



TOFV Engineering
Preconstruction Meeting Agenda

Date: _____

Project: _____

Project No: _____ EC Permit No: _____

TOFV Engineering Construction Inspector (ECI): _____

Prior to the approval of a final plat for recording or a Certificate of Occupancy issuance, all improvements required by the Land Development Ordinance shall be installed in accordance with the approved preliminary major subdivision plat, site plan and/or construction drawings.

Requirements for Construction:

_____ State Certification & Approvals: No construction of water or wastewater utilities is permitted until the property owner/developer receives and authorization to construct from the State of North Carolina.

_____ Driveway Permits: No construction is permitted in the ROW until permits are obtained.

_____ Inspection Fees: Fees shall be paid at the time of pre-construction meeting. No construction shall begin until fees are paid.

_____ FEMA and/or Town of Fuquay-Varina Floodplain Permit (if applicable); No disturbance is permitted in the FEMA zones until obtained.

_____ 404/401 (Wetlands/Streams) Approval (If applicable) No disturbance is permitted in the regulated water of the State until obtained.

_____ Other.

Outstanding approvals or permits should be forwarded to the assigned ECI and Charles Phillips (cphillips@fuquayvarina.org) once obtained.

Water:

_____ **Water fees for initial filling of waterlines must be paid at Town Hall utility billing before filling.** Fees will be charged at 3 times the overall volume (initial fill, chlorination, and blow off).

_____ Taps into existing mains. Tapping sleeves to be inspected prior to making the tap. Water pressure testing of the tapping sleeve is required prior to making the tap.

_____ Blocking and 'rodding' for water lines and fire hydrants shall be inspected prior to backfill.

_____ Fire Hydrants must have a "storz" connection on the pumper nozzle.

_____ All water lines will be pressure tested at 200 PSI for 2 hours.

_____ All water lines will receive a total coliform analysis provided by the contractor and witnessed by the ECI. The ECI will identify the locations for which water samples are to be taken. Any failures of these tests will require water fees to be paid as indicated above, but at a rate of 2 times the volume (chlorination and blow off.)

_____ All water services will be inspected prior to backfill. Meter box lids with a hole for the antenna are required.

_____ Water line requires tracer wire, smart balls at fittings and locator balls. After placement these must be inspected prior to placement of ABC on the roadway.

Sewer:

_____ Sewer pressure testing of all lines and vacuum testing of all sewer manholes is required.

_____ Mandrel testing of PVC sewer lines. All strings in place prior to the arrival of the ECI.

_____ All sewer services and taps will be inspected prior to backfill.

_____ Taps into existing mains. Patching and backfill of open-street cut.

_____ Sewer lines will be plugged at the start of construction, continuing throughout the duration of the project. The installation and removal of plugs will only be permitted in the presence of an ECI.

_____ Sewer services must have a locator ball (“dumb ball”) 2-ft below grade at the “Y” in the main and at the riser stack.

Roadways:

_____ Proof-roll of subgrade prior to placement of ABC.

_____ Proof-roll of ABC under curb prior to placement of curbing.

_____ Proof-roll of ABC prior to paving.

_____ Inspection of sidewalk forms and subgrade prior to placing concrete.

Sediment and Erosion Control:

_____ Follow approved plan and construction sequence

_____ Stabilization requirements

_____ Areas of concern on site (buffers, stream crossings, road entrances)

_____ Self-inspection requirements

_____ Enforcement

_____ Completion Requirements



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Stormwater:

_____SCMs: Town approval required prior to converting erosion control devices to stormwater.

Requirements for Final Plat/Certificate of Occupancy:

_____Preliminary Walk Through with ECI

_____Formal Walkthrough

_____See below *Stormwater Requirements for Final Plat / Permit Completion*

_____Fee in Lieu (if applicable)

_____ Request a Preliminary Walk Through with ECI: All provided punch list items must be completed prior to calling for a formal walk through. See attached Preliminary Walk-Through Information Sheet.

_____ Request Formal Walkthrough by contacting the Engineering Hotline at 919-552-3634. All punch list items from the Formal Walkthrough must be corrected.

Site:

- The entire site must be seeded and stabilized.

Roads and right of way:

- Roads and curbs must be clean and free of debris, dirt, and asphalt. All cracked curb must be replaced.
- The entire width of the right of way must be graded to the final grade and be free of debris.
- All roads must be complete to the limits of the phase.

Sidewalk:

- All required sidewalks must be installed except those sidewalks abutting building lots where sidewalk will be constructed by the home builder

Mailbox Kiosk:

- The mailbox kiosk must be installed.
- Any required mailbox kiosk landscape screening must be installed.

Landscaping:

- All required street trees must be installed except those street trees abutting building lots where the trees will be installed by the home builder.
- All required perimeter and thoroughfare buffers must be planted except those located within building lots where the landscaping will be installed by the home builder and all open space areas must be seeded and stabilized.
- If existing vegetation is being credited to meet buffer requirements, submit an exhibit and letter sealed by a professional prior to site inspection documenting if the buffer meets the intent of the buffer, will be supplemented to meet the intent of the buffer, or will be planted.

Water:

- Water meters must be set at final grade and installed per Town of Fuquay-Varina water meter detail.
- Fire hydrants must be set so the center of the nozzle cap is 18" to 24" above finish grade.
- Water line tracer wire test stations must be set abutting each fire hydrant.
- Fire Hydrants must be painted standard Town of Fuquay Varina colors (or an approved equivalent): Ace Hardware Safety Red "225A123", and Ace Hardware Aluminum "225A110." The bonnet and caps shall be Aluminum and the rest Safety Red.
- Water valves in roadway must be flush with finished asphalt surface.

Storm Drainage System:

- The storm drainage system must be clean and free of rocks, dirt, and debris.
- Storm drainage boxes must be clean, must have a concrete invert and must have the weep holes filled with brick and mortared in place.
- Storm drainage grates must be firmly supported on all four sides of the storm drain box.
- Storm drainage outfall lines must be clean and free of blockages for their entire length.

Sanitary Sewer:

- The sanitary sewer line must be clean and free of dirt and debris.
- Sewer manhole lids in street must be flush with final grade.
- Sewer plug must be removed during the final walk through.

Lighting:

- Street lighting installation requests should be made early to appropriate parties.
- Such requests are the responsibility of the developer, not the Town.
- Separate requests should be made to the appropriate parties to Duke and/or to their representatives.
- Separate lighting requests must be made for interior street or site lighting than for lighting on NCDOT streets.

TOWN OF FUQUAY-VARINA ENGINEERING CONTACTS:

Matt Poling, PE
Engineering Director
(919) 753-1035
mpoling@fuquay-varina.org

Charles Phillips
Inspections Supervisor
(919) 604-2156
cphillips@fuquay-varina.org

Jennifer Mitchell, CFM
Engineering Specialist
(919) 753-1004
jmitchell@fuquay-varina.org

Billy Holman
Engineering Construction Inspector
(919) 795-5156
bholman@fuquay-varina.org

Gary Janshego
Engineering Construction Inspector
(919) 622-5439
gjanshego@fuquay-varina.org

Howard Bishop
Engineering Construction Inspector
(984) 220-5776
hbishop@fuquay-varina.org

TOWN OF FUQUAY-VARINA PLANNING CONTACTS:

Pam Davison
Planning Director
(919) 753-1870
pdavison@fuquay-varina.org

Melissa Sigmund
Assistant Planning Director
(919) 552-1421
msigmund@fuquay-varina.org

Josh Jurius
Senior Planner
(919) 753-1012
jjurius@fuquay-varina.org

Residential ONLY

PRIOR TO PLAT RECORDATION:

1. **Operations and Maintenance Manual** – send a completed copy to Hannah Shaw at hshaw@fuquay-varina.org (See [website](#) for form)
2. **Maintenance and Access Agreement** - send a draft copy to Hannah Shaw at hshaw@fuquay-varina.org (See [website](#) for form)
 - Agreement is recorded/cross-referenced with the final plat at the time of recordation. The recorded copy is due to the Engineering Department within 14 days following recordation. Send a completed copy to Hannah Shaw at hshaw@fuquay-varina.org
3. **Cost Estimate** - Send a copy to jmitchell@fuquay-varina.org. The amount of an installation performance security shall be the total estimated construction cost or cost to convert of the SCM approved under the permit, plus 25%.
4. **Underlying Agreement** - Once the surety is provided, an underlying agreement will be drafted by the Town and provided to the applicant for execution.
5. **Major Subdivision Certification** - Plat should include the *Major Subdivision Certification Infrastructure* to reference to the underlying agreement in place. See TOFV LDO §9-6003 *MAJOR SUBDIVISION PLAT CERTIFICATIONS*.

FOR PERMIT COMPLETION ONCE AT LEAST 75% OF HOMES ARE BUILT:

1. **Engineer Certification** – send a completed, sealed, copy to hshaw@fuquay-varina.org (See [website](#) for form)
2. **As-built Drawing** – Town staff will perform an as-built inspection once received. Once approved, mylars should be submitted.
3. **Cost Estimate** for Landscaping Installation and Ongoing Maintenance - Send a copy to jmitchell@fuquayvarina.org.

Once all the above are complete, the original surety will be refunded, except for any amount attributable to the cost (plus 25%) of landscaping installation and ongoing maintenance associated with the SCM(s) covered by the security. Any such landscaping shall be inspected one (1) year after installation with replacement for compliance with the approved plans and specifications and, if in compliance, the portion of the surety attributable to landscaping shall be released. SCM(s) should continue to be maintained throughout the 1-year warranty period.

See TOFV *Land Development Ordinance, §9-1405 STORMWATER MANAGEMENT REGULATIONS*

Non-Residential ONLY

FOR PERMIT COMPLETION:

1. **Operations and Maintenance Manual** – send a completed copy to jmitchell@fuquay-varina.org (See [website](#) for form)

Maintenance and Access Agreement - Requires signatures and recordation; send a completed copy to jmitchell@fuquay-varina.org prior to recordation. An exhibit showing the easement and the SCM location and type should be recorded with the agreement.

2. **Engineer Certification** – send a completed, sealed, copy to jmitchell@fuquay-varina.org (See [website](#) for form)
3. **As-built Drawing** – Town staff will perform an as-built inspection once received. Once approved, mylars should be submitted.
4. **Stabilization** – Stormwater control devices must be fully constructed with permanent stabilization.

NOTE: ALL OF THE ABOVE STORMWATER REQUIREMENTS MUST BE COMPLETE PRIOR TO ISSUANCE OF A CO. THE TOFV DOES NOT ISSUE CONDITIONAL CO'S FOR INCOMPLETE STORMWATER.

See TOFV *Land Development Ordinance, §9-1405 STORMWATER MANAGEMENT REGULATIONS*