Plan Review Submission Cutoff:

All review timeframes (Day 1) begin on Thursday. Documents must be submitted before end of day Wednesday to initiate the review period on that week's Thursday. Documents submitted after Wednesday have their review period initiated the Thursday of the following week.

SCWA Plan Review Process – Residential and Commercial

*This represents the typical SCWA plan review process for most developments. There may be additional procedures required. Website: www.scwa.us

1

SCWA forms, design standards and specs, fee schedule, and any other documents required for Plan Review are available online at SCWA's website.

www.scwa.us/new-development

Developer to contact (in-person or via phone) SCWA to discuss their development before submitting any plans for review. The discussion will highlight the overall development plan, water and sewer system, SCWA design standards and specs, SCWA form requirements, and SCWA fee schedule. If preliminary plans are ready, we may use those as reference.

SCWA Address and Phone: 770-467-4777
119 E. Solomon St.
1st Floor, Rm 100
Griffin, GA 30223

2

Preliminary Plans (digital PDF) shall be sent to SCWA for review. Email: development@scwa.us

Refer to SCWA Fee Schedule for fees that may be associated with the project (www.scwa.us/new-development). An invoice will be issued to the Developer for required fees.

Required forms to be delivered to SCWA:
Water and Sewer Availability Letter Request Form
Fire Flow and Pressure Test Request Form
GDOT GPAS Utility Information Form (if applicable)

Preliminary Plan Review
Timeframe: 5 business days

2a

If applicable, a water model and a sewer model will be conducted by a 3rd party engineering firm and SCWA will provide the results to assist with preparation of the construction plans.

Development may require:
1) IPP Application to be completed
2) SCWA Sewer Use Ordinance and IPP Policy to be reviewed

3

SCWA will begin the Plan Review process once the following are completed:

1) Required forms are submitted
2) Permit application forms are submitted (if required)
3) SCWA fees are paid
4) Construction Plans are received

4

SCWA will review plans based on required forms, standards, and specifications.

SCWA will issue an approval or disapproval to the Developer.

Construction Plan Review
Timeframe: 10 business days

5

Developer completes the following:

- Addresses and corrects Civil / Construction Plans based on comments
- Obtains and submits any necessary off-site easement plats to SCWA

6

If a project has to be resubmitted...

- Resubmittal fees will be assesed
- Once fees are paid, plans will be reviewed by SCWA
- Approval or Disapproval will be submitted to the Developer

Resubmittal Plan Review
Timeframe: 5 business days

7

(If required) GDOT GPAS Utility Information Form will be submitted to SCWA. SCWA will review and submit GPAS permit application drawings, relevant forms, and information. Once approved, the Developer will be notified.

Required forms to be delivered to SCWA:
GDOT GPAS Utility Information Form (if applicable)

SCWA GPAS Permit App Review
Timeframe: 5 business days

GDOT GPAS Permit App Review
Timeframe: Variable on GDOT

8

(If required) GUPS Utility Checklist will be submitted to SCWA. SCWA will review and submit GUPS Utility Checklist to Area Permit Inspector (API). Once approved by API, the Developer will be notified.

Required forms to be delivered to SCWA:
GUPS Utility Checklist (if applicable)

SCWA GUPS Utility Checklist Review
Timeframe: 5 business days

GDOT GUPS Utility Checklist Review
Timeframe: Variable on GDOT

9

Developer completes the following:

- Georgia Licensed Utility Contractor must be chosen to perform construction on project
- Submits the name of the contractor for approval by SCWA
  - If not on approved contractor list, the Contractor will be required to complete the SCWA Approved Utility Contractor List Application.
  - If approved, SCWA will send approval to the Developer before proceeding.
- Project Contact Form shall be completed.

10

A pre-construction meeting is to be scheduled with SCWA. In-person, or virtual may be acceptable.

Developer may be required to bring:

1) Construction plans (2 signed physical copy, 1 PDF copy with digital signature on USB or emailed, 1 CAD copy on USB or emailed)
2) Georgia Utility Contractor License
3) Project Contact Form

11

A sign-in sheet will be prepared, all attendees at the pre-construction meeting will need to sign in. If virtual, meeting will be recorded for attendance purposes.

12

Contractor reviews SCWA Plan Review Process

13

SCWA will physically (and/or digitally) stamp construction plans and a copy will be sent to Developer. SCWA will retain 1 signed copy, the Developer will retain the other signed copy.

14

At this time, the construction phase of water and/or sewer utility assets will be approved to begin by SCWA. However, Developer will also have to ensure LDP is issued by Spalding County before beginning construction. Developer will also be given an SCWA checklist for as-builts.

15

During the project's construction, preliminary inspections with SCWA will be on-going. These inspections vary based on project. Contact Danny Pryor for more information (inspection@scwa.us)

Typical inspections include Tap Coupon Collection, etc

16

Complete the following:

1) SCWA Post Construction Inspection Fee Paid
3) Submit Final Plat, As-Built Plan, &

After, SCWA will conduct a post construction inspection.

Additional Required SCWA Forms/Documents:
On-Site Easement Plat (If applicable)
Sewer Line Video Inspection Report
Sewer Line Video Inspection Video File
Total Coliform Analysis
Backflow Test Reports

Final Plat & As-Built Plan Review
Timeframe: 5 business days

17

Any deficiencies that need to be corrected will be identified, and a complimentary reinspection will be required. If the deficiencies are not corrected prior to complimentary reinspection, a reinspection fee will be assessed prior to additional reinspections and acceptance.

Resubmittal Plan Review
Timeframe: 5 business days

18

After Post Construction Inspection, Final Plat, and As-Builts are approved, submit the forms marked with *

(Shown at the bottom left of this page)

19

Final documents are reviewed by SCWA. Any comments are sent to Developer.

Final Document Review
Timeframe: 5 business days

20

Developer addresses comments and sends corrections.

21

SCWA sends Final Approval.

Project Closeout will occur when the 2-Yr Letter of Credit / Utility Bond expires. Periodic inspections will occur to ensure utility integrity. Credit & Bond extensions may be required if utility requires maintenance within the 2-Yr period.

***Required SCWA Forms:**

1) Digital PDF and Hard Copy of Water and/or Sewer As-Builts, stamped by P.E. or R.L.S.
2) CAD drawings of As-Builts (format in accordance with As-Built Standards & Specs)
3) Digital PDF and Hard Copy of Final Plat
4) Conveyances to the SCWSFA Form
5) Contribution to Fixed Assets Form
6) Lien Waiver
7) Corporate Owner's Affidavit
8) Utility Contractor's Affidavit
9) Owner and/or Developer Agreement – Water Line Installation
10) Owner and/or Developer Agreement – Sewer Line Installation
11) 2-Yr Letter of Credit or Bond (10% Utility Costs, issued to SCWSFA)