

# IMMOKALEE WATER & SEWER DISTRICT

1020 SANITATION ROAD

IMMOKALEE, FL 34142

TELEPHONE (239) 658-3630

## TURNOVER AND APPROVAL FOR SERVICE OF WATER AND/OR WASTEWATER INFRASTRUCTURE REQUIREMENTS CHECKLIST

Please note that all documents are required prior to acceptance of all new infrastructure and placing into service. The initial submittal must be made **within two (2) weeks** of project completion and shall include one (1) set of **electronic PDF** documents. All documents submitted will conform to Immokalee Water & Sewer District (IWSD) Standards and Specifications; any revisions to the Turnover Documents will not be allowed without prior approval by IWSD. The project will not receive clearance to place into service until all required turnover documents have been accepted and all review fees paid.

The following items are a complete list of the required documents for utility turnover and acceptance by Immokalee Water & Sewer District—although not every item listed below may apply to a particular project:

1. **Cover letter:** Letter shall request acceptance of the completed utilities and approval for service. The cover letter shall also include a list of the items being submitted. The letter will also list any items that are not included and explain why those items are not included.
2. **Utility Facilities Bill of Sale:** properly executed with all exhibits attached and properly labeled; Owner/Developer transfers to IWSD the water, irrigation and/or sewer utility facilities for operation and maintenance.
3. **Contractor's Waiver of Lien:** A Final Release of Lien from the Utility Contractor for the utility systems—or portion thereof—included in the acceptance and turnover request.
4. **Contractor's Warranty:** A warranty that to the new infrastructure included in the acceptance and turnover to IWSD is free from defects of materials and workmanship for a period of one (1) year from the date of final acceptance by IWSD.
5. **Engineer's Letter of Utility Installation:** Letter by Engineer certifying that all water and/or wastewater facilities are located within the public right-of-way or dedicated easements.
6. **Grant of Utility Easement and Plats: (If applicable)**
  - a. The Grant of Utility Easement shall include a sketch and legal description clearly defining the location of the easement being granted to IWSD and shall be in accordance with IWSD Specifications and IWSD's Easement template.
  - b. If easement is being created by plat, then the plat(s) shall depict easement locations, properly labeled, and include IWSD's required dedication language: *"Immokalee Water & Sewer District (and/or Its Successors and Assigns) is hereby granted a perpetual, non-exclusive utility easement and right-of-way, upon, over, across and below the surface of the public utility easement(s) described and/or depicted on this plat for the purposes of construction, operation, maintenance, improvement or replacement of one or more water, wastewater and/or utility transmission or distribution mains and all normal appurtenances thereto"*.
7. **Owner's Affidavit:** properly executed with all exhibits attached and properly labeled, submitted as an inducement to Immokalee Water & Sewer District to accept the dedication or conveyance of water and/or sewer facilities located within or upon the Property.
8. **Attorney's Affidavit:** properly executed with all exhibits attached and properly labeled, given as an inducement to Immokalee Water & Sewer District to accept the dedication or

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conveyance of water and sewer utility facilities located within the real property after having examined record title information. The effective date of the Attorney's Affidavit may not precede dates of any other turnover documents. The Affidavit must also be dated within two (2) weeks of the submittal date.

9. **Utility Facilities Subordination, Consent and Joinder:** properly executed with all exhibits attached and properly labeled. The purpose is to have a Secured Party or Mortgagee consent to, join in and subordinate its security interests or lien of its Mortgage to the grant of utility easements over, under and across the project's property and any interest in any utility facilities located within the project
10. **Engineer's Certification of Costs:** Engineer of Record will provide a signed and sealed itemization of constructed items (mains, appurtenances, valves, etc.) and their costs for water, wastewater, and irrigation systems being turned over the IWSD.
11. **Pressure Main Items (for Water, Irrigation & Force mains):**
  - a. Copies of Bacteriological Test Results for Water Mains.
  - b. Water Main Hydrostatic Testing Certification by the Engineer of Record.
  - c. Force Main Hydrostatic Testing Certification by the Engineer of Record
  - d. Irrigation Main Hydrostatic Testing Certification by the Engineer of Record
12. **Gravity Sewer Items:**
  - a. Certification of Infiltration/Inflow tests of the constructed gravity sewer lines.
  - b. Video of the gravity sewer facilities constructed (emailed, DVD or USB flash drive).
13. **Pump Station Items:**
  - a. Pump Station startup report.
  - b. Spare parts as listed in the IWSD Specifications.
14. **Request for FDEP Approval/Clearance to Place into Operation**
  - a. Applications for FDEP Approval/Clearance for Water Mains.
  - b. Applications for FDEP Approval/Clearance for Wastewater Facilities.
  - c. Applications for FDEP Approval/Clearance for Irrigation Mains.
15. **As-Built Record Drawings:**
  - a. One (1) set of record drawings, signed and sealed by the Engineer in Adobe PDF format.
  - b. GIS file as defined in the IWSD Digital GIS and CAD Records Standards and Requirements.
16. **Inspection Reports:**
  - a. IWSD Final Inspection report – potable water system
  - b. IWSD Final Inspection report – sanitary sewer system
  - c. IWSD Final Inspection report – irrigation water system.
17. **Fire Hydrants:**
  - a. Hydrant Flow Test results for each hydrant, as conducted by the Immokalee Fire Dept.
  - b. Payment of Fire hydrant Inspection fee per fire hydrant installed at current amount per fee schedule.
  - c. Two (2) Fire Hydrant repair kits supplied for each fire hydrant installed.