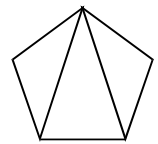




CITY OF NEWPORT NEWS DEPARTMENT OF PUBLIC UTILITIES

700 Town Center Drive, Suite 400
Newport News, Virginia 23606-4700
Tele: (757) 926-1130 or (757) 926-1069 Fax: (757) 926-1167



Guideline to Process a Water Pipeline Design and Extension Agreement

The following is a guideline to acquire a "Water Pipeline Extension Agreement" from the City of Newport News, Department of Public Utilities (Waterworks), for the purpose of extending pipeline, adjusting existing facilities, fire hydrant additions(s), single check detector assembly addition(s), and meters larger than two(2) inches.

1. Submit a completed "Request for Preliminary Water Pipeline Design" form (Pink Form) with two (2) copies of the site plans or one (1) site plan copy and one (1) in electronic format (CAD).
2. The plans submitted shall meet the criteria specified in Section III on the Pink Form. Proposed demands and pressures for water meters and fire sprinklers shall be stated on the Pink Form by the developer's engineer.
3. The proposed project's water pipeline design will be reviewed by Waterworks Distribution Engineering and returned with comments to the developer's agent/engineer in fifteen to twenty (15-20) working days. More complex or larger projects may require longer review times.
 - A. If the pipeline returned is acceptable to the developer, then it should be drafted on the project's plans (Plan and Profile) and submitted with the request for water pipeline extension agreement form (Blue Form).
 - B. If the developer has questions about the design returned, then the questions should be addressed, in writing, to this office prior to requesting a water pipeline extension agreement.
4. Submit a completed "Request for Water Pipeline Extension Agreement" (Blue Form) and three (3) copies of the project's plan or one (1) site plan copy and one (1) in electronic format (CAD). **The project's plans must be approved by the appropriate jurisdictional authority prior to the submittal to Waterworks.** This submittal will be reviewed by Waterworks Distribution Engineering prior to preparing the formal agreement. The parties of the agreement are the developer (identified in Section 1 on the agreement form) and the City of Newport News. Typically, this submittal is returned within fifteen to twenty (15-20) working days. More complex or larger projects may require longer review times.
5. This agreement will be mailed to the developer for execution. It must be returned to the Director of Public Utilities (Waterworks) at 700 Town Center Drive, Suite 500, Newport News, Virginia, 23606-4700 within sixty (60) calendar days of the date on the cover letter.
6. Construction drawings will be prepared by this office in approximately fifteen to twenty (15-20) working days after the Director executes the agreement. Larger projects may require longer completion times. Construction of the water pipeline and/or appurtenances can only begin after the construction drawings are issued to the developer.

Flow Chart of the Preliminary Design and Water Pipeline Agreement Procedure

