Pre-Construction Packet

Land Development Projects

This packet is intended to assist the Contractor with general information regarding pre-construction meeting topics, inspections, and key project milestone checklists. This information is a guide and should be applied, as warranted, to the Project.

Utilities Guidelines

Construction:

All water and sanitary sewer construction will be done in strict accordance with the Town of Leesburg Design & Construction Standards Manual (DCSM), DCSM interpretations, and the approved project plans.

- The contractor is responsible for knowing and following all Town standards.
- The contractor is responsible for notifying Utility Inspector at least two business days in advance of any major construction activities that require an inspector to be present.
- The contractor is responsible for submitting all Overtime Utility Requests through the Town website at least two business days prior to scheduled work. Approval will be based on Town inspector availability.
- Contractor is responsible for compliance with all Miss Utility/VA 811 law.

Safety:

It is the Contractor's responsibility to comply with all Virginia Occupational Safety and Hazard Association (VOSHA) requirements pertaining to the project. If an unsafe condition is identified on the job site, The Utility Inspector will advise the highest-ranking member of the Contractor's staff at the project of the violation. An email will be sent to staff as a document of the violation. Utility Inspector is not responsible for solutions for the problem, other than identifying an unsafe condition(s) exist. Inspection services will not be continued until the problem has been corrected. Failure to correct an unsafe condition or repeated conditions will result in notification to the VOSHA.

Permits, Licenses & Certifications:

The Contractor is responsible for having all approved permits, licenses, and certifications necessary to construct the project. A Public Facilities Permit (PFP) must be paid prior to issuance of zoning and/or building permits. Please contact Betsy Payne at (703) 771-2762 with any questions.

TOL PFP Issued. If not, work cannot begin. Contact Betsy Payne to obtain current permit fees.

_____ Yes _____ No

Contractor/Developer have a copy of the DCSM? If not, then must obtain one. A copy can be obtained from **leesburgva.gov** web site. (See website links page in the back of this packet)

____Yes _____No

Field Changes:

Utility Inspectors are empowered to approve minor field changes to the approved plans. Examples of minor changes are: additional valves, foster adapters/anchor couplings, changes in grade, or minor adjustments that will not affect easements, reduce hydraulic capacity or change the alignment. For such changes, the Utility Inspector will note the change on the field drawings.

Significant field changes will require plan revision. The Utility Inspector will advise when plan revisions are required. If revisions are required, contact Plan Review to determine necessary steps.

Submittals:

At least ten business days prior to start of construction, the contractor shall provide the Utility Inspector with all submittals required to perform the work. Further submittals may be required after construction commences based on work to be performed. * Cutsheets need to be submitted, reviewed and approved prior to work taking place.

Receiving, Handling and Storage:

- Receiving delivery, inspection, offloading and storage of materials in the field by the contractor shall be done as recommended by the material's manufacturer.
- New Materials- Born on date within a year of the current date.
- Protection by covering to prevent UV damage and contamination due to construction activities is required. The ends of pipes while stored on site must be protected with covers.
- All materials are subject to inspection to ensure that they meet the Town's standards and approved submittals. Rejected materials shall be removed from the site immediately.
- Town Utility Inspectors reserve the right to obtain manufacturer's manifest/tickets for all products installed on site.

Inspection and Installation:

- The installation of project utilities will be monitored daily as work progresses.
- All portions of the system shall be installed per manufacturer's specification and approved plans (pipes, fittings, hydrants, valves, manholes, service connections, etc.)
- Visible utility inspections are required prior to backfill as coordinated with Utility Inspector.
- Open ends of pipe to be covered in trench and hard plugged overnight.
- Great care shall be taken to prevent any foreign material (rocks, soil, wood, etc.) from getting into pipes during installation.

Sanitary Sewer:

- Chock the haunches of all pipes. This includes both mains and laterals.
- Manhole penetrations shall be benched no higher than half of the pipe diameter.
- Cleanouts will be located +/- one foot from the property line or as shown on approved plans. The cleanout stacks are to be kept vertically plumb when placing backfill. Passing camera inspections of cleanouts is required prior to occupancy.
- Where by-pass pumping of sanitary sewer is needed, detailed plans, pump, auto dialer information, and a proposed by-pass schedule shall be sent to the Utility Inspector for review 10 business days prior to starting the work. This detailed plan showing manholes, pumps, by-pass piping, and auto dialers should be completed by the pump manufacturer.

Water:

- Utilities Department staff shall operate all valves. Contractors shall not operate valves on active systems. Utility Inspector must be on site for water shutdown and pipe tappings.
- Connection to the Town's active water system that requires valve operation shall be coordinated ten business days prior to starting the work.
- In addition to DCSM Section 2-315 requirements for thrust blocking and mechanical joint restraints, Utility Inspector may require additional restraint and blocking based on field conditions.
- All water main fittings and service lines will be inspected prior to placing backfill.
- Construction grade must be in place prior to installing water services (crocks, setters, frames and covers).
- No water meters will be set for project until all testing and flushing of both the water and sanitary sewer mains have been completed.
- Contractor is responsible for marking the property line prior to installation of water meter setter.
- Stone dust or masonry sand is considered suitable bedding and backfill for water services.
- See DCSM Article 2 for all horizontal and vertical separation requirements.
- Hydrant meter rental to be coordinated with Utility Inspector.

Backfill:

- The developer shall provide an independent soils testing and inspection service for quality control of utility installation. The contractor shall coordinate soils testing work with the testing service and the Utility Inspector. All backfill shall conform to Article 9 of the DCSM and reports shall be submitted to Utility Inspector.
- Bed pipe with #68 stone and twelve inches above the crown of the pipe.

Backfill of the trench to two feet above the top of the pipe shall be of clean material with no pieces larger than one inch in any dimension. Backfill shall be placed at a maximum of 8 inch loose lifts and compacted as specified in Article 9 Section 760 of the DCSM.

Testing, Cleaning, Flushing & CCTV inspection of Sanitary Sewer:

- Manholes and sewer main testing shall be in accordance with DCSM Article 4.
- The contractor shall notify the Utility Inspector at least two business days prior to the start of any flushing operation.
- Flushing shall be performed in a manner that assures a clean sewer main may be inspected.
- Flushing water shall be disposed of according to the Virginia Department of Environmental Quality (DEQ) regulations.
- Flushing is to be performed one segment at a time (manhole to manhole). A screen or other approved method of collecting debris is to be located in the downstream manhole. Debris shall be removed from each manhole, not flushed down the sewer main.
- Developer/contractor will perform the initial CCTV inspection (recommended when pipe is backfilled to subgrade) and provide an acceptable inventory of installed sanitary sewer mains. This inspection shall be in accordance with the National Association of Sewer Services Companies (NASSCO) and a copy of the report shall be provided to the Utility Inspector for review and comments.
- Contractor shall provide the Utility Inspector with camera files for review within five business days of completing the initial CCTV inspection.
- The contractor will perform a formal CCTV inspection of sanitary sewer mains upon placement of base asphalt. Contractor is at risk of additional repair/replacement if inspection fails as well as re-inspection fees.

Testing, Cleaning, Flushing & Sampling of Water:

- Hydrostatic testing of new water mains against new or existing valves that connect to an already active water main is not permitted.
- Contractor/developer shall be invoiced for all water used for flushing, filling, testing, sampling, etc.
- If sanitary sewer is not available for flushing, contractor shall be responsible for dechlorinating.
- Contractor/developer shall provide all proper test equipment and all tests shall be monitored by the Utility Inspector.
- Construction purity samples will be collected by Utility Inspector and tested by town. Contractor/developer will be invoiced for all construction purity samples.
- Passing water main flushing, sampling and hydrostatic tests are required before any water service connection is installed.
- Water main disinfection shall be performed in accordance with AWWA Standard C651-99.
- The meter and appurtenances will be inspected as part of the occupancy permit process.

Occupancy Permits

- Payment of Public Facilities Permit (PFP) required before zoning/building permit issuance.
- All CCTV lateral inspections will occur on Tuesdays and Fridays. All requests for meter sets must be received by 2PM one business day prior to inspection.
- Initial meter set and CCTV lateral inspections are paid on PFPs. However, re-inspections due to failed inspections will be billed monthly.
- Passing CCTV lateral, and cross connection inspections (where applicable) are required prior to occupancy sign off. Passing backflow test reports shall also be provided prior to sign off.

Fats, Oils, Grease (FOG) and Cross Connection Control Requirements:

- All pretreatment and cross connection control devices shall be approved and inspected by the Environmental Compliance Inspector prior to occupancy.
- All required backflow test reports must be submitted to the Town prior to occupancy. Town does not test devices.

Final Acceptance:

- Contractor shall contact Utility Inspector to obtain final acceptance.
- A punch list may be required prior to final acceptance at performance bond and subsequently before maintenance bond release.
- Contact Public Works Inspector for initiation of bond release and as built plan submission.

Over-Time Request for the Contractor:

All request for after hours (7:00am – 3:30pm Monday- Friday) inspection services must be submitted via our online form. All requests must be received no later than 3:30pm, two business days prior to the date of work to be performed. If the contractor chooses to work outside of the business hours, Work is to be left open until the Utility Inspector can complete the inspection. All cost for inspection services provided outside of regular working hours will be invoiced by the town monthly. All invoices must be paid prior to Beneficial Use or Full Approval Status. (See website links page in the back of this packet)

The Town of Leesburg reserves the right to deny any request for overtime services due to weather, operational concerns, staff availability or any other unforeseen circumstances.

Town of Leesburg Land Development Projects – General Workflow Procedure

1. Construction Plans Approved – Construction Permit Issued

- Town of Leesburg reviews the construction plans and provides an approval letter containing a list of requirements for permit.
- Once all requirements are met, Community Development signs the construction permit.
- LW emails the Developer a copy of the executed construction permit, the contact information for the LW inspector assigned to the project, and Workflow Information Packet.

2. Pre-Construction Meeting

- "Pre-Construction Meeting Request" made via Town of Leesburg website.
- Utility Inspector sets meeting and sends invite.
  - Required attendees: General Contractor Project Manager and/or Site Superintendent and Piping Contractor.
  - *Pre-con meeting agenda:* Discuss scope of the project and specific construction related issues to include construction water, utility protection, bypass plans, tie-in, meter release, reclaimed water, etc. (see workflow packet pre-con agenda).

3. Inspections

- Occur throughout the installation of the water and sanitary.
- Notes:

    - *Building lateral sewer inspections from the main to the town owned cleanout:* observed by the Town of Leesburg, Cleanout to building needs to be setup and inspected through Loudoun County.
    - *Fire lines*: Town of Leesburg only inspects installation, pressure test and samples to the top of the fire line spool. For continuation inside the building, acquire fire service permit and inspections from Loudoun County Building and Development.
    - *Water services are inspected from the main into the meter:* observed by the Town of Leesburg, meter crock to building needs to be setup and inspected through Loudoun County.
    - *Sanitary and Water mains will be inspected as they are installed*

4. Meter Request

- Town of Leesburg website:
  - Request for "Public Facilities Permit" made via Town of Leesburg website.
  - Public Facilities Permit is paid.
  - Administrative paperwork is complete with Betsy Payne.
  - Request Your Meter via Town of Leesburg website.

  - **Pass meter crock/vault inspection** with the utility meter team, which occurs at meter install. If the inspection fails a meter team member will contact the requester to notify them of the issues that need to be resolved. (a re-inspect fee will be applied to all fail attempts.)

5.Beneficial Inspection

- Beneficial Use Inspection checklist completed.
- "Beneficial Use Inspection" made via the Town of Leesburg website.
- The Town of Leesburg inspector:
  - Walks the project for beneficial inspection.
  - Generates a punch list as required.
  - Re-walks the site when all punch list items are complete.
  - **Passes** the Beneficial Use Inspection.

6. Final Inspection

- ☐ "Final Inspection" checklist completed.
- ☐ Project As-builts are required by Town of Leesburg.
- ☐ "Final Inspection Request" made via the Town of Leesburg website.
- ☐ The Town of Leesburg inspector:
  - Walks the project for final inspection.
  - Generates a punch list as required.
  - Re-walks the site when all punch list items are complete.
  - **Passes** the Final Inspection.

Pre-Construction Agenda

Date: _____

Inspector: _____ Project Number: _____

- ☐ Introduction of Teams
- ☐ Construction Plans (Rev and Date) confirmation; Current Standard Details

Job Details Discussion:

- ☐ Inspector presence on site
- ☐ Cut sheets –email copy to Inspector and provide hard copy
- ☐ Gravel Requirements
- ☐ Marking tape/tracer wire
- ☐ Casing pipe/concrete encasement
- ☐ Questions/schedule regarding approved materials
- ☐ Other Project Specific Items (structures/walls near/crossing Town of Leesburg utilities, flush/fill, onsite/offsite work, etc.)
- ☐ Project phasing/scheduling – occupancy/meter needs?
- ☐ Utility Protection – protection of existing Town of Leesburg utilities; protection of new utilities; critical crossings; retaining walls, structures near easements/crossing utilities; reclaimed crossings; blasting requirements
- ☐ Sewer installation (slopes, materials, installation)
- ☐ Grease Interceptor, oil water separator – material submittal to Town of Leesburg; who is installing; inspection requirements
- ☐ Bypass Pumping or shutting off valves – Plan and schedule
- ☐ Water line installation
- ☐ Blocking/Cross-blocking
- ☐ Water quality samples
- ☐ Meters (size, type, std details that are applicable)
- ☐ Backflow Prevention
  - o Service Line Protection
  - o Air gaps are required between storage tanks, basins, or reservoirs of any kind and the incoming potable water supply
  - o Secondary/Auxiliary sources cannot be directly connected to potable water lines
- ☐ Meter Crock Protection – Protective Orange Fencing (residential)
- ☐ Meter crock inspection roles – inspector vs meter team
- ☐ Hydrants for Construction water
  - Hydrants and obtaining hydrant meter
- ☐ Fire Lines

- General Information

- Memorandums to the Industry (see Town of Leesburg website for full list)
- Checklists - Workflow Information Packet for Land Development Projects
  - Request Beneficial Use Inspection and Final Inspection on website (see checklists)
  - CCTV Inspection Requirements (see checklist)
  - Meter Installation/Transfer Requirements (see checklist)
- OT Policy (request/cancel on website)
- Town of Leesburg calendar (online website) and Holidays

Requirements for Beneficial Use Inspection

Date:_____ Project Number:_____

Inspector:_____

Sewer System:

- ☐ All manholes to be cleaned (all invert/benching work to be completed)
- ☐ Hydrostatic testing completed and passed (mains)
- ☐ Sanitary lines flushed and CCTV inspection completed (refer to "Requirements for CCTV Inspection" checklist for criteria)
- ☐ Removal or relocation of bulk heads / plugs
- ☐ House to main lateral installed and tested

Water System:

- ☐ Pressure testing completed and passed (mains) (150 psi minimum)
- ☐ Fire line pressure testing completed and passed (200 psi test pressure)
- ☐ Water quality samples taken and passed
- ☐ Curb and Gutter installed
- ☐ Water service lines installed and approved
- ☐ Fire Hydrants – Safety red body and gloss white top; bollards installed as required by plans
- ☐ All backflow need to be inspected by Cross Connection Inspector.
- ☐ For all backflow device installations, backflow test reports must be submitted to Town of Leesburg.
- ☐ Meter crocks/vaults installed per standard details (meter team has last inspection prior to meter release/placement – see "Requirements for Meter installation/Meter Transfer")

NOTE: Meter request occurs after all pertinent field inspections are passed and any required administrative paperwork is complete with Betsy Payne.

General:

- Base asphalt installation surrounding all valves and manholes (anything in the street); includes snow caps on manholes and valves as needed
- Contractor has located all valves, manholes, and any other grade-level appurtenances
- Contractor to verify all valves and fire hydrants are in working condition
- Contractor to verify proper frame and covers for manholes (per detail); easement manhole frame and cover bolted to top of manhole
- Concrete pads poured for Town of Leesburg utilities not in asphalt / finished grading of non asphalt areas.
- Cleanout's are capped and protected with heavy duty cleanout cover.
- Easements are to be free and clear of all encroachments

Requirements for Final Inspection

Date:_____ Project Number:_____

Inspector:_____

NOTE: Final Inspection should be requested after project as-builts are completed by Town of Leesburg

General:

- ☐ Final paving
- ☐ Contractor has located all valves, manholes, and any other grade-level appurtenances
- ☐ All manholes to be cleaned
- ☐ Sanitary lines flushed and final CCTV inspection completed (refer to "Requirements for CCTV Inspection" checklist for criteria)
- ☐ Contractor has verified all valves and fire hydrants are in working condition
- ☐ Fire hydrants to be painted in accordance with approved drawings and details
  NOTE: Any hydrants that painted for construction usage during construction, will be checked for proper operation and any damage; damaged components to be repaired by Contractor
- ☐ Restoration of project easement areas completed by contractor (general grading and seeded/straw)
- ☐ Check meter crocks (refer to "Requirements for Meter Installation/Transfer" checklist for criteria)
- ☐ Cathodic protection test passed and locating wire on PVC water mains and pressure force mains; All documentation received by Town of Leesburg
- ☐ Marker posts installed, where applicable, per Town of Leesburg Standard Detail
- ☐ Completed punch list items as generated during the Beneficial Inspection
- ☐ Confirm final status for flushing station has been executed (i.e., remaining, removed, relocated, replaced).

Requirements for CCTV Inspections

Note: Town of Leesburg performs the CCTV Inspection prior to final inspections.

General:

- ☐ All necessary Town of Leesburg inspections have been passed
- ☐ Manhole frames are set/sealed/no leaks
- ☐ Bulk Heads / Plugs are removed
- ☐ Manhole sewer lines are vacuumed and/or flushed and free of debris, grease, rocks, gravel, etc
  Note: CCTV Crew may inspect past the last manhole for the job to ensure debris was not flushed to existing sanitary line
- ☐ No leaks at joints, connections, inverts, or in manhole
- ☐ Free of low spots

Additional specifics for CCTV1 inspection (occurs immediately preceding Beneficial Inspection):

- ☐ All manholes have base asphalt
- ☐ All manholes not in pavement and/or still having active construction nearby must have 3-sided orange fence
- ☐ All inverts finished

Additional specifics for CCTV2 inspection (occurs immediately preceding Final Inspection):

- ☐ Final paving

Requirements for Meter Installation/Transfer
(Meter Crock/Vault Inspection)

A failed meter crock inspection results in a re-inspection fee and the need to re-schedule meter delivery

NOTE: Meter release occurs after all pertinent field inspections are passed and any required administrative paperwork is complete with Betsy Payne.

- ☐ All meters are delivered to the site by the Town of Leesburg, a meter team member will inspect the crock/vault.
    - Meters are installed by the Town of Leesburg

Prior to Submitting Meter Request

General:

- ☐ PFP Invoice paid
- ☐ Beneficial Inspection passed
- ☐ Backflow devices must have passed test results submitted the Town of Leesburg.
- ☐ All associated piping connections not leaking
- ☐ Corp stop/isolation valve is turned on; check valves are operational
- ☐ Tracer wire is installed per detail
- ☐ Grade around crock/vault is correct and cover installed to grade (crock)
- ☐ Frame is level and centered on crock and frame tabs (3) are within crock
- ☐ Meter setter is level, centered in meter crock, set to correct min/max level from grade
- ☐ Maintain easement accessibility around crock/vault
- ☐ Meter crock is installed in grass area, unless approved by the Town of Leesburg during design
- ☐ Bottom of crock has appropriate gravel/bedding layer (no dirt layers between gravel)
- ☐ Debris and rocks are removed from bottom of crock/vault
- ☐ Correct meter crock/setter is installed for the meter size requested.

- ☐ Crossbars are installed on all setters.
- ☐ Address or Lot Number is visible where meter is going to be installed.
- ☐ Check sanitary lateral pipe to make sure cap is installed.
- ☐ Check the meter box for any damages.
- ☐ Check locking nut on the lid to make sure it is not stripped.

Additional specifics for commercial meter installation:

- ☐ Connections at meter setter are located inside meter crock
- ☐ Power Requirements:
  - Sump pump installed/powered by outlet
  - NEMA box installed/powered
  - Grounding harness installed for meter
- ☐ Vault pipes aligned to accept meter
- ☐ H20 rated hatch installed and accessible; ladder installed
- ☐ Stainless steel stands installed under the valves.

Requirements for Temporary Hydrant Request

Date:_____ Project Number:_____

Inspector:_____

Is a temporary construction hydrant(s)/water needed on the active construction site? Contractor should be prepared to discuss the following at the pre-construction meeting:

Contractor proposed plan, including:

- Reason for request
- Proposed location of hydrant(s)
  - New infrastructure*
  - Preferred includes new infrastructure or temporary hydrant installed – usage after testing and sampling complete. Must be approved by utility inspector.
  - No temporary yard hydrants
  - No use of a blow-off allowed.
- Anticipated use of hydrant(s)
  - Hours of use per day and number of days per week
  - Uses of hydrant(s), for example truck washing, dust control, equipment testing, etc.
  - Date in which the hydrant(s) use will end – hydrant bonnet must be painted back to gloss white prior to Final Inspection
- Acknowledgement that hydrant component parts may need to be replaced prior to terminating use based on the condition determination of the hydrant(s) by utility inspector (part of beneficial and/or final inspection)
- Acknowledgement that temporary construction hydrant bonnet will be painted gray. (Rustoleum Gray).

The utility inspector will work with the Contractor to determine if the proposed plan is acceptable. Once the plan is agreed upon, the Contractor must use a Town of Leesburg issued hydrant meter.

*If Contractor is proposing to use an existing hydrant near the construction site that is Town of Leesburg owned, Contractor needs to apply for a temporary hydrant permit.

Town of Leesburg Utility Protection – General Information for Excavators

- A valid VA811 ticket is required for all excavation work, throughout the life of the project.
  - When to call in ticket?
    - Within 30 working days of work commencing
  - How long does it take the Town of Leesburg to respond to a ticket?
    - The town has 48 hours to respond to a ticket and the active ticket is valid for 15 working days
  - What is required for a ticket?
    - Less than 1 mile of work per ticket
    - Less than 15 working days of work to be performed
    - Communicate accurate scope for ticket
    - White lining is encouraged
  - When to update ticket?
    - If the work exceeds 15 working days
    - Update ticket on day 12 to avoid expired excavation ticket
    - If scope of work on ticket has changed, enter new ticket before old ticket expires and update the scope

  NOTE: Excavator must make every effort to protect the marks.

- For excavation work occurring within the property lines of the Town of Leesburg owned facilities, a VA811 ticket may be responded to as a code 70, which will require someone on-site.

- The Contractor must adhere to all excavation guidelines set forth by the Underground Utility Damage Prevention Act and any additional Town of Leesburg project specific needs, i.e.,
  - Hand digging vs mechanized equipment near utilities
  - Blasting near utilities
  - Heavy equipment crossing utilities

Code	Description
10	Marked.
11	Marked; abandoned utility lines may be in the area.
12	Marked up to privately owned utility; contact private utility owner for locate.
13	Marked up to privately owned utility; contact private utility owner for locate. Abandoned utility lines may be in the area.
30	No conflict; utility is outside of stated work area.
31	No conflict; utility is outside of stated work area. Abandoned utility lines may be in the area.
32	No conflict; privately owned utility on property. Contact private utility owner for locate
33	No conflict; privately owned utility on property. Contact private utility owner for locate. Abandoned utility lines may be in the area.
35	Used in response to excavator's 3-hour ticket after having observed clear evidence of the presence of an unmarked Verizon utility line in proposed excavation. If Verizon has determined it has no utility lines in conflict with the proposed excavation as delineated on the ticket, Verizon shall, within 30 minutes, respond to the excavator-operator information exchange system (Positive Response) with Code 35.
40	Agree to meeting as proposed by excavator.
41	Mutually agreed to alternative meeting time and location.
50	Installation records, maps or other documents have been provided.
51	Records or information regarding private sewer laterals have been provided.
52	Records regarding private sewer laterals have been provided on an accessible electronic system.
53	Agreed to an on-site meeting to provide additional information regarding private sewer laterals.
60	Locator and excavator agreed and documented marking schedule.
61	Locator and excavator agreed and documented marking schedule. Abandoned utility lines may be in the area.
70	Critical facility marked; locator or utility operator will contact excavator and operator must be present during excavation.
71	Critical facility not marked; locator or utility operator will contact excavator and operator must be present during excavation.
80	The status of the utility line has been determined to be abandoned.
81	Mutually agreed to alternative time to determine if the utility line is abandoned.
82	The utility line in question does not belong to this operator.
90	Locator could not gain access to property; locator will contact excavator.
91	Incorrect address information; please call Miss Utility and provide correct information.
93	Scope of work is too large; please call Miss Utility to reschedule.

94	Marking instructions are unclear; please call Miss Utility to reschedule.
96	No response required from this terminal.
97	Extraordinary circumstances exist.

Contacts:

Scott Shillingburg, Utility Inspection Supervisor	(571) 439-4464
Giovani Martinez, Utility Inspector	(571) 246-5718
David Piper, Utility Inspector	(571) 233-8230
Chris Cassidy, Utility Inspector	(571) 420-9123
David Lease, Utility Inspector	(703) 297-7873
Jason Trout, Environmental Compliance Inspector	(571) 246-5714
Betsy Payne, Utility Analyst	(703) 771-2762

The conditions listed above have been explained to me and I understand my responsibility as the contractor and/or developer.

_____
Project Name

_____ _____
Print Name (Contractor/Developer) Company/Developer

_____ _____
Signature (Contractor/Developer) Date

_____ _____
Signature (Utility Inspector) Date

Website Links

Town Website:
https://www.leesburgva.gov/departments/utilities-water-sewer/inspections-and-contractor- builder-services

Information on town website includes:

Utility Design Standards (Water and Sanitary):
https://www.leesburgva.gov/departments/utilities-water-sewer/new-construction-and-design/utility- design-standards

Hydrant Meter Rental:
https://www.leesburgva.gov/departments/utilities-water-sewer/inspections-and-contractor-builder-services/hydrant-meter-rental

Inspection and Occupancy requests:
https://www.leesburgva.gov/departments/utilities-water-sewer/inspections-and-contractor-builder-services/inspection-occupancy-requests

Overtime Utility Service Requests:
Requests for After Hours Utilities Services, including Construction Inspections | Leesburg, VA (leesburgva.gov)

Public Facilities Permit Information:
https://www.leesburgva.gov/departments/utilities-water-sewer/new-construction-and-design/pfp-connection-availability-fees

Before you dig, Miss Utility 811 or 1-800-552-7001
www.missutilityofvirginia.com or www.va811.com