaining issuance of encroachment permits in proper cases for road excavation or cutting for extension of water and/or sewer mains; and

WHEREAS, the undersigned Developer agrees to be responsible and liable for the work performed under the Encroachment Permit, a copy of which is hereto attached and incorporated herein by reference for street, road or highway (See SC Highway Department Permit # ), and other pertinent papers attached hereto.

NOW, THEREFORE, IT IS COVENANTED AND AGREED by and between the Parties hereto, for and in consideration of mutual benefit to each Party:

1. That in this case which the Commission deems suitable and proper, the Commission will execute a request or requests for an encroachment permit(s) required by the South Carolina Department of Highways and/or Town of Mount Pleasant, South Carolina, to be submitted for water and/or sewer main extensions requiring street, road or highway excavations, crossings, and the like, and, when such encroachment permit(s) have been obtained, the Commission will issue encroachment permit(s) to the Developer upon compliance with all of the Commissions requirements.

2. That the Developer and the Developer's Contractor will be responsible and liable for all damages in any way resulting from or caused by reason of the aforesaid excavation, filling, repair or repaving of the aforementioned street, road or highway, the sole exception being an Act of God.

3. That the Developer and the Developer's Contractor will be responsible and liable for any and all damages incurred or suffered by reason of or resulting directly or indirectly from the design and/or faulty workmanship whenever occurring.

4. That the Developer and Developer's Contractor will adhere to all conditions expressed or necessarily implied in this Agreement and the permit(s) issued for the within work, a copy of which is hereto attached and made a part of this contract.

5. It is understood that the Commission will not be financially responsible or liable for any repairs or maintenance whatsoever or for any damages resulting in any way from the encroachment, excavation, work, paving, etc., contemplated to be performed by Developer or Developer's Contractor upon, across, over or in the aforesaid street, road or highway.

6. The Developer and Developer's Contractor will defend and hold harmless the Commission, its agents and servants, of and from any and all responsibility or liability by reason of or in any way resulting from the cutting, excavation, filling, refilling, repair or repaving of the aforesaid street, road or highway.

4-3-1
7. This permit shall not become operative until written acceptance of same by permittee shall have been received by this Commission and further shall become null and void unless the work contemplated herein shall have been completed prior to MOUNT PLEASANT WATERWORKS

WITNESS: ________________________________

BY: ________________________________

ITS: ________________________________

I/we accept the permit herein granted and agree to comply with all the provisions, terms, conditions, and restrictions set out herein. I/we do hereby agree, and bind my/our heirs, successors and assigns, to assume any and all liability this Commission might otherwise have or incur in connection with accidents or injuries to persons, or damage to property, including the highway, that may be caused by the construction, maintenance, use, moving or removing of the encroachment contemplated herein and agree to indemnify this Commission for any liability incurred or injury or damage sustained by reason of the past, present, or future existence of said encroachment.

WITNESS: ________________________________

BY: ________________________________

ITS: ________________________________

WITNESS: ________________________________

BY: ________________________________

ITS: ________________________________

DEVELOPER

CONTRACTOR
STATE OF SOUTH CAROLINA

WATER CONTRACT

COUNTY OF CHARLESTON

THIS CONTRACT MADE AND ENTERED into this _______ day of ____________, __________ by and between the COMMISSIONERS OF PUBLIC WORKS OF THE TOWN OF MOUNT PLEASANT, SOUTH CAROLINA, also known as the MOUNT PLEASANT WATERWORKS, (hereinafter sometimes referred to as the "Commission") and ____________________________, (hereinafter sometimes referred to as the "Applicant").

WITNESSETH

WHEREAS the Commission is a body politic and corporate and under the laws of the State of South Carolina and is responsible for the acquisition and distribution of supplies of fresh water and for providing sewerage collection and treatment services in the Mount Pleasant area of Charleston County; and

WHEREAS the Applicant desires to improve or develop property known as ____________________________ (hereinafter sometimes referred to as the "Development") and has requested permission to construct certain water facilities whereby water service could be provided to the aforementioned development; and

WHEREAS the Applicant has submitted to the Commission plans and specifications for the construction of the proposed water facilities; and

WHEREAS the Applicant desires to transfer and convey to the Commission the water facilities to be constructed pursuant to this Contract and the Commission desires to accept such conveyance subject to the terms of this Contract.

NOW, THEREFORE, it is mutually agreed by the parties hereto as follows:

1. The Applicant agrees that it will construct and, in and for the sum of FIVE ($5.00) DOLLARS and the premises herein, will convey and transfer unto the Commission the water facilities which it has constructed, together with the easements for the operation, maintenance, repair and replacement of same, as shown on the plans and specifications for said water facilities prepared by ____________________________, bearing the date of ____________ ____________, which plans and specifications are made a part hereof and incorporated herein by this reference. By way of explanation, and not by way of limitation, the term "water facilities" shall include the following:

The Water System and all property used for the transmission and distribution of potable water serving the ____________, Charleston County, South Carolina, as is more particularly shown and depicted on the plans and specifications for said water system prepared by ____________________________, bearing the date of ____________ ____________, which plans and specifications are made a part of this description by this reference, including but not limited to all wells, buildings, water tanks, pumps, pipes, valves, hydrants, underground water lines; all accessories and appurtenant fixtures to water lines and water service equipment; all permanent and transmissible easements for constructing and maintaining water lines; all easements, leases, permits, contract rights and/or rights-of-way for wells, underground water lines, connections and equipment located in ____________, Charleston County, South Carolina; all apparatus, real property, equipment and all other property, equipment, rights and privileges as are a part of the said water system.

All labor and materials for the subject construction will be at the expense of the Applicant unless otherwise provided herein. The Applicant will construct the water facilities according to the plans and specifications approved by the Commission. All construction will be in accordance with the ordinances and regulations of the Commission and the South Carolina
2. The Applicant will pay to the Commission an administrative fee equal to two (2%) percent of the construction cost of the water facilities and will reimburse the Commission for any expenses, including legal fees, incurred in connection with the construction of these facilities and the transfer of the facilities to the Commission. The Administrative fee shall be paid to the Commission prior to the commencement of construction and shall be based upon the estimated cost of construction of the water facilities, which shall be calculated in accordance with the Commission's standard cost figures. No water service will be provided to the Development until full payment of this administrative fee and expenses has been made to the Commission.

3. Prior to the commencement of construction, the Applicant will obtain and furnish to the Commission copies of all encroachment and construction permits required for the construction of these water facilities. The Applicant agrees to comply with any general and special provisions of said encroachment permits, including clean up and final restoration requirements. No water service will be provided to the Development until the Applicant provides the Commission with written verification from the agency issuing the encroachment permit that all general and special provisions of the encroachment permit, including clean up and final restoration requirements, have been satisfied.

4. Prior to the commencement of construction, the Applicant will furnish to the Commission recorded property deeds, grants of easements and rights-of-way, along with the appropriate plats, that are required for the operation and maintenance of the said water facilities.

5. Upon completion of construction, the water facilities, free of liens and encumbrances, will be conveyed to the Commission.

6. At the closing of the transfer of the water facilities from the Applicant to the Commission, the Applicant shall provide the Commission with a certification of title from an attorney licensed to practice law in South Carolina that the land, equipment, facilities, pipes, valves, water lines, hydrants, easements and all other property comprising the water facilities are free from any and all manner of liens and encumbrances at the time of transfer to the Commission and that the property is being transferred to the Commission with good and marketable title.

7. The Applicant represents and warrants that it will be the lawful owner of all the property to be transferred to the Commission hereunder and comprising the water facilities and that it will have the right to sell the same and does hereby bind all and singular the said property unto the Commission, its successors and assigns against itself, its successors and assigns and every person whomsoever lawfully claiming or to claim the same or any part thereof.

8. The Commission shall have the right, at any time during the course of construction, to inspect the water facilities to determine compliance with the terms of this Contract. The Commission shall also have the right to conduct a final inspection of the water facilities in accordance with the Commission's Guidelines for Development. Nothing contained in this paragraph shall relieve the Applicant of its responsibility to construct the water facilities in accordance with the plans and specifications approved by the Commission and in accordance with the rules and regulations adopted by the Commission and by the South Carolina Department of Health and Environmental Control.

9. The Applicant shall, without expense to the Commission, repair and remedy any defect occurring in the water facilities within two (2) years from the date the South Carolina Department of Health and Environmental Control Operating Permit was issued and caused by, arising out of or incidental to the use of defective material, improper workmanship, or the
failure by the Applicant to comply with the plans and specifications or any other requirement of this Contract. The Commission, in order to protect the health and safety of the public, shall have the option to repair any defect, either temporarily or permanently, and the Applicant shall reimburse the Commission for any costs and expenses incurred within thirty (30) days after receipt of a bill from the Commission. The failure by the Applicant to repair any system defect or to reimburse the Commission for repairs made by the Commission shall result in the suspension of water connections in the Development.

10. The Commission waives the requirement for the Applicant to post a performance bond. The Applicant shall post a cash maintenance bond prior to the Commission accepting the water facility for operation and maintenance, in an amount equal to ten percent (10%) of the total construction and engineering cost of the water facility to indemnify the Commission for any costs and expenses incurred by the Commission because of the failure of the Applicant to comply with the requirements of paragraph nine (9) of this Contract. The maintenance bond, as offered by the Applicant, must be for a period of two (2) years from the date the South Carolina Department of Health and Environmental Control Operating Permit was issued.

11. The Applicant will furnish the Commission "As Built" drawings in accordance with the Guidelines for Development, along with a written certification by the Engineer stating that the water facilities were constructed according to the plans and specifications approved by the Commission and that the Contractor used acceptable construction practices. The Engineer shall further provide a certification of the actual construction cost of the water facilities transferred to the Commission pursuant to this Contract.

12. No service will be provided by the Commission to the Applicant's water facilities until the Applicant has complied with all of the requirements contained in this Contract.

13. The Commission shall, upon conveyance and acceptance of the water facilities, become the sole owner thereof. The Commission will at that time assume sole responsibility for the operation and maintenance of the water facilities.

14. The Commission will charge for connection to its water system in accordance with applicable rates in effect for the Commission at the time of connection. The size of connections and points of connection are the responsibility of the Applicant and are shown on the approved drawings.

15. Actual connection to the system at points other than those referenced in paragraph fourteen (14) above will be charged for in accordance with applicable rates in effect for the Commission at the time of connection, the cost of physical connection being at the expense of others than the Commission.

16. The Commission will charge for water service in accordance with its applicable rates, as may be amended from time to time.

17. The Applicant covenants and agrees that it will obtain or grant to the Commission all property rights, easements and/or rights-of-way necessary for the operation and/or maintenance of the water facilities being transferred to the Commission and any expansions thereof or necessary for any expansion of or modification to the remainder of the Commission's water system necessitated by the acceptance of the water facilities referred to herein.

18. The commission shall have the right, without compensation to the Applicant, to use the water facilities transferred hereunder for any purpose, including providing water service to property not owned by the Applicant.
19. The Applicant, its successors and assigns warrant and agree that they will pay any legal fees and expenses or other costs (including, but not limited to, payment for condemned property) incurred by the Commission in defending its title to the properties which are the subject of this Contract and which comprise the water facilities.

20. The Applicant agrees that nothing in this Contract or in the action taken by the Commission pursuant to this Contract shall be construed as implying an acceptance by the Town of Mount Pleasant of any roadways in the Applicant’s development or as creating any duty upon the Town of Mount Pleasant to maintain any roadways in the Applicant’s development.

21. The Commission does not, by virtue of this Contract, reserve capacity in its system to ultimately serve any or all of the property adjacent to or available to these water facilities.

22. The provisions of this Contract shall survive the closing of the transfer of the water facilities to the Commission.

23. This Contract constitutes the entire agreement between the parties relating to the transfer of the water facilities, and the terms of this Contract may be modified only in writing executed by both parties.

24. By entering into this Contract, the Commission assumes no responsibility for the payment of any taxes, fees, assessments or charges that may have been levied against or any present liens on the water facilities constructed by the Applicant.

25. Neither this Contract nor any right hereunder may be assigned by either party without the prior written consent of the other party. Subject to this condition, this Contract and all the provisions thereof shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF, ________________________ and the COMMISSIONERS OF PUBLIC WORKS OF THE TOWN OF MOUNT PLEASANT, SOUTH CAROLINA, a/k/a Mount Pleasant Waterworks have caused these presents to be executed in their names by their proper officers on the date first hereinafore written.

IN THE PRESENCE OF:

__________________________________________
(Seal)

BY:

ITS

__________________________________________

COMMISSIONERS OF PUBLIC WORKS OF THE TOWN OF MOUNT PLEASANT, SOUTH CAROLINA (Seal)

BY:
Chairman

ATTEST:
Manager

Revised FY2008

4-4-4
STATE OF SOUTH CAROLINA )
COUNTY OF CHARLESTON )

I, __________________________, Notary for South Carolina, do hereby certify that
______________________________, personally appeared before me this
day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal this ______ day of ____________________, _____

______________________________
Notary Public for __________________________
My commission expires:____________________

STATE OF SOUTH CAROLINA )
COUNTY OF CHARLESTON )

I, __________________________, Notary for South Carolina, do hereby certify that William L.
Golightly, Jr., Ph.D. and Clay Duffie, personally appeared before me this day and acknowledged the due execution
of the foregoing instrument.

Witness my hand and official seal this ______ day of ____________________, _____

______________________________
Notary Public for South Carolina
My commission expires:____________________
STATE OF SOUTH CAROLINA
COUNTY OF CHARLESTON

WASTEWATER CONTRACT

THIS CONTRACT MADE AND ENTERED into this _____ day of __________________, ______ by and between the
COMMISSIONERS OF PUBLIC WORKS OF THE TOWN OF MOUNT PLEASANT, SOUTH CAROLINA, also known as the
MOUNT PLEASANT WATERWORKS, (hereinafter sometimes referred to as the "Commission") and ________________
(herinafter sometimes referred to as the "Applicant").

WITNESSETH

WHEREAS the Commission is a body politic and corporate under the laws of the State of South and is responsible for the
acquisition and distribution of supplies and fresh water and for providing wastewater collection and treatment services in the
Mount Pleasant area of Charleston County; and

WHEREAS the Applicant desires to improve or develop property known as ____________________________________________
(herinafter sometimes referred to as the "Development") and has requested permission to construct certain wastewater facilities whereby wastewater service could be provided to the
aforementioned development; and

WHEREAS the Applicant has submitted to the Commission plans, profiles and specifications for the construction of the
proposed wastewater facilities; and

WHEREAS the Applicant desires to transfer and convey to the Commission the wastewater facilities to be constructed pursuant to this Contract and the Commission desires to accept such conveyance subject to the terms of this Contract.

NOW, THEREFORE, it is mutually agreed by the parties hereto as follows:

1. The Applicant agrees that it will construct and, in and for the sum of FIVE ($5.00) DOLLARS and the premises
herein, will convey and transfer unto the Commission the wastewater facilities which it has constructed, together with the
easements for the operation, maintenance, repair and replacement of same, as shown on the plans and specifications for
said wastewater facilities prepared by ________________________________, bearing the date of __________________________, which plans and specifications are made a part hereof and
incorporated herein by this reference. By way of explanation, and not by way of limitation, the term "wastewater facilities" shall
include the following:

   The Wastewater System and all property used for wastewater transportation serving
   Charleston County, South Carolina, as is more particularly shown and depicted on the plans and specifications for
   said wastewater system prepared by ________________________________, bearing the date of __________________________, which plans and specifications are made
   a part of this description by this reference, including but not limited to all wastewater collection lines,
   interceptor wastewater lines, spray irrigation system, gravity lines and mains, manholes and connecting
   lines, valves, ties and adaptors, pumps, pumping stations and connecting lines, lift stations and connecting
   lines, all accessories and appurtenant fixtures to service lines and wastewater service equipment, all
   permanent and transmissible easements for constructing and maintaining wastewater lines, all easements,
   leases, permits, contract rights and/or rights-of-way for wastewater service lines, connections and
equipment located in or connecting to __________________________, Charleston County, South Carolina; apparatus, real property, equipment and
wastewater maintenance supplies and all other property, equipment, rights and privileges as are a part of
the said wastewater system.
All labor and materials for the subject construction will be at the expense of the Applicant unless otherwise provided herein. The Applicant will construct the wastewater facilities according to the plans and specifications approved by the Commission. All construction will be in accordance with the ordinances and regulations of the Commission and the South Carolina Department of Health and Environmental Control, as they may be amended from time to time.

2. The Applicant will pay to the Commission an administrative fee equal to two (2%) percent of the construction cost of the wastewater facilities and will reimburse the Commission for any expenses, including legal fees, incurred in connection with the construction of these facilities and the transfer of the facilities to the Commission. The Administrative fee shall be paid to the Commission prior to the commencement of construction and shall be based upon the estimated cost of construction of the wastewater facilities, which shall be calculated in accordance with the Commission's standard cost figures. No wastewater service will be provided to the Development until full payment of this administrative fee and expenses has been made to the Commission.

3. Prior to the commencement of construction, the Applicant will obtain and furnish to the Commission copies of all encroachment permits required for the construction of these wastewater facilities. The Applicant agrees to comply with any general and special provisions of said encroachment permits, including clean up and final restoration requirements. No wastewater service will be provided to the Development until the Applicant provides the Commission with written verification from the agency issuing the encroachment permits that all general and special provisions of the encroachment permit, including clean up and final restoration requirements, have been satisfied.

4. Prior to the commencement of construction, the Applicant will furnish to the Commission recorded property deeds, grants of easements and rights-of-way, along with the appropriate plats, that are required for the operation and maintenance of the said wastewater facilities.

5. Upon completion of construction, the wastewater facilities, free of liens and encumbrances, will be conveyed to the Commission.

6. At the closing of the transfer of the wastewater facilities from the Applicant to the Commission, the Applicant shall provide the Commission with a certification of title from an attorney licensed to practice law in South Carolina that the land, equipment, facilities, pipes, valves, wastewater lines, lift stations, pump stations, easements and all other property comprising the wastewater facilities are free from any and all manner of liens and encumbrances at the time of transfer to the Commission and that the property is being transferred to the Commission with good and marketable title.

7. The Applicant represents and warrants that it will be the lawful owner of all the property to be transferred to the Commission hereunder and comprising the wastewater facilities and that it will have the right to sell the same and does hereby bind all and singular the said property unto the Commission, its successors and assigns, against itself, its successors and assigns and every person whomsoever lawfully claiming or to claim the same or any part thereof.

8. The Commission shall have the right, at any time during the course of construction, to inspect the wastewater facilities to determine compliance with the terms of this contract. Commission shall also have the right to conduct a final inspection of the wastewater facilities in accordance with the Guidelines’ for Development. Nothing contained in this paragraph shall relieve the applicant of its responsibility to construct the wastewater facilities in accordance with the plans and specifications approved by the Commission and in accordance the rules and regulations adopted by the Commission.

Revised FY2008 4-5-2
and by the South Carolina Department of Health and Environmental Control.

9. The Applicant shall, without expense to the Commission, repair and remedy any defect occurring in the wastewater facilities within two (2) years from the date the South Carolina Department of Health and Environmental Control Operating Permit was issued and caused by, arising out of or incidental to the use of defective material, improper workmanship, or the failure by the Applicant to comply with the plans and specifications or any other requirement of this Contract. The Commission, in order to protect the health and safety of the public, shall have the option to repair any defect, either temporarily or permanently, and the Applicant shall reimburse the Commission for any costs and expenses incurred within thirty (30) days after receipt of a bill from the Commission. The failure by the Applicant to repair any system defect or to reimburse the Commission for repairs made by the Commission shall result in the suspension of wastewater connections in the Development.

10. The Commission waives the requirement for the Applicant to post a performance bond. The Applicant shall post a cash maintenance bond prior to the Commission accepting the wastewater facility for operation and maintenance in an amount equal to ten percent (10%) of the total construction and engineering cost of the wastewater system to indemnify the Commission for any costs and expenses incurred by the Commission because of the failure of the Applicant to comply with the requirements of paragraph nine (9) of this Contract. The maintenance bond, as offered by the Applicant, must be for a period of two (2) years from the date the South Carolina Department of Health and Environmental Control Operating Permit was issued.

11. The Applicant will furnish the Commission "As Built" drawings in accordance with the Guidelines for Development, along with a written certification by the Engineer stating that the wastewater facilities were constructed according to the plans and specifications approved by the Commission and that the Contractor used acceptable construction practices. The Engineer shall further provide a certification of the actual construction cost of the wastewater facilities transferred to the Commission pursuant to this Contract.

12. No service will be provided by the Commission to the Applicant's wastewater facilities until the Applicant has complied with all of the requirements contained in this Contract.

13. The Commission shall, upon conveyance and acceptance of the wastewater facilities, become the sole owner thereof. The Commission will at that time assume sole responsibility for the operation and maintenance of the wastewater facilities.

14. The Commission will charge for connection to its wastewater system in accordance with applicable rates in effect for the Commission at the time of connection. The size of connections and point of connection are the responsibility of the Applicant and are shown on the approved drawings.

15. Actual connection to the system at points other than those referenced in paragraph thirteen (13) above will be charged for in accordance with applicable rates in effect for the Commission at the time of connection, the cost of physical connection being at the expense of others than the Commission.

16. The Commission will charge for wastewater service in accordance with its applicable rates, as may be amended from time to time.
17. The Applicant covenants and agrees that it will obtain or grant to the Commission all property rights, easements and/or, rights-of-way necessary for the operation and/or maintenance of the wastewater facilities being transferred to the Commission and any expansions thereof or necessary for any expansion of or modification to the remainder of the Commission's wastewater system necessitated by the acceptance of the wastewater facilities referred to herein.

18. The Commission shall have the right to use the wastewater facilities transferred hereunder for any purpose, including providing wastewater service to property not owned by the Applicant, without compensation to the Applicant.

19. The Applicant, its successors and assigns warrant and agree that they will pay any legal fees and expenses or other costs (including, but not limited to, payment for condemned property) incurred by the Commission in defending its title to the properties which are the subject of this Contract and which comprise the wastewater facilities.

20. The Applicant agrees that nothing in this Contract or in the action taken by the Commission pursuant to this Contract shall be construed as implying an acceptance by the Town of Mount Pleasant of any roadways in the Applicant's development or as creating any duty upon the Town of Mount Pleasant to maintain any roadways in the Applicant's development.

21. The Commission does not, by virtue of this Contract, reserve capacity in its system to ultimately serve any or all of the property adjacent to or available to these wastewater facilities.

22. The provisions of this Contract shall survive the closing of the transfer of the wastewater facilities to the Commission.

23. This Contract constitutes the entire agreement between the parties relating to the transfer of the wastewater facilities, and the terms of this Contract may be modified only in writing executed by both parties.

24. By entering into this Contract, the Commission assumes no responsibility for the payment of any taxes, fees, assessments or charges that may have been levied against or any present liens on the wastewater facilities constructed by the Applicant.

25. Neither this Contract nor any right hereunder may be assigned by either party without the prior written consent of the other party. Subject to this condition, this Contract and all the provisions thereof shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF, and the COMMISSIONERS OF PUBLIC WORKS OF THE TOWN OF MOUNT PLEASANT, SOUTH CAROLINA, a/k/a Mount Pleasant Waterworks have caused these presents to be executed in their names by their proper officers on the date first hereinabove written.

IN THE PRESENCE OF: ____________________________

(Seal)

BY: ____________________________

ITS: ____________________________

Revised FY2008 4-5-4
COMMISSIONERS OF PUBLIC WORKS OF THE TOWN OF MOUNT PLEASANT, SOUTH CAROLINA (SEAL)

__________________________________________________________
BY: ______________________________________________________
Chairman

__________________________________________________________
ATTEST: __________________________________________________
Manager

STATE OF SOUTH CAROLINA )
COUNTY OF CHARLESTON )

I, ________________________________________________, Notary for South Carolina, do hereby certify that __________________________________________, personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal this __________ day of ________________ , __________

__________________________________________________________
Notary Public for
My commission expires:

STATE OF SOUTH CAROLINA )
COUNTY OF CHARLESTON )

I, ________________________________________________, Notary for South Carolina, do hereby certify that William L. Golightly, Jr., Ph.D. and Clay Duffie, personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal this __________ day of ________________ , __________

__________________________________________________________
Notary Public for South Carolina
My commission expires:
MOUNT PLEASANT WATERWORKS
As-Built Check List for Water Distribution Systems

Project: ___________________________  Project No. __________

Engineer: __________________________  Date: __________________________

<table>
<thead>
<tr>
<th>Description</th>
<th>Date Reviewed</th>
<th>Reviewed By</th>
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<tbody>
<tr>
<td>1. In South Carolina State Plan NAD83, international feet</td>
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<td>2. Lot Number</td>
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<td>3. Block Designation</td>
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<td>4. Road Name</td>
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<td>5. Valve Stations</td>
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<td>7. Major Bend Stations</td>
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<td>9. Water Service Station</td>
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<td>10. Water Service Carrier Pipe Distance</td>
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<td>13. Station at Line Size Reducer</td>
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<td>14. Contractor’s Name, Date Completed</td>
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<td>15. “Record Drawings” or “As-Buils”</td>
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<td>16. Registered Professional Engineer</td>
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<td>17. Registered Surveyor’s Certification</td>
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MOUNT PLEASANT WATERWORKS
As-Built Check List for Wastewater Collection Systems

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<thead>
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<td>6. Invert and Top Elevations</td>
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<td>7. Manhole Stations</td>
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<td>9. Depth at Service Terminiations</td>
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<td>12. Line Distance – Total</td>
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<td>13. Percent of Grade Checked</td>
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<td>14. Contractor’s Name, Date Completed</td>
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</tbody>
</table>
CONTRACTOR'S AFFIDAVIT AND FINAL WAIVER OF LIEN

DATE: ____________________________

PROJECT: ____________________________

MPW PROJECT NO. ____________________________

TO: MOUNT PLEASANT WATERWORKS

FROM: ____________________________

STATE OF: ____________________________

COUNTY OF: ____________________________

I, ____________________________, the ____________________________,
of ____________________________,

DO HEREBY CERTIFY that all persons who have performed labor or rendered services, all subcontractors, and all persons, firms or corporations, including materialmen and third persons and their sources of supply, furnishing work, labor, services, supplies, materials or other items to the company, used in connection with have been paid in full for same.

I FURTHER CERTIFY that all Social Security, Unemployment Insurance and other insurances and all Federal, State and Local Taxes or Fees have been paid in full to date, and that a proper Reserve has been set up for their future payment.

I FURTHER CERTIFY that all claims or sums due for any reason on account of the above mentioned work have been paid or satisfied.

I FURTHER CERTIFY that all of the foregoing work has been properly completed in accordance with the plans and specifications governing the said work, and in accordance with all authorities having jurisdiction over said work.

I FURTHER RELEASE COMMISSIONERS OF PUBLIC WORKS, its officers, agents, and employees, and the owners(s) from any and all claims arising under or by virtue of said contract or any modification of change thereof. I further waive and release any and all lien rights which I have for the foregoing work.

IN WITNESS WHEREOF, I have hereunto affixed my signature this ___ day of ______________, 20__

(Company)

By: ____________________________

SWORN to before me this

___ day of ______________, 20__

___________________________ (Seal)

Notary Public for ____________________________

My commission expires: ____________________________

4-8-1
CONTRACTOR GUARANTY

WHEREAS, Mount Pleasant Waterworks (hereinafter called the Commission), as ultimate owner and operator of the ___________________________ water and/or wastewater utility systems, located at __________________________ (street address, lot and block or tract) requires tangible assurance as to the quality of materials and workmanship used on the aforementioned project; and

WHEREAS, __________________________, as the duly licensed and responsible contractor having constructed and/or supervised the construction of the aforementioned project, desires to assure the Commission that the quality of materials and workmanship meet published standards governing the construction of such utilities work.

THEREFORE, it is hereby agreed that neither final payment by the developer, not any provision in the contract with the developer, no partial or entire use of the constructed utility improvements by the Commission or the public shall constitute an acceptance of work not performed in accordance with approved plans or relieve the contractor of liability or responsibility for faulty materials or workmanship. It is further agreed that the contractor shall promptly remedy any defect in the work, with the exception of damages construed as acts of God, at his own expense, and pay for any damage to other work resulting therefrom which shall appear within a period of twenty (24) months from the date of the Service Authorization.

IN WITNESS WHEREOF, this instrument of GENERAL GUARANTY is hereby executed.

Attest:

__________________________
(Authorized Signature of Contractor)

For:

__________________________
(Company Name)

__________________________
(Address)

SWORN to before me this

_______ day of _______ , 20__

__________________________ (Seal)

Notary Public for South Carolina
My Commission expires ____________________
Appendix 4-10

MOUNT PLEASANT WATERWORKS
Project Completion Questionnaire
Water Distribution Systems

Project Name: ____________________________________________________________

Type of Project: □ Commercial □ Residential

MPW Permit No: __________________________ SCDHEC Permit No: __________________________

Engineer: __________________________ Contractor: __________________________

Number of Lots Served: __________________________ Number of Service Line Carrier Pipes Available: __________________________

DISTRIBUTION LINE:

Size _______ Cost $ ____________ Type _______ Length(FT) ____________

Size _______ Cost $ ____________ Type _______ Length(FT) ____________

Size _______ Cost $ ____________ Type _______ Length(FT) ____________

VALVES:

Size _______ Cost $ ____________ Type _______ # Installed ____________

Size _______ Cost $ ____________ Type _______ # Installed ____________

Size _______ Cost $ ____________ Type _______ # Installed ____________

HYDRANTS:

Cost $ ____________ Type _______ # Installed ____________

Total Construction Cost of the Water Distribution System: $__________________________

Total Engineering Cost of the Water Distribution System: $__________________________

Engineer of Record’s Signature
(As appears on DHEC Construction Permit Application)

4-10-1
### MOUNT PLEASANT WATERWORKS

Project Completion Questionnaire - Wastewater Collection System

**Project Name:**

Type of Project:  
- [ ] Commercial  
- [ ] Residential

MPW Permit No: __________________________  
SCDHEC Permit No: __________________________

Engineer: __________________________  
Contractor: __________________________

Number of Lots Served: __________________________  
Number of Services Available: __________________________

### COLLECTION LINE:

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<tr>
<th>Size</th>
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### MANHOLES:

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### PUMP STATION (If Applicable):

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<tr>
<th>Pump Size</th>
<th>Cost ($)</th>
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<th>Air Valves Cost</th>
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### FORCEMAIN:

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<th>Diameter</th>
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<th>Type</th>
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Is there industrial waste from this project? [ ] Yes  [ ] No  
Is there hazardous waste from this project? [ ] Yes  [ ] No

Total Construction Cost of the Wastewater Collection System: $____________________

**DO NOT include the cost of pump station**

Total Construction Cost of Pump Station (if applicable): $____________________

Total Engineering Cost of the Wastewater Collection System: $____________________

Engineer of Record's Signature (as appears on SCDHEC Construction Permit Application)

4-11-1
Appendix 4-12

(Must be submitted on Attorney's Letterhead)

Date:

Mount Pleasant Waterworks Post Office Box 330 Mount Pleasant, SC 29465-0330

RE: Letter Opinion

(Name of Development)

Gentlemen:

We are the attorneys for (Name of Developer) and herein certify to the Commission that the land, equipment, facilities, pipes, valves, wastewater lines, pump stations, easements and all other property comprising the wastewater facilities are free from any and all manner of liens and encumbrances at the time of transfer to the Commission and that the captioned property is being transferred to the Commission with good and marketable title. We also certify to the Commission that the land, equipment, facilities, pipes, valves, water lines, hydrants, easements and all other property comprising the water facilities for are free from any and all manner of liens and encumbrances at the time of transfer to the Commission and that the captioned property is being transferred to the Commission with good and marketable title.

Finally, we certify that the document entitled Title to Water and Wastewater Systems and Grants of Easement was recorded in the RMC Office for Charleston County on (Date) at (Time). Enclosed is the recording receipt, which evidences the recording. The original recorded document will be forwarded to you when it is returned from the RMC Office.

Sincerely,

(Signature of Developer's Attorney)