June 1, 2020

Utility Turnover Submittal Instructions:

All documents are submitted to the Engineering Department, 401 W. Venice Avenue, Venice, FL 34285 or via e-mail at ccaron@venicegov.com

Water and sewer services may not be put into service prior to formal City Council acceptance of the Utilities at a regular meeting. This means water meters cannot be set and water services cannot be used for fire protection without this formal acceptance by City Council.

ONLY UTILITY DEPARTMENT EMPLOYEES ARE AUTHORIZED TO OPERATE VALVES. ALL CURBSTOPS MUST BE LOCKED TO AVOID ILLEGAL WATER USE

Step 1 – Digital copy and three paper copies of the Record Drawings must be submitted for review and field verification. Record drawings are not approved until the GIS files have also been provided along with signed and sealed drawings. Requirements for Record Drawing and GIS file format are included in the City Standard Details which can be downloaded at www.venicegov.com. It is most efficient to submit the Required Forms (listed below) at the time the Record Drawings are submitted.

Step 2 – Required forms and fee ($281.88) must be submitted including signed & sealed engineer’s estimate for the infrastructure to be turned over. Cost estimates must be based on standard FDOT cost estimates.

Required Forms:
1) Bill of Sale
2) Affidavit of No Liens
3) Certification
4) Final Costs Letter and Breakdown Sheet (by Engineer)
5) Legal Description
6) Contractual Guarantee from owner
7) Utility Easement if utilities to be turned over are on private property
8) Record drawing - three signed/sealed prints and GIS files
9) Maintenance Bond form
10) Cash, surety bond, or irrevocable letter of credit
11) Declaration of Maintenance Responsibilities
12) DOH and FDEP Clearance Applications with required signature and testing results.
**Step 3** – All testing must be completed and results submitted prior to turnover being placed on the City Council Agenda. Testing requirements are included in the City Standard Details which can be downloaded at [www.venicegov.com](http://www.venicegov.com). Many of these tests are required to be witnessed by the Engineering and/or Utility Department and advance notice is required to schedule these tests. All bacteriological samples must be collected by DOH personnel. To schedule testing, contact Jeff Hackett at 941-445-7640.

**Step 4** – Once all testing is complete and record drawings including GIS files are approved, the DOH and DEP Certifications will be forwarded to the Utilities Department by Engineering for signatures. It is the responsibility of the developer or EOR to make the submittal to DOH and DEP. A copy of the clearance letter must be received by the City prior to placing the turnover on the City Council agenda for approval.

Once both water and sewer are placed in service and accepted by City Council, water meters may be set.

For further information, please contact Tina Caron, Administrative Coordinator at 941-882-7411 or ccaron@venicegov.com.