



DEVELOPMENT SERVICES
PO Box 250
Apex, NC 27502
Phone: (919) 372-7467

**WATER DISTRIBUTION EXTENSION
 PERMIT APPLICATION**

Permit Number WE _____ - _____
 (Provided by Town)

This form may be photocopied for use as an original and may only be utilized for water main extensions or modifications. All required information shall be complete. Failure to submit a completed application and permit application fee will delay approval of request.

I. APPLICATION SUBMITTAL CHECKLIST (place initials next to all applicable items):

- _____ 1. The water distribution extension shall meet the minimum design and construction requirements as outlined in the current Town of Apex Standard Specifications and Standard Details.
- _____ 2. This water distribution extension will be maintained by the developer/permit applicant for a period of one (1) year upon completion and acceptance by the Town of Apex. Prior to start of warranty acceptance, all Letters of Credit or Surety Bond guarantees shall be held by the Town of Apex.
- _____ 3. The water main extension will be owned and operated by the Town of Apex once the line is accepted and warranty period has expired (*).
- _____ 4. The required permit application fee of \$200.00, the original permit application, and two (2) copies of the permit application are enclosed.
- _____ 5. The required utility easements and/or right of ways will be dedicated to the Town of Apex for the purpose of maintenance and operation of the water distribution extension in accordance with the Town of Apex Standard Specifications and Standard Details.
- _____ 6. Town of Apex Soil and Erosion Control Permit has been applied for or obtained for this project.
- _____ 7. Peak fixture flow calculations shall be included to support accurate meter sizing (commercial projects only).

*Notice: The Town of Apex does not generally approve private water main extensions that connect to the Town of Apex’s distribution system. Special cases shall be approved by the Water Resources Director prior to submittal.

II. PERMIT APPLICATION INFORMATION

Application Date:	
Project Name:	
Location:	

Is this application a modification or revision to a previously permitted project? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, provide the project name:	Previous Project Number:
Legal name of person or company responsible for the construction of the water main extension:	
Company: _____	Mailing Address: _____
Contact Name: _____	City, State, Zip: _____
Phone: _____	Email: _____
Legal name of person or company responsible for the operation and maintenance of the water main extension after completion and acceptance. Note, this generally will be the Town of Apex.	
Company: _____	Mailing Address: _____
Contact Name: _____	City, State, Zip: _____
Phone: _____	Email: _____

III. DESIGN INFORMATION

Water main line size was based upon:
Water service and meter sizing was based on the following calculations (commercial projects only):
Fire hydrant spacing was based upon:
Fire flow calculations were based upon (attach calculations):
Air release valves provided? <input type="checkbox"/> Yes <input type="checkbox"/> No
If not, explanation required:
Are there any portions of the proposed construction that do not comply with 15A NCAC subchapter 18C or the Town of Apex Standard Specifications and Construction Details? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please explain:

Summary of water main extension length and material:

DIAMETER	MATERIAL	LENGTH
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Ductile iron pipe required

IV. CERTIFICATIONS

Engineering firm responsible for design:

Company: _____

Mailing Address: _____

Contact Name: _____

City, State, Zip: _____

Phone: _____

Email: _____

Professional Engineer's Certification:

I, _____, attest that this application for _____
_____ has been reviewed by me and is accurate and complete. I further attest the proposed design has been prepared in accordance with the applicable regulations, Rules Governing Public Water Supplies, and the Town of Apex Standard Specifications and Standard Details. Although certain portions of this submittal package may have been developed by other professionals, inclusion of these materials under my signature and seal signifies that I have reviewed this material and have judged it to be consistent with the proposed design.

SEAL

Signature: _____

Date: _____

Certification of Party Responsible for Construction:

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 a permit may be issued based on this application, and I will be responsible for compliance with the terms and conditions of this permit. By signing this application form, I on behalf of myself and the partnership corporation, limited liability company, or other business entity agree that service of any document or notice provided for by the Town of Apex Water and Sewer Line Extension Ordinance may be had at the address provided in Paragraph II hereof.

Print Name: _____

Date: _____

Signature: _____

**TOWN OF APEX, NORTH CAROLINA
WATER DISTRIBUTION EXTENSION PROJECT
ENGINEER'S CERTIFICATION OF COMPLETION**

Project Name: _____

Water Main Extension Permit Number: _____

I, _____, as a duly registered Professional Engineer in the State of North Carolina, having been authorized to periodically observe the construction of the water main and appurtenances for *(project name)*

_____ described within the Town of Apex Permit Number _____ for the Permittee hereby state that to the best of my abilities, due care and diligence was used in the observation of the construction, that I have reviewed the results of any testing required by the Town of Apex and that the construction was observed to be built within substantial compliance and intent of the Permit, approved plans, specifications, and other supporting materials.

Signature: _____

Date: _____

Registration Number: _____

SEAL



Town of Apex Water System Management Plan Requirements for Proposed Projects

As required by the North Carolina Public Water Supply Section (NCPWS), all projects constructed within the Town of Apex that result in a waterline extension will be required to submit the following items. These items will be required at the time of submitting the Water Permit Application.

1. One set of approved Construction Plans, Signed by the Town of Apex, sealed by a Professional Engineer licensed to practice in North Carolina (this is in addition to normal construction plan submittals).
2. A sealed Engineers Report Containing the following items:
 - a. Description of any existing water system related to the project.
 - b. Identification of the community, area, or facility to be served by the proposed water system.
 - c. The name, address, and phone number of the applicant (this will be the developer).
 - d. A description of the nature of the establishment and of the area to be served by the proposed water system.
 - e. Identification and description of future service areas of the public water system for 5, 10, 15, and 20 years; where applicable to the project.
 - f. A description of the design basis of the system, to include pipes, pumping stations and storage facilities.
 - g. Hydraulic Analysis of the proposed system using any of the following:
 1. WaterCad by Bentley
 2. EPANET by USEPA
 3. Hand Calculations of a generally accepted engineering method
 - h. Building Code Summary
 - i. Hydrant flow test from Engineer.

In compiling the Engineer's Report, all of the aforementioned items must be clearly indicated for issuance of a Water Permit.

It is recommended that this analysis be performed prior to submitting the plans for the TRC review; however, the Engineer's Report is not required until the submittal of the Water Permit Application.

In designing the system and developing the Report, the engineer should consult with the Town regarding:

1. Water System Master Plan and required line sizes.
2. Anticipated development activity in the area of proposed waterline extensions.
3. Special requirements for replacement of existing waterlines.