









The applicant will not receive their meter/backflow assembly or utility service until the Turnover Documents have been reviewed and accepted, in writing, by PSLUSD.

Notes: \_\_\_\_\_

**16. Temporary Water Meter** – Temporary construction meters will be installed by PSLUSD and may be installed on the jumper or placed on nearby existing fire hydrants that are owned and operated by PSLUSD. The Temporary Water Meter Application and Policy can be found at:

<https://utility.cityofpsl.com/get-connected/divisions/utility-engineeringcommercial-development/temp-water-meter-request/>

<https://utility.cityofpsl.com/media/1849/temporary-water-meter-policy-edoc302a-040221.pdf>

Once approved, the applicant will be contacted by Connection Support and Billing with the appropriate fees. The meter will be installed within seven (7) calendar days of the date the fees are paid.

Reminder: Pay close attention to the expiration date on the permit as PSLUSD may remove the meter on the day after the permit expires. If you still need the meter, make sure to extend the permit early.

Notes: \_\_\_\_\_

**17. Repair Kits/Tools** – Reminder to turn over all repair kits and tools at the time of inspection as listed below. All items must be turned over to the City in new and unused condition. The inspection will be considered failing until the kits are received.

- A. Pump Station Repair Kits – At the pump station start-up inspection.
- B. Fire Hydrant Repair Kits – The contractor shall provide one hydrant wrench, fire hydrant kit and maintenance manuals to the PSLUSD at time of testing. After-market items will not be accepted. One (1) kit shall be provided for every five (5) hydrants. If there are less than five (5), one kit will be required. One kit shall consist of the following items: Mueller Hydrant Wrench (A-311); Mueller Nozzle Wrench (A-316); Brass Safety Sleeve (A367); Hex Jam Nut Removal Socket (M1600961) and Lid Lifter (ETD5LL)
- C. Valve Key – At the pressure test inspection. One (1) minimum of 6' in length per project.
- D. Manholes with bolt down covers – One (1) set of bolts for every five (5) manholes, or portion thereof. One (1) tool for bolts per project.

Notes: \_\_\_\_\_

**18. Web Address** – Most forms and other information can be found at the following links:

<https://utility.cityofpsl.com/get-connected/divisions/utility-engineeringcommercial-development/new-building-construction/>

<https://utility.cityofpsl.com/get-connected/divisions/utility-engineeringcommercial-development/forms-downloads/>

From the City of Port St. Lucie Home Page located at [www.cityofpsl.com](http://www.cityofpsl.com):

- Government
- Departments
- Utilities
- Commercial
- Utility Engineering
- New Building Construction/Forms

#### 19. Important Notes:

- Review and approval times are based on the submittal packages. Errors and omissions in submittal packages will require multiple submittals and reviews which may cause delays to your project and affect the completion date. Re-review fees may apply.

Include the following time frames in your project schedule:

- **Service shutdowns of any type require seven (7) calendar days' notice and must include a map showing valves to be closed and customers affected.**
- Time for submittals (plans, shop drawings, etc.) to be reviewed by PSLUSD – up to 30 calendar days.
- Time for Utility Work Completion Package to be reviewed by PSLUSD – up to fourteen (14) calendar days.
- Time for Acceptance Package to be reviewed – up to fourteen (14) calendar days.
- Time for corrections to be made is dependent upon the EOR.
- Time for meter to be set after completion and acceptance by PSLUSD – up to seven (7) calendar days.
- Several of the inspections require submittal and acceptance of paperwork. Please note these now and prepare accordingly as to not delay your testing schedule. Please share this information with the person who schedules inspections for you project.
- PSLUSD Project Name and Project Number (NOT a “P” Number) is to be included on all submittals. This can be found on the first page of this Agenda. The PSLUSD Project Number should be first in the subject line of all correspondence.
- Water meters, whether supplied by PSLUSD or the contractor, will not be installed until the Acceptance/Turnover Documents have been accepted by PSLUSD and payment of all applicable fees.
- Inspectors will do courtesy reviews of the EOR or contractor's record drawings/redlines during any scheduled onsite inspection if the documents are available.
- Temporary water meters are installed by PSLUSD after receipt and approval of the application and payment of fees.
- Ballast concrete may not exceed a point 6” below the invert of a grinder or valve vault. Ensure the excavation is large enough to accommodate the amount of concrete needed. No additional concrete may be dumped into the hole.
- No pipe backfill will take place without written consent from PSLUSD. If no restraints or conflicts are in the area to be backfilled, a photo of the area may be emailed to the inspector, at the discretion of the inspector. If gravity sewer is to be backfilled, along with the photo, send the inspector the inverts (both ends – MH/MH or MH/WW), length of pipe, and installed pipe slope for the inspector to confirm prior to approving the area for backfill.
- Flushing signs will be provided by the PSLUSD inspector for scheduled inspections. The contractor will make arrangements with the inspector to obtain additional signs needed for bacteriological testing. One (1) sign per sample point is needed. If the signs are not returned to PSLUSD, there will be a \$12.50 fee, per sign, which must be paid prior to acceptance.

- PSLUSD will install the meter and backflow only after the project has been accepted. All flanges, unions, reducers, etc. will be installed by the contractor. Allow up to seven (7) calendar days for meter to be set. The backflow assembly will be certified by PSLUSD at this time.

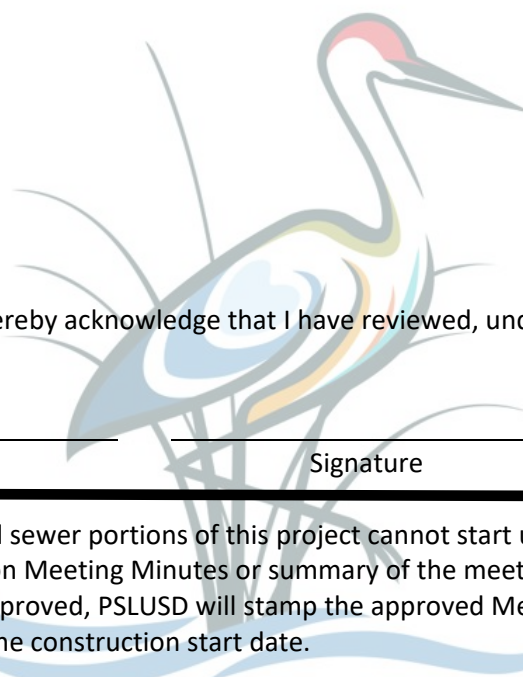
**20. Other Permits**

- If applicable, please provide copies of permit(s) and/or environmental site assessments detailing the measures taken to protect endangered, threatened or species of special concern (Gopher Tortoise, Eastern Indigo Snake, Crested Caracara, etc.) that may be located on the proposed project site pursuant to City Code Section 157.07.
- FDOT
- SLC

**21. Open Discussion:**

**22. Certification**

As the Engineer of Record, I hereby acknowledge that I have reviewed, understand, and will abide by all terms within this agenda.



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|              |           |      |
|--------------|-----------|------|
| Printed Name | Signature | Date |
|--------------|-----------|------|

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Construction on the water and sewer portions of this project cannot start until the Engineer of Record completes the Pre-Construction Meeting Minutes or summary of the meeting and returns it to PSLUSD for review and approval. Once approved, PSLUSD will stamp the approved Meeting Minutes or summary at the bottom of the last page with the construction start date.

