

BEDFORD COUNTY PUBLIC SERVICE AUTHORITY
OPERATING POLICY MANUAL

Chapter: System Development
Document Number: 4.01
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Issue (Effective) Date: August 1, 2010
Approval Date: July 20, 2010
Approved By: Executive Director

SUBMITTAL PROCESS AND REVIEW SCHEDULE

Section 1. PURPOSE

This policy is to inform the development community on what to expect from the Bedford County Public Service Authority (“Authority”) with respect to the submission of plans, plats, and drawings as well as providing an estimated schedule for the review period schedules.

Section 2. OVERVIEW

- A. All submittals shall be stamped by the Authority with the date and time that they were received by the Authority.
- B. All submittals are to be reviewed in the order in which they are received. The first items submitted are the first items to be reviewed.
- C. Submittals for review will typically require the review period as noted below:

| Submittal Type | Estimated Review Period |
|--------------------------------|--------------------------------|
| Preliminary Plans/Plats | 15 Business Days (3 Weeks) |
| Site Plans | 15 Business Days (3 Weeks) |
| Plats (for Review) | 15 Business Days (3 Weeks) |
| As-Built Drawings | 15 Business Days (3 Weeks) |
| Shop Drawing Submittals | 15 Business Days (3 Weeks) |
| Design Plans | 30 Days (See Section 3 Below) |
| Plats (for Signature/Approval) | 5 Business Days (1 Week) |
| Courtesy Pre-Reviews | See Section 3 Below |

- D. Plat and Site Plan submittals must be accompanied by a Planning Department reference number.
- E. Engineers and Developers are encouraged to pay close attention to Authority design standards and review checklists to avoid delays in the review process.
- F. Appointments are required to meet with Authority Engineering Staff Members to review a project.

Section 3. DESIGN PLAN REVIEW

- A. Design Plan review periods will likely vary depending on current workloads and design size and complexity. When a Design Plan appears to be more involved than average, as a courtesy, the person who made the submittal will be contacted with the estimated review time (45 days, 60 days, etc.). For an average submittal, the goal will be to generate review comments within 30 days. Subsequent revised submittals for the project will be reviewed within the standard three (3) week review period.

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- B. Initial review comments may be issued and discussed at an informal meeting scheduled between the Authority Staff Member and the Engineer performing the design. This meeting will be scheduled by the reviewing Authority Staff Member at the request of either party. To make this meeting most efficient, only those involved directly with design should be included.
- C. For subsequent review submittals, the Engineering Consultant may request a meeting with the Authority Staff Member performing the review upon re-submittal. At this meeting, the Authority Staff Member will verify that previous comments have been addressed satisfactorily and may then require further office review by Inspection and Maintenance Staff prior to plan approval. If any previous comment is determined to not have been adequately addressed, the plans will be returned immediately to the Engineer for corrections.
- D. Courtesy Pre-Reviews:
 - 1. Courtesy Pre-Reviews can be submitted and/or discussed in an informal meeting at the Engineering Staff's discretion and availability. Review period will be determined on a case by case basis depending on workload and complexity of the submittal.
- E. Electronic Submittals:
 - 1. Electronic submittals will be considered a courtesy review. These will be reviewed as time permits, not in the order received as regular submittals. These will not be considered for Standard Design review. Generally, electronic submittals for review should be limited to a specific area needing clarification prior to formal plan submittal.

Section 4. PLAT REVIEW

- A. Plats for Signature/Approval:
 - 1. The Bedford County Planning Department routinely handles the distribution of plats with the Authority. Multiple page signature plats will only be accepted and signed if delivered to the Authority office by the Bedford County Planning Department. Single page plats with alterations will not be accepted unless directly routed through Bedford County Planning Department.

Section 5. FEES

- A. Review fees will be per the current Rate policy and are explained in the Rate Information policy.
- B. Re-review fees will be per the current Rate policy and are explained in the Rate Information policy.

Section 6. REVISIONS

- A. This policy was approved and adopted by the Authority's Board of Directors on December 16, 2008.

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- B. This policy was modified with the following amendments:
 - 1. January 19, 2010, effective January 20, 2010:
 - a. Made this policy to be approved by the Authority's Executive Director, not the Authority's Board of Directors.
 - b. Section 4.A.1 was amended.
 - 2. July 20, 2010, effective August 1, 2010:
 - a. The name of the policy was changed from Review Schedule and Process Guidelines
 - b. Section 1 was expanded for better explanation of the purpose of the policy
 - c. Section 4.A.1 was clarified.