



Town of Surf City



214 N. New River Dr. | PO Box 2475 | Surf City, NC 28445-9821
 (910) 328-4131 / (910) 328-4132 (Fax) www.townofsurfcity.com

Utility Permit Application Submittal Checklist

INSTRUCTIONS TO APPLICANTS: Complete this form, providing information that you have included/addressed the items required by the Town of Surf City in order that you may apply for a utility service permit from the applicable agencies. Failure to submit all required items will result in the application being returned as incomplete.

Applicant Information	
Applicant Name:	
Contact Person:	
Mailing Address:	
Phone Number:	
Email:	
Project Information	
Project Name:	
Project Location:	
Project Description:	
No/Type Units:	
Estimated Date Service Needed:	
Planning Application:	<input type="checkbox"/> Submitted <input type="checkbox"/> Approved <input type="checkbox"/> Not Applicable
Approvals:	<input type="checkbox"/> Planning Board <input type="checkbox"/> Town Council <input type="checkbox"/> Not Applicable
Engineer Information	
Firm Name:	
Contact Person:	
Phone Number:	
Email:	

Applicant's Certification:

I, _____, attest that this application for _____
 _____ has been reviewed by me and is accurate and complete to the best of my knowledge. I understand that if all required parts of this application are not completed and that if all required supporting documentation and attachments are not included, this application package is subject to being returned as incomplete.

 Signing Official Signature

 Date

Water Service Application:

Note: All projects and properties that wish to be served by the Town of Surf City with public water supply shall be incorporated within the corporate limits of the Town of Surf City, have requested and received satellite annexation, and/or have received prior approval by Town of Surf City Council for contracted service. All water distribution systems, inclusive, shall be permitted in the name of the Town of Surf City unless:

- Water distribution line is to be installed on private property, serving only the applicant, and constructed under roadway for parking lot. In this case, the portion of the water distribution system that extends from the public supply main to the property line (within the right-of-way) shall be permitted separately as a public water supply line.

This project requires approval of Public Water Supply, Private Water Distribution, or both.

Public / Private Water Supply Submittal Checklist	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Two (2) signed, original copies of "Application for Approval of Engineering Plans and Specifications For Water Supply Systems" completed and attached.
<input type="checkbox"/> Yes <input type="checkbox"/> No	One (1) copy of complete plans, signed and sealed by a duly registered North Carolina Professional Engineer attached.
<input type="checkbox"/> Yes <input type="checkbox"/> No	One (1) copy of complete specifications, signed and sealed by a duly registered North Carolina Professional Engineer attached. - OR - Application indicates use of Town of Surf City Standard Specifications.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Check for Applicable Application Fee attached, made payable to "DENR-Public Water Supply"
<input type="checkbox"/> Yes <input type="checkbox"/> No	One (1) copy of Project-specific Engineering Report (ER) completed and attached.
<input type="checkbox"/> Yes <input type="checkbox"/> No	One (1) copy of Applicable Engineering Calculations, pressure and flow data, Hydraulic Model, and/or other applicable supporting information, signed and sealed by a duly registered North Carolina Professional Engineer, completed and attached.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Applicable / Required Impact Fees previously paid for this project - OR - Check for applicable Impact Fees attached, made payable to "Town of Surf City"

Staff Use Only			
Planning	Public Works	Engineering	Administration
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Reviewed	<input type="checkbox"/> Reviewed	<input type="checkbox"/> Reviewed
<input type="checkbox"/> Approved	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved
Reviewed By:	Reviewed By:	Reviewed By:	Reviewed By:
Date:	Date:	Date:	Date:

Sewer Service Application:

Note: All projects and properties that wish to be served by the Town of Surf City with public sewer service shall also apply for and receive public water supply; be incorporated within the corporate limits of the Town of Surf City; have requested and received satellite annexation; and/or have received prior approval by Town of Surf City Council for contracted service. All sewer collection systems that serve more than one property or more than one building under separate ownership, inclusive, shall be permitted as public sewer systems in the name of the Town of Surf City. Exceptions:

- Sewer collection system is to be installed on private property, serving only the applicant, and either (a) constitutes installation of a service lateral, or (b) requires a single pump station that will only serve the project named above; or
- Sewer collection system is to be installed on private property, serving only the applicant, and constructed under roadway for parking lot. In this case, the private sewer system shall be permitted as a “Zero Flow” system, and a companion application will be submitted, in the name of the Town of Surf City, with all required sewer flow allocation for the project.

This project requires approval of Public Sewer Service, Private Sewer Service, or both.

Public / Private Sewer Service Submittal Checklist	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Two (2) signed, original copies of “Fast-track Application for Gravity Sewers, Pump Stations, and Force Mains” completed and attached.
<input type="checkbox"/> Yes <input type="checkbox"/> No	One (1) copy of complete plans, signed and sealed by a duly registered North Carolina Professional Engineer attached.
<input type="checkbox"/> Yes <input type="checkbox"/> No	One (1) copy of cover letter that describes project attached.
<input type="checkbox"/> Yes <input type="checkbox"/> No	One (1) copy of Downstream sewer, WWTF Capacity, and Flow Tracking/Acceptance Form (FTSE) completed and attached.
<input type="checkbox"/> Yes <input type="checkbox"/> No	One (1) copy of complete specifications, signed and sealed by a duly registered North Carolina Professional Engineer attached. - OR - Application indicates use of Town of Surf City Standard Specifications.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Check for Applicable Application Fee attached, made payable to “NCDENR”
<input type="checkbox"/> Yes <input type="checkbox"/> No	One (1) copy of Applicable Engineering Calculations and/or other applicable supporting information, signed and sealed by a duly registered North Carolina Professional Engineer, completed and attached.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Applicable / Required Impact Fees previously paid for this project - OR - Check for applicable Impact Fees attached, made payable to “Town of Surf City”

Staff Use Only			
Planning	Public Works	Engineering	Administration
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Reviewed	<input type="checkbox"/> Reviewed	<input type="checkbox"/> Reviewed
<input type="checkbox"/> Approved	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved
Reviewed By:	Reviewed By:	Reviewed By:	Reviewed By:
Date:	Date:	Date:	Date: