

**SECTION 2.0**  
**CONCEPTUAL PHASE**

2.1 GENERAL

The Engineer and Developer shall become familiar with the water and sewer extension policies of the Greenville Utilities Commission prior to making conceptual plans for developments which will require water and/or sewer service by the Commission. Reference is made to the Terms and Conditions which includes the policy of the Commission in regard to water and wastewater system extensions.

It shall be the responsibility of the Engineer or Developer to obtain the approval of the Greenville Planning and Zoning Commission or Pitt County Planning Board for any proposed projects under their respective jurisdiction prior to submission of Contract Documents for Commission approval.

2.2 INITIAL CONFERENCE

Prior to finalizing any plans for water or wastewater system extensions, the Developer or his Engineer shall consult the Department Engineer so that he may determine if an initial conference will be necessary prior to the submission of plans for approval. If the scope of the proposed development, in the opinion of the Department Engineer, is such that an initial conference will be beneficial prior to the development of final plans and specifications, the Developer or his Engineer will request scheduling of an initial conference. The Developer or his Engineer shall present, at the time of this conference, conceptual schematics or layouts of the proposed extensions and the estimated water and wastewater demands resulting from the proposed development. The Developer or his Engineer shall also provide the Commission with all other information necessary to determine the probable effect of the proposed development on the Commission's existing facilities. This data shall include a projected cost estimate of the extensions, the nature of water usage (domestic, commercial, etc.), the probable character of the wastewater generated, a description of any proposed private water distribution and sewer collection systems, and other pertinent information. The Director and his staff will advise the Developer or his Engineer of Greenville Utilities Commission's water and sewer extension policy and water and sewer use ordinance, including all applicable fees and assessments.

The Director and his staff will take under study and consideration the proposed plans and decide if, in the best interest of the Greenville Utilities Commission, the plan is satisfactory as presented, needs to be revised, or is not at the present time feasible.

### 2.3 PRE-APPLICATION PACKAGE

When required by the Commission, the Developer or his Engineer shall file a pre-application package with the Director. The purpose of the pre-application package is to present to the Director and his staff sufficient and detailed information concerning the proposed water and sewer extensions and to permit the determination of their compatibility with and impact upon the overall Greenville Utilities Commission's water and wastewater systems. The pre-application package shall include the following information and any other information deemed necessary by the Director and his staff to enable them to make a determination of the acceptability of the proposed plans. All information shall be submitted to the Director and his staff in a package and not in a "piece-meal" manner. After review of the entire pre-application package, the Director will advise the applicant if the proposed project is acceptable to Greenville Utilities Commission.

2.3.1 Conceptual Plans: The applicant shall submit two (2) copies of subdivision plans or site plans at a scale of 1 inch equals 400 feet (or larger scale) showing the proposed layout of the water, and sewer extensions. The conceptual plans should show all proposed pipelines and sizes, manholes, valves, fire hydrants and pump stations and the nearest existing water and sewer facilities to which the proposed new extensions will connect. All proposed easements shall be shown.

2.3.2 Design: The applicant shall submit in his pre-application package preliminary engineering design calculations used to determine line and pump station sizes and fire protection requirements including expected initial and future populations to be served.

2.3.3 Estimated Time Schedules: The applicant shall submit in the pre-application package estimated time schedules identifying the expected dates of completion of the final plans and specifications and expected beginning and completion dates of construction.

2.3.4 Projected Cost Estimate: The applicant shall submit in the preapplication package a cost estimate prepared by an engineer for the proposed water and sewer extensions. The cost estimate shall be as detailed as possible with estimated quantities of specific items of work and their projected unit costs.

### 2.4 REQUIRED FEES AND CHARGES

The Developer and his Engineer shall thoroughly familiarize themselves with the fees and charges set forth in the Utility Regulations . Based upon the submittal of the pre-application package, the Director and his staff shall determine and furnish the applicant in writing the estimated fees and charges relating to the proposed water and sewer extensions. A final value of the fees and charges will be determined by the Director and his staff upon approval of the plans and specifications.

2.5 REQUIREMENTS FOR PLANNING BOARD APPROVAL

The Commission shall require approval of a proposed development by the Pitt County Planning Board or the City of Greenville Planning and Zoning Commission, whichever has jurisdiction for the proposed development site, prior to acceptance of Contract Documents for review and approval.