

Construction Release Process Coordination with Cape Fear Public Utility Authority (CFPUA)

1. The city, as well CFPUA's, main concerns are that the plans that are approved by both entities are the same.
2. When submitted utility plans meets CFPUA Technical Specifications and Standards then CFPUA will sign the NC Public Water Supply Section (PWSS) and/or Division of Water Quality (DWQ) permit applications and issue a Water and/or Sewer Flow Acceptance Letter. One copy of the plans and supporting documentation is put in a file and the other copy of the packet is returned to the design engineer.
3. When a pre-construction meeting (pre-con) is requested, CFPUA requires (4) sets of plans to be submitted so plan reviewers can review the plans against the set of approved plans. CFPUA will also audit the file for all required permits – DWQ, PWSS, NCDOT, signed Flow Letters, offsite easements recorded, etc.
4. Prior to releasing a project, the city requires all outside agencies, including CFPUA, to approve on the development.

City and CFPUA Release Policy:

1. Once an application for DWQ and/or PWSS is signed by CFPUA and sent to the state, a Flow Letter is prepared by CFPUA and copies are emailed to city staff.
2. Once the city receives a copy of the Flow Letter, the city will offer a conditional release of the project (assuming all other reviewing parties have approved) and will be conditioned subject to a pre-con site plan approval by CFPUA.
4. City will submit full construction release once confirmation is received that a pre-con was conducted with CFPUA and the site plan approved.
5. If the site plan changes from the time CFPUA signs application and the city conditionally releases the project, the city will discuss those changes with CFPUA and the project may be subject to re-review by both entities. Likewise, if the plans change at the pre-con, then CFPUA will notify the city.
6. On the city's conditional release, the following statement (or similar) will be added:

This conditional construction release of project XXXXXX shall be dependant upon DWQ/PWSS approval of the sewer/water permit application and approval of utility construction plans by the Cape

Fear Public Utility Authority. Full release by the City of Wilmington will only be granted once the applicant has attended a pre-construction meeting with CFPUA and received approval of the utility plans. Changes to site plans attached within this release packet may require re-review by the City and the CFPUA and may delay full construction release by the City."