



WHUD

Developer's Packet

For Developments Requiring Large Meters

We at White House Utility District understand the importance of helping you to meet your project deadlines. This WHUD developer's packet has been created to help streamline the review, construction, and approval of your development within the White House Utility District service area. This packet contains an outline that will help you to understand the development process, step by step. In addition to the outline, specific letters and forms that you will be required to use throughout the process have been enclosed. These are shown in the order that they are to be submitted. If, throughout the process, you have any questions, please feel free to call.

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Process for Large Meter Plan Approval and Construction

1. The developer must notify White House Utility District of his/her plans to develop within its service area by completing the [“Availability of Service Request”](#) and attaching a check made payable to White House Utility District for \$50.
2. Based on the information supplied on the Availability of Service Request, WHUD will study the existing infrastructure and determine its ability to serve the proposed development. Depending on the complexity of the request, a response will be sent in writing within 25 business days following receipt by WHUD. Please keep this in mind when trying to ensure that you meet your own project timelines.
3. Digital files (PDF & DWG) of water plans need to be submitted to the White House Utility District (WHUD). Additional information about the design requirements can be found in the Engineer’s packet at <https://www.whud.org/pdfs/developer/Engineer%20Packet.pdf>. As the developer, you will benefit from becoming familiar with all of the information contained within the Engineer’s Packet. The items that should accompany your plans are:
 - a. The [“Development Information Form”](#), completely filled out.
 - b. A check made payable to White House Utility District for \$1,000 to pay for the Plan Review Fee for each utility. (\$2,000 total for Water & Sewer Plans)

The plans and the documents above will need to be emailed to, whudengineering@whud.org .

4. Once all of the items listed above have been received by WHUD, an initial review of the plans will be conducted, and your engineer will be notified within 21 business days if plan corrections are needed.
5. WHUD will forward a Development Agreement to the developer that outlines the developer’s obligations as well as our own. Approved plans will not be released until this agreement is executed.
6. The engineer should make corrections to the plans and send revised digital files back to WHUD. Within 21 business days of receipt, WHUD will review the revised plans and notify the engineer of approval if all corrections have been made.
7. If WHUD issues more corrections needed after three reviews, the developer will be notified of deficiencies in the plans and informed that an additional nonrefundable fee of \$1,000 will be required before WHUD will continue the review process. The fee will cover three additional plan reviews. Each plan review will be completed within 21 business days of receipt.
8. Once plans have been reviewed and approved, WHUD will request the engineer to submit a minimum of ten sets of plans with all final corrections made for WHUD to stamp “Approved for Construction” along with the final digital files. ***Reminder - The approved plans will not be released to the engineer or the developer until the digital file has been received by WHUD and the Development Agreement is fully executed.**
9. After WHUD has approved construction plans and notified the developer via email, the developer or engineer will need to pick up the plans from WHUD. If the plans require approval by the Tennessee Department of Environment and Conservation,

our engineering department will advise you or your engineer of this. WHUD is not responsible for fees associated with TDEC's review.

10. After State approval, if needed, one set of plans is kept by the State of Tennessee, four sets of plans are to be sent to WHUD by the developer, and the remaining sets are for the developer's use. Remember, the contractor will be required to keep State approved plans on the job site at all times. The developer also needs to provide a copy of the state approval letter to WHUD prior to a pre-construction meeting.
11. The developer will need to provide to WHUD any other applicable permits required to complete installation as well as submit the form entitled "[Recognition of WHUD Specifications \(Developer\)](#)". Specification information can be found toward the bottom of the following Web page: <https://www.whud.org/developers>.
12. The developer will need to contact WHUD in writing using the form entitled "[Request for Contractor Approval](#)" along with the form entitled "[Contractor Information Form](#)". As stated on the form, a copy of the license and proof of insurance must accompany these upon submission to WHUD. If any subcontractors are to be used, the same information must be provided for each.
13. WHUD will approve or disapprove the contractor via email within ten business days. If the contractor is not approved, the developer must resubmit for contractor approval until a satisfactory contractor is chosen.
14. The contractor will work with their materials supplier to send to WHUD, via email, a package of material submittals containing all pertinent manufacturing and installation data as well as the form entitled "[Recognition of WHUD Specifications \(Contractor\)](#)". Specification information can be found toward the bottom of the following Web page: <https://www.whud.org/developers>. The material submittals shall be in .pdf format and emailed to whudengineering@whud.org for review by the WHUD inspector assigned to the project.
15. WHUD will review the materials and contact the supplier with any deficiencies within five business days of receipt. If revisions are needed, WHUD allows five business days to review each submission of materials. When materials are complete and approved, WHUD will stamp and email an approved set to the contractor, supplier, and developer for their use. For more information about materials, visit our Web site under the Specifications heading at: <https://www.whud.org/developers>.
16. Before the pre-construction meeting, the developer will submit a bond or letter of credit in a form acceptable to WHUD in the amount stated within the development agreement. This bond or letter of credit will be held by WHUD until all construction is complete and officially accepted by WHUD. At the time of acceptance, the developer may request a reduction of the bond or letter of credit amount by 90%, with WHUD holding 10% during the one-year warranty period that the developer provides to WHUD. IF the developer is not platting the development, then they may opt to submit a bond or Letter of Credit at the time of acceptance in the amount of 10% of the estimated costs of the project to be held for the one-year warranty period.
17. Before the pre-construction meeting, the developer shall have a check made payable to White House Utility District for [Capacity fees](#). Inspection and Administrative fees for commercial developments and offsite utilities, if applicable, will be calculated on an individual basis and the amount will be clearly communicated to the developer in the Development Agreement.

18. WHUD will work with the developer to schedule a pre-construction meeting. During the pre-construction meeting WHUD specifications, WHUD policies, and start of construction will be discussed. The developer, contractor, contractor's foreman, and engineer must attend the pre-construction meeting.
19. When materials arrive on-site, the contractor will contact the WHUD inspector to conduct an inspection of the approved materials.
20. Before construction may begin, the developer will need to submit the letter entitled "[Certification of Water/Sewer Utilities at Subgrade](#)" to certify that he/she has witnessed that subgrade has been achieved within the area of the project.
21. After construction is complete, the contractor will conduct a preliminary pressure test of the water lines, and if they pass, the contractor will coordinate with a WHUD inspector to schedule the official pressure test witnessed by the inspector.
22. After the pressure test has passed, the contractor will send in the form entitled "[Contractor Certification of Disinfection Quantity](#)" to WHUD ensuring that disinfection levels meet the state requirement of 50 ppm throughout the distribution system.
23. After WHUD approves the Contractor Certification of Disinfection Quantity letter, WHUD will coordinate with the contractor to begin the flushing and sampling process. **Depending on conditions of the water line, workmanship, and available chorine residual this process may or may not be successful on the initial attempt.** Special attention should be given during construction to keep the inside of the water line as free from debris as possible. Foreign matter inside the pipe is difficult to remove and can contribute to a positive bacteria sample. If needed, the contractor will be required to re-disinfect any main that fails a bacteria test or exhibits what WHUD determines to be a high chlorine demand. This process will continue until two negative bacteria tests are obtained and/or significant chlorine demands are eliminated from the new water main(s).
24. If the tests are negative, you will be notified that water service is available for fire protection only. **Domestic water services will not be available until the sewer system has been approved by WHUD if on WHUD sewer.**
25. After a successful bacteria test, WHUD's cross connection personnel will perform testing on the backflow devices. The developer will be notified of any deficiencies.
26. Once utilities have been installed, the developer will submit the form entitled "[Submittal of Water Utility & Non-Standard Meter Construction Cost](#)" to WHUD detailing the cost of the project. For public water mains, break down the cost for each size of pipe by pipe material.

The following is an example:

Feet of Pipe	Diameter of Pipe	Pipe Material	\$ Amount
1,000	6"	DIP	\$100,000
700	8"	DIP	\$91,000
Total Cost for Water Construction			\$191,000

The cost should include labor, pipe, fire hydrants, fittings, tie-ins, etc. installed along each section of specific water main diameter/material. Pump Stations, if any, should be listed as separate line items. If your project involves a large meter installation, the line item on the cost documentation should include the meter, vault, bypass,

associated pipe work, and labor. The cost to install the backflow prevention assembly/enclosure should not be included.

27. The developer will be notified in writing confirming whether or not the cost breakdown is acceptable.
28. The developer will have his/her engineer produce As-built drawings to be submitted to WHUD for approval. As-built requirements can be found within the WHUD Engineer Packet on the District's Web site at <https://www.whud.org/pdfs/developer/Engineer%20Packet.pdf>. WHUD will review As-built drawings within five business days of receipt.
29. WHUD will notify the engineer in writing of whether or not the As-built drawings have been approved. If revisions are needed, WHUD allows five business days to review each submission of As-built drawings. Once approved, the developer and engineer will be notified in writing.
30. After all testing is complete, if the development only has water service and not WHUD sewer, a letter will be sent to the developer that states an account has been set up and that water service is now available as well as list the one-year infrastructure warranty start date.
31. Prior to the expiration of the one-year warranty period, WHUD will perform a final inspection of the water facilities that were installed by the developer. Any items found to be deficient will be noted and notification will be sent to the developer in writing. All deficiencies noted shall be repaired in accordance with the Development Agreement and WHUD specifications and will be done at the developer's sole expense.

Should the developer fail to make the necessary warranty repairs within the specified time frame, WHUD will arrange for a contractor to complete the punch-list items and will bill the developer for an amount that will include the actual repair costs and an additional administration processing surcharge of 100% of the repair costs. If payment is not made in a timely manner, WHUD may choose to enforce any or all of the following:

- a. Cease the sell of taps within the development
 - b. Issue a stop work order for other projects currently under construction by the developer
 - c. Bar the developer from future water and sewer projects within the White House Utility District boundaries
 - d. Pursue legal action against the developer
32. After the water construction has passed the one-year inspection, the warranty period for which the developer is responsible shall expire and your bond or Letter of Credit will be released. WHUD will here forth assume responsibility of the water mains constructed as a result of your development.

AVAILABILITY OF SERVICE REQUEST

Development Information			
Development Name:		Date of Request:	
Location of Property:			
Development Type: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial		City:	County:
Tax Map #	Parcel #:		Area in Acres:
Total # of Lots/Units:	Will your development be constructed in more than one phase? <input type="checkbox"/> Yes <input type="checkbox"/> No		* If Yes, a Master Utility Plan needs to accompany this request.
Estimate of when construction will begin:		Estimate of when service will begin:	
High Point Elevation:		Low Point Elevation:	
What Planning Authority does this fall under?		Sewer Provider:	
Are you required by your local planning authority to install a fire sprinkler system, whether Residential or Commercial? <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> White House Utility District <input type="checkbox"/> City of Goodlettsville <input type="checkbox"/> City of Millersville <input type="checkbox"/> City of Ridgeway <input type="checkbox"/> City of White House <input type="checkbox"/> Hendersonville Utility District <input type="checkbox"/> None / Septic	
If Yes, provide the following information telling us your system requirements: Static Pressure: _____ Flow Rate (gpm): _____ Residual Pressure: _____		If WHUD will be your sewer provider for a commercial development, state the maximum projected sewer flows in gallons per day: _____	
Do you have any Fire Hydrant Flow Requirements: <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have any Commercial Domestic Flow Requirements: <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have any Irrigation Flow Requirements: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, provide the following information telling us the requirements set forth by your local planning authority: Static Pressure: _____ Residual Pressure: _____ Flow Rate (gpm): _____	If yes, provide the following information telling us the requirements set forth by your local planning authority: Static Pressure: _____ Residual Pressure: _____ Peak Flow Rate (gpm): _____ Max Daily Flow Rate: _____	If yes, provide the following information telling us the requirements set forth by your local planning authority: Static Pressure: _____ Residual Pressure: _____ Peak Flow Rate (gpm): _____ Max Daily Flow Rate: _____	
Developer/Owner Information			
Company Name:		Contact Name:	
Address: <i>(This is the address you wish all correspondence from WHUD to be sent.)</i>			
Phone:	Fax:	Email:	
Engineer Information			
Company Name:		Contact Name:	
Address: <i>(This is the address you wish all correspondence from WHUD to be sent.)</i>			
Phone:	Fax:	Email:	

A \$50 check made payable to White House Utility District must accompany this request. Depending on the complexity of the request, a response will be sent between 5-25 business days following receipt by WHUD. Please keep this in mind when trying to ensure that you meet your own project timelines. The response will include a determination of the adequacy of the existing facilities to serve the proposed development based upon the information supplied above. Should adequate facilities not exist, you may additionally request an FID (Facilities Improvement Determination) Study be conducted by our District Engineer that will determine the required upgrades you would be responsible for installing in order to support your development. If you wish to have this study conducted, you may submit a request in writing along with a \$1,000 check made payable to White House Utility District. FID Study documents will be sent within two calendar months following the receipt of the request.

DEVELOPMENT INFORMATION FORM

Development Information		
Development Name:		
Location of Property:		
Phase:	Section:	City:
County:	Tax Map #:	Parcel:
Area in Acres:	Development Type: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial	
Number of Lots/Units:	Estimate of when construction will begin:	
	Estimate of when service will begin:	
Fire protection flow requirements: <i>(gallons per minute required for sprinkler system, fire hydrants, etc. Do not leave blank.)</i>		
<b style="text-align: center;">Water Provider: <input type="checkbox"/> White House Utility District <input type="checkbox"/> Hendersonville Utility District		<b style="text-align: center;">Sewer Provider: <input type="checkbox"/> White House Utility District <input type="checkbox"/> City of Goodlettsville <input type="checkbox"/> City of Millersville <input type="checkbox"/> City of Ridgetop <input type="checkbox"/> City of White House <input type="checkbox"/> Hendersonville Utility District <input type="checkbox"/> None / Septic

Developer Information		
Company Name:	Contact Name:	
Address: <i>(This is the address you wish all correspondence from WHUD to be sent.)</i>		
Phone:	Fax:	Email:

Engineer Information		
Company Name:	Contact Name:	
Address: <i>(This is the address you wish all correspondence from WHUD to be sent.)</i>		
Phone:	Fax:	Email:

Developer Recognition of WHUD Specifications for Water and Wastewater Construction

(Subdivision, Phase, Section)

I have read and understand White House Utility District's Construction Specifications. I acknowledge them and will require my contractor to abide by them throughout the entire project.

(Developer Printed Name)

(Developer Signature)

(Date)

REQUEST FOR CONTRACTOR APPROVAL

(DATE)

White House Utility District
Attn: Engineering
P.O. Box 608
White House, TN 37188
whudengineering@whud.org

I would like to request approval for _____ to install my
(Contracting Company)

utilities for proposed development. I understand this approval is valid only for

_____. The contact for my contractor is _____
(Development Name, Phase, Section) (Name)

and he can be reached at _____.
(Phone #)

If you have any questions, I can be reached at _____.
(Phone Number)

(Signature)

(Printed Name)

(Title)

CONTRACTOR INFORMATION FORM

Development Name: _____

Phase #: _____

Section #: _____

Contractor's Name: _____

Contractor's Address: _____

Contractor's Phone Number: _____

Contractor's Fax Number: _____

Contractor's E-mail Address: _____

Contractor's Contact/Foreman: _____

Contact/Foreman's Phone Number: _____

Please attach copies of the contractor's license and insurance certificate.

License must have MU classification and be up-to-date.

Insurance requirements are as follows:

- General Liability Each Occurrence \$1,000,000
- General Aggregate \$2,000,000
- Workers Compensation and Employers' Liability

Contractor Recognition of WHUD Specifications for Water and Wastewater Construction

(Subdivision, Phase, Section)

I have read and understand White House Utility District’s Construction Specifications. I acknowledge them and will abide by them throughout the entire project.

(Contractor Printed Name)

(Contractor Signature)

(Date)

CERTIFICATION OF WATER/SEWER UTILITIES AT SUBGRADE

(Date)

White House Utility District
Attn: Engineering
P.O. Box 608
White House, TN 37188
whudengineering@whud.org

On _____, I performed an on-site inspection of _____.
(Date) (Project Name)

(Name of Road(s))

is/are at subgrade from STA _____ to STA _____. Subgrade is defined as
being within one foot below or above finished grade.

(Signature)

(Printed Name)

(Title)

Note: a page should accompany this form showing elevation readings every 50 feet.

Example:

<u>Station</u>	<u>Designed Elevation</u>	<u>Actual Elevation</u>	<u>Difference</u>
2+00.00	510.7	509.9	0.8
2+50.00	509.5	509.4	0.1
3+00.00	508.3	507.8	0.5

CONTRACTOR CERTIFICATION OF DISINFECTION QUANTITY

(Date)

White House Utility District
Attn: Engineering
P.O. Box 608
White House, TN 37188
whudengineering@whud.org

Re: Project Name: _____

WHUD Job #: _____

TDEC Job #: _____

Diameter of Water Main	Linear Footage of Water Main

By my signature below, I certify that at least _____ pounds of 65% available HTH Chlorine were used to disinfect the newly constructed water mains in the development mentioned above on

_____ at _____.
(Date) (Time)

(Signature)

(Printed Name)

(Title)

SUBMITTAL OF WATER UTILITY & NON-STANDARD METER CONSTRUCTION COST

(Date)

White House Utility District
Attn: Engineering
P.O. Box 608
White House, TN 37188
Whudengineering@whud.org

The public water main & non-standard meter construction cost for _____
(Development, Phase, Section)
has been completed. The construction cost is outlined in the below chart.

Diameter of Water Main	Pipe Material	Linear Footage of Water Main	Construction Cost of Water Main

The construction cost for each individually sized water main includes all costs associated with the said water main's appurtenances (labor, meter boxes, valves, etc., **excluding fire hydrants**).

Diameter of Water Main	Number of Public Fire Hydrants	Cost per Public Fire Hydrant	Total Cost for Public Fire Hydrants

Diameter of Non-Standard Meter	Construction Cost of Non-Standard Meter

The construction cost for each individual non-standard meter includes all costs associated with the said non-standard meter appurtenances (labor, vault piping, valves, concrete vault, meter, etc.) and **excludes the cost of the reduced pressure backflow preventer(s)**.

Total Cost Paid for Engineering Services	
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Taking into account all of the above information, the total construction cost for all public water mains; fire hydrants, non-standard meter installations, and engineering services associated with this project is

_____.

If you have any questions concerning the supplied information, I can be reached at

_____ or _____.
(Phone Number) (Email Address)

(Signature)

(Printed Name)

(Title)

WHUD TAP FEES

5/8 x 3/4" Water.....	\$2,000 + \$50 New Account Setup Fee (WHUD provides meter & all materials, installs meter, and makes the tap.)
5/8 x 3/4" Irrigation.....	\$1200 + \$50 New Account Setup Fee (WHUD provides meter & all materials for making the tap, installs meter, and makes the tap. For residential irrigation use only. Available only in addition to the purchase of the domestic water meter listed above. Additional costs to the homeowner will include a backflow prevention device and contracting with a plumber for its installation.)
1" Water.....	\$2,800 + \$50 New Account Setup Fee (WHUD provides meter & all materials, installs meter, and makes the tap.)
2" Water	\$4,000 + \$50 New Account Setup Fee (WHUD provides meter-Contractor must provide labor & all other materials and is responsible for making the tap)
4" Water.....	\$7,000 Capacity Fee Only + \$50 Account Setup Fee (Contractor must provide all labor, materials, and meter per WHUD specs.)
6" Water.....	\$10,200 Capacity Fee Only + \$50 Account Setup Fee (Contractor must provide all labor, materials, and meter per WHUD specs.)
8" Water.....	\$13,600 Capacity Fee Only + \$50 Account Setup Fee (Contractor must provide all labor, materials, and meter per WHUD specs.)
Sewer Capacity Fee.....	\$2,700 (For each equivalent residential connection. Retail, commercial, and Multifamily fees will be calculated on a case by case basis.)

All fees listed are for the tap only when connecting to existing WHUD mains and do not apply to subdivision main extensions. The customer is responsible for the connection from the tap to the home or business.

RECAP OF DEVELOPMENT FEES

Availability Letters for Water and/or Sewer	\$50 per letter
Facilities Improvement Determination Study.....	\$1,000 per development
Construction Plan Review	\$1,000 per phase
Water Construction Administration & Inspection Fee.....	\$500 per lot
Sewer Construction Administration & Inspection Fee	\$500 per lot