



COMMERCIAL / INDUSTRIAL / MULTI-FAMILY DEVELOPMENT *SITE PLAN – PUBLIC UTILITIES REQUIREMENTS*

Site Plans are submitted through the Planning Department and then routed to the Department of Public Utilities (DPU) for formal review. Site plans for projects within the Town of Ashland are submitted through the Town of Ashland for routing to DPU. Review criteria include the use of the [Review Checklist for Water and Sewer Plans](#), the County's [Water and Sanitary Sewer Standards](#), and the DPU's Facilities Master Plan.

PRE-SUBMISSION CONSULTATION

Applicants are strongly encouraged to contact DPU to set up an individual pre-application meeting to discuss specifics of the proposed and required utility extensions.

☎ Call: 804-365-6019 ☎

DPU review fees are invoiced and included with the first review comment letter and must be paid prior to second review. Contact DPU for the most current fees associated with projects that involve connection to, or extension of, public water and/or sanitary sewer lines. An additional review fee and meeting is required prior to the third plan submittal.

Inspection fees are based upon 4% of the anticipated construction cost(s). These fees are assessed after water and sewer quantities have been finalized and must be paid prior to the issuance of a DPU Construction Permit.

In addition to the construction costs of the required items to connect to, or extend, DPU's existing water and/or sanitary sewer facilities, a [capacity fee](#) will have to be paid prior to the water meter being set. The capacity fee is based on the water meter size. Contact a DPU utility agent if you have questions regarding the capacity fees for your development.

Depending on the particulars of a project, additional documentation and/or agreements may be required, including:

- An [Industrial and Strong Waste Survey](#) form, which is used to determine whether a monitoring manhole or backflow prevention device (BFP) is required for the project.
- When a testable BFP is installed, DPU requires a [Backflow Prevention Device Certification](#) form be completed to certify the integrity of the BFP prior to Certificate of Occupancy.

- A [Water Meter Sizing Form](#) is required for all plans proposing new or upgraded commercial water service connections. This form should be included on the construction plan set. See Section 7.4 of the DPU Standards for further information.
- On-site and off-site easements, for utility lines that are not within the right-of-way. When applicable, a utility agent can provide a copy of the appropriate Hanover County Deed of Easement. A plat of the easement is required for recordation unless utility easements are to be recorded as part of the subdivision plat. Off-site easements are required to be recorded prior to plan approval.
- A Utility Service Agreement (USA) – Form 1425, which outlines the responsibility of the owner and the County, when a utility main extension is installed. This form will be provided during the plan review process. Projects with service connections only are not required to enter into a USA with the County/DPU.
- A **Virginia Department of Transportation (VDOT) Land Use Permit**, when utility work is done within existing VDOT rights-of-way outside the Town of Ashland. The developer/engineer must obtain a copy of the application for the permit from VDOT's Ashland Office, complete the application, and provide it to DPU to sign as the permittee. When utility work is done within Town of Ashland rights-of-way, a **Town of Ashland Right of Way Permit** is required. This paperwork must accompany the [Utility Construction Permit](#) application, the approval of which is required prior to beginning construction.
- A [Dedicated Capital Assets List](#), which must be completed and submitted prior to Tentative Acceptance for all property and utilities to be dedicated to the County.

After plan submission, a DPU utility agent will track the progress of construction using the standard DPU [Construction Record](#). Applicants are encouraged to utilize this item as a checklist to track their own progress.

