

## BREAKNECK CREEK REGIONAL AUTHORITY

### LAND DEVELOPMENT CHECKLIST WITHIN BCRA SERVICE AREAS

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1.	Obtain Sewage Treatment Capacity Verification from BCRA.	
2.	Prepare sewage facilities planning modules and obtain signatures from municipality where project is located.	
3.	Obtain land development plan approvals from municipality where project is located.	
4.	Prepare detailed sewage facilities design drawings.	
5.	Submit sewage facilities design drawings to BCRA along with \$1,000 escrow check for design review.	
6.	Submit to BCRA construction cost estimate to install the sewage facilities.	
7.	Obtain BCRA Engineer's concurrence with the sewage facilities design.	
8.	Execute the Developer's Sewage Service Agreement with BCRA and provide the required bonds and escrow.	
9.	Submit shop drawings to BCRA for all construction materials.	
10.	Establish construction start date with BCRA Engineer.	
11.	Upon completion of construction activities, obtain Certificate of Substantial Completion from BCRA Engineer.	
12.	Complete punch list items and submit one (1) hard copy of Record Drawings and electronic copy in AutoCAD format.	
13.	Complete Bill of Sale and submit to BCRA.	
14.	Submit written confirmation that all contractors, sub-contractors materials/supplies are paid in full to BCRA.	
15.	Establish eighteen (18) month Maintenance Bond date with BCRA.	
16.	Obtain and submit eighteen (18) month Maintenance Bond to BCRA.	