

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 for service. All documents shall conform to this list as well as the BSU Specifications. Revisions to the Turnover Documents will not be allowed without prior approval of Bonita Springs Utilities, Inc.

The following items are required for utility turnover and acceptance by Bonita Springs Utilities, Inc.:

1. **Cover letter:** Letter shall request acceptance and approval for service, including a list of all items submitted. The initial submittal must be dated within two (2) weeks of the project completion. The submittal shall include one (1) set of **original** documents. The letter shall list any required items that are not included, and explain why those items are not included.
2. **Utility Facilities Bill of Sale and Warranty:** properly executed with all exhibits attached and properly labeled.
3. **Grant of Utility Easement and Plats:** The Grant of Utility Easement shall include a sketch and legal description clearly defining the location of the easement being granted to BSU, and shall be in accordance with BSU Specifications. Plats shall depict easement locations, properly labeled, and include BSU's required dedication language: "BONITA SPRINGS UTILITIES, INC., AND 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 EASEMENTS DESCRIBED AND/OR DEPICTED ON THIS PLAT FOR THE PURPOSES OF CONSTRUCTION, OPERATION, MAINTENANCE IMPROVING OR REPLACING OF ONE OR MORE WATER, SEWER AND/OR UTILITY TRANSMISSION OR DISTRIBUTION LINES, AND ALL NORMAL APPURTENANCES THERETO"
4. **Owner's Affidavit:** properly executed with all exhibits attached and properly labeled.
5. **Attorney's Affidavit:** properly executed with all exhibits attached and properly labeled. The Attorney's Affidavit shall include subordination or certify non-interference of all encumbrances. 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.
6. **Utility Facilities Subordination, Consent and Joinder:** properly executed with all exhibits attached and properly labeled.
7. **Engineer's Certification:** properly executed with all exhibits attached and properly labeled.
8. **Pressure (Water & Force) Main Requirements:**
 - a. Copies of Bacteriological Testing (Water).
 - b. Hydrostatic Testing Certification by the Engineer of Record, utilizing BSU's Hydrostatic Test Report form.
9. **Gravity Sewer Requirements:**
 - a. Video of the gravity system as defined in the BSU Specifications delivered on DVD or USB flash drive.
 - b. Low-Pressure Air Testing Certification by the Engineer of Record, utilizing Uni-Bell's Air Test Data Sheet.
10. **Pump Station Requirements:**
 - a. Pump Station startup report.
 - b. Spare parts as listed in the BSU Specifications.
 - c. Wrenches for the Hatch Cover and Plug Valves.
11. **FDEP Requests for Approval/Clearance to Place into Operation** (water and wastewater).
12. **As-Built Record Drawings:**
 - a. One (1) set of drawings, signed and sealed by the Engineer, and a .pdf copy of the same.
 - b. GIS as defined in the BSU Digital GIS and CAD Records Standards and Requirements.
13. **Punch List:** a copy of the punch list generated from the Preliminary Walkthrough Inspection.

NOTE: The project will not be released for service until all turnover documents are approved by Bonita Springs Utilities, Inc. In general, this process can be completed within two (2) to four (4) weeks of submittal of the turnover documents if the turnover documents are complete and correct with the initial submittal.