

Services Only Projects Process Chart

Submittal to MPW Engineering Dept

- Letter of Intent.
- Submittal Package.
- Proof of Coordination Letter

Project Review and Approval

- Submittal Approved.
- Impact and connection fees quoted.

Permitting

- Impact and Permitting Fees paid.
- Building permit approved.

Preconstruction Meeting

- All permits received.
- Material Submittals approved.
- Approved as Submitted plans.

Construction

- Final Inspection requested and asbuilt drawings submitted (if applicable).
- Final Inspection punchlist issued.

Closeout

- Inspector approval.
- Asbuilt drawings approved.
- Service Availability Letter issued.

New Service Fees Accepted

- Owner accounts established.
- Connection fees paid.
- C/O inspections.
- C/O approved.

Section 3.0: Services Only Projects

The first step required for any development project is to submit a Letter of Intent (LOI). This request shall be submitted on MPW's standard LOI form. The form is reviewed to determine which scenario applies to the project as defined below and follow the requirements for that section. The LOI form is submitted on MPW's website.

Section 3.0.1: Town of Mount Pleasant Annexation Requirements

Any property that has wastewater service available and is not within the Town limits of Mount Pleasant, will be referred to the Town of Mount Pleasant Planning Department to ensure compliance with the Town's Sewer Use Ordinance, Annexation for Sewer Service requirements. MPW cannot provide service until notification is received from the Town Planning Department that annexation requirements have been met.

3.1: Residential Development

This section outlines the requirements for each type of residential development applying for service and/or requiring service connections.

A. Residential Service Accessible

Undeveloped property with water and/or wastewater readily accessible.

1. Existing residential home currently on a well and/or septic tank.

The following outlines procedures for an existing residential home currently connected to a private well and/or septic tank that wishes to connect to the public systems

1. Submit a completed LOI to the MPW.
2. MPW determines if water and/or wastewater is available and connection requirements for the property.
3. MPW determines fees and sends a formal fee quote to the owner:
 - a. Water and/or Wastewater Impact Fees
 - b. Water and/or Wastewater Tap Fees
 - c. New Account Fees
4. Owner/Developer sets up new customer account and pays New Service Fees.
5. Building Permit approved. (if applicable).
6. Water Meter and/or Wastewater Tap installed by MPW.

2. Existing single lot with water and/or wastewater readily accessible.

The following outlines procedures for obtaining water and/or wastewater service to a single vacant lot with water and/or wastewater readily accessible.

1. Submit a completed Residential LOI to the MPW.
2. MPW determines if water and/or wastewater is available and connection requirements for the property.
3. MPW determines fees and sends a formal fee quote to the owner:
 - a. Water and/or Wastewater Impact Fees
 - b. Water and/or Wastewater Tap Fees
 - c. New Account Fees
4. Owner/Developer sets up new customer account and pays New Service Fees.
5. Building Permit approved. (if applicable).
6. Water Meter and/or Wastewater Tap installed by MPW.

3. Existing lot being subdivided into two or more lots.

The following outlines the procedures for a developer/owner wishing to subdivide their property.

1. Submit a completed LOI and the preliminary subdivision plat to MPW.
2. MPW determines if water and/or wastewater is available and connection requirements for the property. A civil site plan showing proposed water and wastewater connections and an engineer's cost estimate may be required.
3. MPW determines any applicable New Service fees:
 - a. Water and/or Wastewater Impact Fees
 - b. Water and/or Wastewater Tap Fees
 - c. New Account Fees
4. Owner/Developer sets up new customer accounts and pays New Service Fees.
5. MPW installs new taps.
6. MPW issues service availability letter.

If public water and/or wastewater is unavailable to the property, MPW issues a service unavailable letter.

4. Existing parcel being subdivided into multiple lots with water and/or wastewater readily accessible.

The following outlines procedures for subdividing a parcel into more than one lot with water and/or wastewater readily accessible.

1. Submit a completed LOI to MPW.
Submit the following information with the LOI where applicable:
 - a. Engineer's Cost Estimate
 - b. Civil Plan showing water and wastewater connections to existing infrastructure.
 - c. Preliminary subdivision plat.
 - d. Fire Department Proof of Coordination Letter (if applicable)
2. MPW determines fees and sends a formal fee quote to the owner:
 - a. Water and/or Wastewater Impact Fees
 - b. Project Admin/Construction Inspection Fees
3. The Owner/Developer pays Impact and Project Administration fees.
4. Prior to scheduling a preconstruction meeting with MPW Inspector, the following items must be completed:
 - a. Approved as submitted civil plans
 - b. Approved materials submittals
 - c. All other agency construction permits received
5. Upon completion of construction, the engineer requests a final inspection in writing with a copy of the final asbuilts to MPW Inspector. See Section 5.1 of this document for the asbuilt requirements.
6. MPW Inspector conducts final inspection and generates a final inspection punch list.
7. Service is not provided until the following conditions have been met:
 - a. All legal requirements met (if required);
 - b. All punch list items noted during final inspection completed and re-inspected by MPW.
 - c. Final asbuilt drawings approved.
8. Owner/Developer sets up new customer accounts and pays New Service Fees.
9. Building Permits approved.
10. Water Meter and/or Wastewater Tap installed by MPW.

MPW does not approve a Building Permit for a service accessible property if it is a building that is served by a water/wastewater system extension which has not been accepted by SCDHEC for operation.

5. Existing single lot served by an alternative wastewater system (grinder pump).

The following outlines procedures for an existing single lot in an area being served by an alternative wastewater collection system.

1. Submit a completed Residential LOI to the MPW.
2. MPW reviews the LOI.
3. MPW requests grinder pump location, material submittals, and grinder pump maintenance agreement* for signature before quoting fees.
4. Information submitted to MPW for approval.
5. Upon approval, MPW quotes fees for water and wastewater service.
6. Owner/Developer sets up new customer account and pays New Service Fees.
7. Fees must be paid before MPW signs off on a building permit.
8. Owner schedules meter installation with MPW.
9. Sewer tap and grinder pump installation must be inspected and approved before MPW will install the permanent water meter.

*If a grinder pump is installed, the Owner shall sign a maintenance agreement of understanding. Refer to MPW Policy 7.2 Grinder Pumps.

6. Residential houses requiring a fire suppression system.

The following outlines procedures for residential houses required to have a fire suppression system installed. It is assumed the residence is served by a standard 5/8" x 3/4" water meter.

1. Submit a completed Letter of Intent indicating a fire line is needed to the MPW (Section 1 and Section 5.1 of the form must be completed).
Submit the following information with the LOI:
 - a. Flow calculations from the fire sprinkler contractor or engineer.
2. MPW reviews the LOI and calculations. Depending on the flow needed, a separate fire line may be required for the residence.
3. MPW sends connection fees required for service, size of fire line, requirements for cross-connection/backflow, and a blank agreement* for signature if necessary.
4. Owner pays applicable fees and completed agreement is submitted to MPW.
5. A separate fire line account is established for the residence. Owner is billed the current monthly private fire line fee.
6. All cross-connection/backflow requirements must be met before MPW signs off on a TOMP Certificate of Occupancy.

*If a separate fire line/meter is required, the Owner shall sign an agreement of understanding that failure to pay their domestic water bill may result in termination of service.

<End Section>