

## Project Submittal Check List

All submittals go to the Barrow County Utilities Department  
59 Lee Street Winder, GA. 30680

<b>Complete Steps in Numerical Order Only</b>	
1	Please submit a Capacity Reservation Application for Water and/or Wastewater with Fees and a Concept Drawing of your project. If submitting an application for Water, a Fire Flow & Pressure Test must be completed prior to application approval. The Fire Flow & Pressure Test will be conducted by Barrow County Utilities Staff. If Approved, you will receive a Water and/or Wastewater Availability Letter and may proceed.
2	After receiving an availability letter and before your first plan submittal, you must schedule a mandatory Pre-Design Meeting with the Utilities Department. Please email <a href="mailto:nrauschenberg@barrowga.org">nrauschenberg@barrowga.org</a> to schedule a meeting.
3	If your project <u>Does Not Comply</u> with the zoning criteria that is described within the Future Development Map details, then you will need to apply for an Amendment. The map and amendment application can be found on the County Planning & Community Development Department's website at <a href="http://www.barrowcountyplanning.org">www.barrowcountyplanning.org</a> . Once in Compliance, please provide amendment approval details and proceed to the next step.
4	<p><b><u>Plan Submittals are only accepted on Tuesdays.</u></b></p> <p>Submit Project Plans through the Barrow County Citizen Self Service Portal using the following link: <a href="https://barrowcountyga-energovweb.tylerhost.net/apps/selfservice#/home">https://barrowcountyga-energovweb.tylerhost.net/apps/selfservice#/home</a>. You will also need to submit the New Development Plan Review Application with Fees to our office at 59 Lee Street Winder, GA. 30680. Please allow 2 weeks for each submittal review. Larger projects may require additional time. All comments will be sent to the Developer through the Self Service Portal.</p>
5	<p>Once Plans are Approved, Submit 1 digital copy, 1 digital Auto CAD copy (on thumb drive) and 3-4 Full Sets of Plans (hard copies, 24"x36") to the Utilities Department to be stamped with Approval by the County Engineer.</p> <p><b>All Fees are Due at this time.</b></p> <p><u>Commercial/Residential Developments:</u> Pay Water and/or Wastewater Capacity Fees and Water and/or Wastewater Connection Fees for the entire development. Wastewater projects will also need to complete and return the Agreement for Reserved Sewer Treatment Capacity.</p> <p><u>Pump Stations:</u> Pay Pump Station Fee for Future O&amp;M Costs and Pump Station Cost Recovery Fees. Future O&amp;M fees are based on the horsepower of the pump and Cost Recovery Fees are based on project location. All fees can be found at <a href="https://www.barrowga.org/317/Wastewater-Division">https://www.barrowga.org/317/Wastewater-Division</a>.</p>

6	An LDP will not be issued until all fees have been paid. After fees are paid, water and/or wastewater projects will receive a letter regarding plan approval and payment status. Fee schedules can be found under Water and Wastewater Rates at <a href="https://www.barrowga.org/317/Wastewater-Division">https://www.barrowga.org/317/Wastewater-Division</a> .
7	Set up a Pre-Construction Meeting and Provide the Materials List for the project along with a copy of the Contractor's License. Contact information for the department Inspector will be provided in order to schedule a meeting. A copy of the Stamped Approved Plans will be provided for you at this meeting.
8	Submit water and/or wastewater As-Built line record drawings. 3 hard copies (24"x36") and a signed, dated pdf digital file is required. As-Builts should include Surveyor's field verified measurements and notes, seal and signature. As-Builts are then field verified, on site by Utilities Inspector.
9	Final Inspections will be completed by the Utilities Department and if Approved you may move forward.
10	Submit Water and/or Wastewater Asset Donation Form(s). Submit Letter of Credit, in the amount of ten percent (10%) of the total cost of improvements.
11	Once accepted, Water and/or Wastewater Asset Acceptance Letter(s) will be provided to you by the Utilities Department.
12	After the Final Plat has been <u>Recorded</u> at the County Court House, provide 3 full size hard copies (24"x36") and a digital pdf copy to the Utilities Department.
13	Barrow County Wastewater Customers who have City Water will need to complete and return the Payment Voucher Request Form. A voucher will be provided for each individual unit. When trying to purchase a water meter, present this voucher to the City to show proof of payment for all wastewater fees.

- Find Water & Wastewater Standards, Specifications and Details at:  
<https://www.barrowga.org/317/Wastewater-Division>.