

Standard Operating Procedures Delegated Review Program

Request for Sanitary Sewer Availability

Delegated Review Program (DRP)

1. Developer or Developer's Engineer notifies Richland County Utilities (RCU) Engineering Division about proposed development and will request sewer availability letter.
2. RCU verifies if sewer is or is not available to serve the proposed development.
3. RCU will notify the developer via letter or email if sewer is or is not available.
4. If sewer is available, RCU will:
 - Assist the developer in obtaining information regarding existing infrastructure
 - Provides information regarding sewer extension requirements, policies and procedures
 - Assist Developer in evaluating project feasibility as needed
5. Developer's Engineer submits preliminary package:
 - Two sets of construction plans
 - SCDHEC Construction Permit Application (not executed)
 - 8-1/2" x 11" location map
 - Copy of design notes and calculations
 - Copy of overall plan view of the project showing proposed sewer, water and storm drain
 - Copy of Planning and Zoning approval letter that the site is approved for land development (if available)
6. RCU reviews preliminary package and offers feedback. Developer's Engineer modifies plans accordingly. If project is deemed feasible and plan is acceptable, RCU approves design and notifies Developer's Engineer.
7. Developer's Engineer submit final DRP package:
 - Four (4) sets of construction plans
 - Three (3) copies of the design notes and calculations
 - Three (3) copies of approved off-site sewer easement (if applicable)
 - Three (3) copies of location map
 - \$75 check payable to SCDHEC
 - One Copy of approved encroachment permits or encroachment permit application (if applicable)
 - One copy of approved the 208 Plan Certification from the appropriate Council of Governments
 - Copy of Planning and Zoning approval letter

8. RCU will:
 - Submits Delegated Review program permit application package to SCDHEC
 - Provide a copy of the RCU approval letter to the Developer's Engineer
9. SCDHEC issues Construction Permit
10. Developer and/or Developer's Engineer with the Contractors participation requests a Pre-construction conference to RCU a minimum of 48 hours prior to construction
11. RCU inspectors conducts construction inspections and, when satisfied approves installation
12. Developer's Engineer submits final closeout documents to RCU
13. RCU receives and approved the following closeout documents:
 - Lien Waiver.
 - Deed\Easements documents- 2 copies each
 - Offsite easements (if applicable)
 - Offsite easements plats (if applicable)
 - Final utility inspection report (approved)
 - As built plans
 - 2 sets of plans
 - 1 CD/Disk (Autocad and PDF format)
 - Engineers certifications
 - Construction conformance
 - Infiltration
 - Pressure test
 - Gravity – Air test certification
 - Force Main – Pressure test certification
 - Itemized project cost
 - Materials list
 - Equipment O & M manuals (if applicable)
 - Sanitary sewer agreement – commercial (if applicable)
 - Lift station plat (if applicable)
 - Platted lift station deed (if applicable)
 - Lift station start-up report (if applicable)
 - Lift station draw down results (if applicable)
 - Wye stationing plan

14. RCU reviews closeout documents and offers feedback, as needed. If acceptable:
15. RCU issues O&M letter to the Developer's Engineer
16. Developer's Engineer submits O&M and closeout package to SCDHEC
17. SCDHEC issues Approval to place into Operation
18. Developer pay tap fee prior to service connection

Disclaimer: RCU DRP is the minimum requirements for the project submitted. It is the responsibility of the owner/developer to provide any and all additional information, data, documents for the project that may or may not be necessary for review and approval.