



**FORT PIERCE UTILITIES AUTHORITY  
“Community Proud”**

**Developer’s Responsibilities for Utility Connection**

The purpose of this document is to provide clear direction for connecting a project to the Fort Pierce Utilities Authority (FPUA) water and wastewater system.

Note that approval through the City of Fort Pierce or Saint Lucie County site plan approval process does not constitute approval of your detailed utility plans through FPUA. The steps required for FPUA approval are listed below. All Forms, Standards and Specifications, Standard Details, etc. can be downloaded from our website under the Doing Business with FPUA link then W/WW Engineering Downloads.

1. Visit [www.FPUA.com](http://www.FPUA.com) and become familiar with our Standards and Specifications. Standard details are provided .pdf format for easy transfer onto your construction plans. These details are updated often and you are responsible for obtaining the most current specifications.

<https://fpu.com/doing-business-with-fpu/>

<https://fpu.com/water-and-wastewater-engineering-downloads/>

2. It is recommended at this time to contact and schedule a pre-design conference with a FPUA Project Manager.
3. Submit 3 initial sets of detailed utility drawings to 1701 S. 37<sup>th</sup> Street, Fort Pierce, FL 34947, along with the plan review and commercial applications.

Note: Reference section 1.22 of the General Design & Construction Standards for Drawing/CAD requirements. Failure to adhere to requirements will result in utility plan denial. Allow 30-day response time. It may take several submittals to receive an approved design.

4. An Engineering Review Fee Invoice will be calculated based on your project submission. You may calculate this fee yourself, if you elect to calculate the fee yourself in an effort to expedite the submittal process, keep in mind that your calculations are subject to FPUA approval. This invoice must be paid prior to the return of your first plan submittal, permits, etc. Review fees are based on:

\$500 Flat charge per development

plus \$20 per water equivalent residential connection (WERC) at 300 gallons per day

plus \$20 per sewer equivalent residential connection (SERC) at 240 gallons per day

Note: For multi-family developments, (more than two units per building) each unit represents 70% of one WERC and 87.5% of one SERC.

5. Submit any required permits (Draft) with your initial construction plans. Please use the Water and Wastewater FDEP Permit forms provided on the website as the pertinent information is always current.
6. Submit a Notice of Intent to Discharge Form with your initial construction plans. Should you need an Application for Wastewater Discharge Permit, you will be contacted by our Pretreatment Coordinator.

7. Upon plan approval, you will receive one set of the submitted plans stamped approved or approved as noted and any applicable permits executed.
8. Execute and submit a Water and Wastewater Supply Agreement at the time of final plan submittal. This is a three-party document outlining the requirements of the project owner and project engineer.
9. If your property is outside the City Limits, the property owner will be required to sign an Annexation Agreement. Please complete the attached annexation form and return to your FPUA project manager.  
Our office will provide this information to the attorney, who will prepare an annexation agreement and their office will call/email the property owner to have the agreement signed and will thereafter record the agreement. The service fees, which are subject to change and are payable to Fort Pierce Utilities Authority at the time the agreement is signed, range from \$75 - \$400.

**Note that until the approval and acceptance of the Plans and Permits, the execution of the Annexation Agreement, Supply Agreement, and Payment of Capital Improvement Charges, Accrued Guaranteed Revenue Charges, and other associated fees, the project cannot move forward to the construction phase.**

10. Submit a minimum of 3 shop drawings for all sanitary structures and manufacturer's cut sheets for all materials. These submittals will be reviewed and may be returned approved or revise and resubmit if major deficiencies are found.
11. Contact your FPUA Project Manager to schedule a pre-construction meeting.
12. When your project is about 90% complete, please contact your FPUA Project Manager to schedule a post-construction meeting. At that meeting, you will need to have your turnover package complete. All items in the turnover package must be complete prior to scheduling a walk-through. Listed below are the items in the turnover package:
  - a. Bill of Sale/Cost and Quantities (utilize form on website)
  - b. FDEP Water/Wastewater Certification
  - c. DDC Data Sheet to include device number, manufacturer, installation date, test date and results, and device size
  - d. Record Drawings – Need Two Sets of Paper Copy Drawings (As-Builts are not accepted)
  - e. Gravity Sewer Inspection DVD
  - f. Lift Station Start Up
  - g. Lift Station O & M Manuals (FPUA Owned Only)
  - h. Private Lift Station/Collection System Application (if applicable)

13. If your project requires an easement, the property owner will be required to sign an easement agreement. Please complete the attached easement form and return to your FPUA Project Manager.

Our office will prepare an invoice, payable to Fort Pierce Utilities Authority, for the service fees associated with the preparation and recording of the easement agreement. The invoice will be provided to the property owner and, once paid, our attorney will prepare an easement agreement. Our office will obtain signatures from the property owner and thereafter will record the easement agreement.

14. The following items need to be received prior to any meters being installed or chain being removed from DDC:
  - a. All Fees Paid (meter, DDC, deposits, New Account Setup Fees, etc.)
  - b. Final Inspection/Walk-Through

- c. Punch List Complete
- d. Contractor's Affidavit and Release of Lien (utilize form on website)
- e. Executed Easement
- f. Memorandum from Applicable Right-of-Way Agency (Agency Granting Permit) that Project is Acceptable to Them
- g. Record Drawings – After Review and Approval, Need Two Sets Paper Copy, One Set of Mylars and One CD in AutoCad Format.

## DDC Installation Procedures

Below are the procedures for the installation of a DDC for unmetered fire

- ④ Fire/Mechanical Plans (offsite to device only) approved by FPUA Project Manager (PM)
- ④ Submittals approved by PM, with an approved set provided to Water Distribution (WD)
- ④ PM will acquire DDC installer contact information at pre-construction meeting and provide to WD
- ④ DDC contractor must be licensed with certification in backflow device installation and testing. Proof of certification must be provided to WD prior to pressure test
- ④ Upon notification of the need for a DDC, Engineering Coordinator (EC) e-mails Key Accounts (KA) with device size and account information
- ④ KA sets up account and creates service order which charges \$40 Initiation of Service Charge and alerts WD, via service order, of the DDC being installed
- ④ Contractor installs standpipes, concrete pad, and DDC under direct supervision of Water/Wastewater/Natural Gas Engineering Inspector to ensure compliance with clearances and adequate work space for future testing, maintenance, and repairs. Inspector locks device with chain after installation
- ④ Prior to scheduling the backflow certification test through the inspector, all lines to and from the device must be chlorinated and pressure tested per their respective agencies
- ④ WD Service Foreman must be notified (via Inspector) at least 24 hours prior to the test. Service Foreman must be present for the test and re-locks the OS&Y in the closed position after test. The test sheet must be given to WD either directly after the test or arrangements should be made to receive the test results. Engineering does not need a copy of the test results; WD will notify inspector of the test results
- ④ If at any time after the DDC installation the lock or chain has been found cut, the Revenue Protection Officer will be notified immediately. **Tampering or removal of the lock and/or chain will result in a Tampering Fee of \$200 and all associated fees according to the current FPUA Resolution. (WD will do a T-Tamper-Water service order; Revenue Protection Officer will go to site, take pictures, and bill tampering fee)**
- ④ After final walk-thru, EC will send Meter Installation Authorization (MIA) Form to WD Administrative Coordinator authorizing removal of the chain and begin billing
- ④ WD will remove the chain and add the DDC information to the account, including the device number and billing rate
- ④ EC will send Cost and Quantities to Finance to record the asset



**WATER AND WASTEWATER ENGINEERING**

**REQUEST FOR PREPARATION OF EASEMENT**

**1. PROPERTY OWNER BUSINESS, NAME AND ADDRESS**

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**2. REGISTERED SUNBIZ AGENT CONTACT, TITLE, ADDRESS, EMAIL AND PHONE NUMBER**

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**3. SITE ADDRESS AND PARCEL ID**

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**4. LEGAL DESCRIPTION AND EASEMENT DESCRIPTION**

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**ATTACHED**

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**5. FPUA PROJECT MANAGER CONTACT INFORMATION**

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**6. EASEMENT TO BE PREPARED AT THE COST OF: CUSTOMER**

**7. PROJECT SCHEDULED COMMENCEMENT DATE \_\_\_\_\_**

**ATTACH SKETCH OF EASEMENT**



**WATER AND WASTEWATER ENGINEERING**

**REQUEST FOR PREPARATION OF ANNEXATION**

**1. PROPERTY OWNER BUSINESS, NAME AND ADDRESS**

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**2. REGISTERED SUNBIZ AGENT CONTACT, TITLE, ADDRESS, EMAIL AND PHONE NUMBER**

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**3. SITE ADDRESS AND PARCEL ID**

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**4. FPUA PROJECT MANAGER CONTACT INFORMATION**

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**5. ANNEXATION TO BE PREPARED AT THE COST OF: CUSTOMER**

## SEQUENCE OF EVENTS IN PREPARATION OF EASEMENT

1. Complete Request for Preparation of Easement. When at all possible, all easements should be done on one form.
2. Forward completed Request form to FPUA Project Manager.
3. FPUA Attorney will order title search.
4. Upon receipt of title search, FPUA will email identity of owner and any mortgagees to FPUA Contact Person.
5. FPUA Contact Person will contact Customer/Owner to determine willingness to sign an easement and inform the Owner of the need for the lender, if any, to join in easement.
6. If Customer/Owner is willing to sign an easement, FPUA Contact Person will so advise FPUA Attorney and an easement will be prepared.
7. FPUA Attorney will call Customer/Owner to make arrangements to have the easement signed. In the alternative, if Contact Person wishes, the easement and other documents can be emailed to FPUA Contact Person to have signed. FPUA Contact Person will then return the signed easement/documents to FPUA Attorney.
8. FPUA Attorney will record the signed easement/documents and will return the recorded easement to Water/Wastewater Engineering Coordinator.
9. Engineering Coordinator gives the easement to the technician assigned to put on GIS.