



Hooksett Village Water Precinct

7 Riverside Street

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DEVELOPER CHECKLIST

The owner of a proposed water works project, or his/her duly authorized agent, is responsible for completion of the following tasks:

- 1) Obtain required paperwork and fee schedule from Hooksett Village Water Precinct (HVWP). Submit HVWP *Application for Water Service* (\$100 application fee).
- 2) Provide HVWP with three paper copies and one electronic copy (PDF format) of **conceptual design** and site plan (including all utilities).
- 3) Set up **plan review escrow** with HVWP. Set up and complete an **initial meeting** with HVWP for preliminary questions and comments.
- 4) Provide three paper copies and one electronic copy (PDF format) of **final design plans** (stamped by PE) for HVWP engineering/legal review. These plans **MUST** include **sprinkler system** and **cross-connection control (backflow prevention)** design.
- 5) Respond to HVWP plan review comments and make **modifications** to design drawings as required by HVWP and submit required number of copies to HVWP.
- 6) Upon final approval of design plans (stamped by HVWP), set up **construction escrow** with HVWP; sign/submit HVWP **construction, completion** and **ownership agreements**; and provide required **bonding** and **insurance**.
- 7) *Application for Water Service* reviewed and signed by three Commissioners.
- 8) Complete **construction** in accordance with approved plans and HVWP rules/specifications. Prior to water turn-on, all disinfection/flushing/sampling required by HVWP shall be completed. All connection and capital improvement fees and other accounts due HVWP, its representatives and/or consultants must be paid in full before water is turned on.
- 9) **As-Built Plans/System Map Update** - Prior to release of any funds held in escrow by HVWP:
 - A) Provide two sets of as-built plans which have been approved by HVWP's engineer, and
 - B) An HVWP water system map update must be completed by HVWP's engineer. All costs associated with HVWP engineering review of as-built plans and completion of system map update and copies thereof will be deducted from funds held in escrow by HVWP.