

PRINCE WILLIAM COUNTY SERVICE AUTHORITY – LAND DEVELOPMENT PROCESS

1. The developer submits request for rezoning to Prince William County (County). The County forwards the rezoning to the Service Authority Engineering Department (S.A. Engineering Department) via inter-office mail. The S.A. Engineering Department reviews the rezoning submittal, including generalized development plan (GDP), and comments on general and specific improvements necessary to provide service and any other special requirements necessary to develop the property. The S.A. Engineering Department's comments are made part of the staff report and/or proffers for the project.
2. Prince William County approves or disapproves the rezoning request.
3. If required, the developer submits a preliminary plan to the County. The County forwards a copy to the S.A. Engineering Department who reviews the preliminary plan and comments back to the County on general and specific requirements to develop the project. This may include but is not limited to:
 - a. Comments on the general configuration of the water and sanitary sewer systems and location and configuration of tie-ins to existing facilities.
 - b. Any known capacity issues.
 - c. Identify special studies needed, if any.
 - d. Identify any Capital Improvement Projects (transmission mains, trunk sewers, sewage lift stations, water storage tanks, or other facilities) that cross the development or are necessary to serve the development.
 - e. Advise the developer of any betterments that may be required as part of the development. Advise the developer of the Service Authority's Master Plan Utility Adjustment (MPUA) program.
 - f. Identify any easements or utility extensions necessary to provide water and sanitary sewer service to adjacent properties.

The Service Authority will not review sketch plans.

4. Prince William County approves or disapproves the preliminary plan.
5. The developer submits development plans, plats and other supporting documentation (submission package) to the County. The County then sends one copy of the submittal package to the S. A. Engineering Department for review.
6. The S.A. Engineering Department prepares a plan review fee invoice and sends it to the developer's design engineer. The S.A. Engineering Department will not recommend approval of a project until the review fees have been paid. The S.A. Engineering Department reviews the plans, plats and germane supporting documentation and sends the comments to the County for inclusion in the County's comment package. As necessary, the S.A. Engineering Department meets with the developer and/or his engineer to discuss or clarify comments. The S.A. Engineering Department requires the developer to provide a digital copy of the plans in either DWF or DXF format for use in updating the Service Authority's utility maps.
7. The developer has his engineer revise the submission package to address the comments and submits the revised package to the County. Once all comments have been satisfactorily

- addressed, the County approves the submission package. Record copies of the approved submission package are perforated with the approval date, this approval remains in effect for five years. The County sends two record copies of the submission package to the S.A. Engineering Department as required.
8. Upon receipt of the approved submission package, the Service Authority's Utility Services Department computes the inspection and as-built fees and sends this information to the developer.
 9. The developer submits the subdivision and easement deeds and plats to the County and the S.A. Engineering Department for review and signature. Once these documents have been executed by the appropriate parties the developer records them.
 10. The developer makes arrangements with the Service Authority's Utility Services Department to pay the inspection and as-built fees. When presenting this payment the developer will also submit as required an address listing approved by Prince William County Mapping showing all residential units included on the plan. The Utility Services Department issues the developer a Service Authority Utility Construction Permit and a Virginia Department of Transportation (VDOT) letter, if required.
 11. Once the necessary deeds have been recorded, the developer can post performance bonds and request a land disturbance permit from Prince William County. The County will not issue a land disturbance permit until the developer has paid the Service Authority's inspection and as-built fees.
 12. The Service Authority's Inspections Department assigns an inspector to the project. The inspector holds a preconstruction meeting with the developer's contractor. The inspector provides the contractor with a copy of the minutes for the preconstruction meeting.
 13. The contractor installs the water and sanitary sewer lines and the Service Authority inspects the contractor's work.
 14. The developer makes arrangements with the Service Authority's Utility Services Department to pay availability fees. Once availability fees are paid, the developer can request a building permit from the County with the receipt from the Service Authority showing that availability fees have been paid. Please note: The County will not issue a building permit without receiving a receipt of payment for the availability fees.
 15. The developer requests that the Service Authority Inspections Department place the water and sanitary sewer in "Beneficial Use ". Beneficial Use consists of the Service Authority inspector inspecting the water and sanitary sewer systems to insure that they are ready to be placed in service and that all required testing, including bacteriological testing of the potable water system, has been done. Base course asphalt and curb and gutter must be in place at the site. The Inspector issues a beneficial use letter for the project. For more information on " Beneficial Use" please reference" PWCSA.org, Planning and Development Section, Utility Standards Manual, section 101.10". Maintenance of the water and sanitary sewer facilities placed in beneficial use remain the responsibility of the developer until final bond release.
 16. Once a project is in beneficial use, the developer can request a construction meter or a final inspection for a home or building occupancy from the Service Authority's Utility Services

Department by calling 703-335-8980 and leaving the required information. The Utility Services Department creates a work order (meter ticket) for the appropriate inspection and sends the work order to the Inspections Department to be completed.

17. Upon receipt of the work order (meter ticket) for a construction meter, the inspector inspects the meter setting to insure it is serviceable. He also inspects the grading around the crock to insure the area around the water meter crock is within 2-inches of final grade. Once any deficiencies have been corrected, the inspector will set the water meter (meters 1-inch or smaller) or Field Services will install the water meter (meters larger than 1-inch).
18. Upon receipt of the work order (meter ticket) for a final inspection for occupancy, the inspector inspects the water meter setting and performs a closed circuit television inspection of the sanitary sewer lateral from the clean-out at the building to the connection to the sewer main. Once any deficiencies have been corrected, the inspector will set the water meter (meters 1-inch or smaller) or Field Services will install the water meter (meters larger than 1-inch). It is important to note that multiple inspections may be required to gain approval and that the Service Authority charges additional inspection fees for any inspection required past the first inspection. No inspections will be performed if all fees are not paid. Please see page six of the "Rates and Fees section of the PWCSA.org website under Customer Service" for applicable fees.
Once approved, the developer can obtain a copy of the completed work order (meter ticket) to use to secure an occupancy permit from Prince William County.
19. The developer must process requests for bond reductions and extensions through Prince William County. The County sends copies of the reduction and extension requests to the Service Authority for review. The Service Authority reviews the work completed to date and advises the County on the acceptability of the requests.
20. Prince William County approves or denies the request for a bond reduction or extension.
21. The developer requests acceptance of water and sanitary sewer facilities and a bond release inspection from the Service Authority's Development Department. Final pavement must be installed at the project prior to bond release. Requests must include project name, County plan number and a contact name and address. Requests that do not include complete information will not be processed. It is important to note that the Service Authority's bond release inspection process is completely independent of the County's process. The developer must contact both the County and the S.A. Engineering Department in order to get all of the inspections necessary for bond release.
22. Upon receipt of a request for a bond release inspection, the Development Department directs the Inspection Department to perform the inspection and prepare a list of deficiencies (punch list). Once the punch list items have been corrected, the inspector prepares a contributed asset sheet listing the facility being turned over to the Service Authority. The contributed asset sheet is turned in to the Development Department. The Development Department sends a letter to the developer advising that the Service Authority has no objections to the release of the bond. A copy of this letter is sent to the County's Bond Coordinator.

23. Prince William County's Bond Coordinator releases the bonds once all required inspections have been completed.

*For additional information on Prince William County's development process, please refer to the Prince William County Administrative Procedures for the Management of the Site Development Plan Process. This document can be found on Prince William County's website.