Greenville Water Grade Letter Submittal Requirements

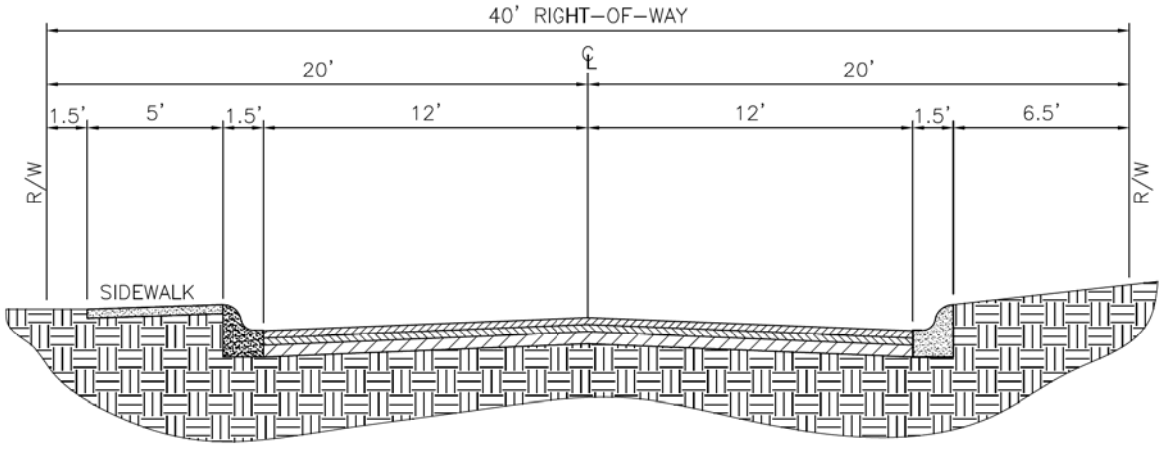
- ☐ **A paper submittal is required. Also submit via e-mail to expedite the review.**

The grade certification package should include a cover letter on the Engineer's letterhead which:

- ☐ Certifies that grade is within 6" of the final subgrade elevation.
- ☐ When the development contains individual lots and lot lines:
  A statement that iron pins and stakes with lot numbers written on each stake are in place.
- ☐ When the development contains no individual lots (for example an apartment complex):
  A statement that back-of-curb stakes or edge-of-pavement stakes are in place and have a description of what is staked written on each stake.
- ☐ Contains a list of the street names with from and to station numbers for areas that are covered by the grade letter.
- ☐ Contains a list (or summary) of items submitted.
- ☐ Is signed by the engineer.

For public water mains, include the attached Greenville County form completed by the engineer with check marks or x's on these completed items:

- ☐ Preconstruction meeting and ensuring to submit construction schedule and dates for each stage
- ☐ At completion of clearing and grubbing
- ☐ At completion of rough grading
- ☐ At completion of subgrade

Also include the following:

- ☐ A copy of the GW water main layout with area that is "to grade" highlighted.
- ☐ PDF plots of the current pertinent site plans.
- ☐ AutoCAD file of current site plan - NAD_1983_StatePlane_South_Carolina_FIPS_3900_Feet_Intl; with the layer set up to match the PDF; and with no extraneous data beyond the site area.
- ☐ Cross-section through the road, curbs and sidewalks showing all dimensions from right-of-way to right-of-way similar to the example below. The road centerline must be tied down within the right of way. Alternatively, please explain how these locations are tied down with stakes or in some other way.