

	Site Development Policies and Procedures	Effective Date: July 1, 2024
	Closed Circuit Inspection of Storm Sewer Systems	Supersedes policy dated: July 1, 2023
		Issued by: Thomas J. Smith Director of Public Works

FY25 Prince William County Closed Circuit (CC) Inspection Process

1. A Closed Circuit (CC) Inspection of the entire storm sewer system documenting no deficiencies shall occur prior to obtaining final bond release for all residential and commercial projects per County policy.
2. Prior to application for CC Inspection, the project site must conform to conditions listed below; failure to have site ready for inspection will result in cancellation of the scheduled CC inspection. Minimum conditions include:
 - Base asphalt is laid down
 - Storm drainage systems flushed, cleaned, and free of debris.
 - All storm structures are set to their final grades- inverts, steps, tops, and grates installed.
 - All structures to be inspected must be marked in field (per approved plan) prior to inspection.
 - All stormwater management facilities are accessible via camera van vehicle and to County staff
3. Once confirmation of the site's readiness for CC inspection has occurred, remit the items listed below to the Watershed Management Branch at the address below in item #5:
 - Unmarked, full-size (24" x36") copies of the approved site plan to include the most current unit price list (UPL), most current cover sheet and **all** revisions related to storm drainage systems.
 - Storm sewer profiles
 - Stormwater management plan (if applicable)
 - Application for CC inspection
 - Applicable fees

For the most current fees, please refer to the PWC Land Development Fee Schedule at the following URL: <http://www.pwcgov.org/LDDFeeSchedule> .

- The current fee is \$2.90 per linear foot for all areas to be inspected by County staff.
- **A separate CCTV Inspection request form and fee is required for each Section and Phase of a project, especially for large subdivision developments.**
- A minimum fee of \$348.09 will be assessed for inspection of storm easements totaling less than 250 linear feet.

- Camera Van Re-inspection / Not Ready fee of \$348.09 per request) will apply to any site requesting an inspection whose punch list items have not been corrected or the storm drainage system cannot be inspected / re-inspected due to inaccessibility, trash, debris, or standing water in the system. The re-inspection / not ready fee must be paid in advance of any additional inspections.
4. Fees can be paid by cash, credit card, or check. Credit card payments can be made over the phone once we have received the application and applicable site plan sets. We do not accept American Express. Cash payments must be made in person; checks should be made payable to "Prince William County" and can be remitted by mail or in person along with the items listed in item #3 for submission to the address below:

PWC Department of Public Works
Watershed Management Branch
5 County Complex Court, Suite 170
Prince William, VA 22192

5. Upon payment of all fees and receipt of all applicable items listed in item #3, County staff will add the project to the active Camera Van job list. County staff will strive to schedule and conduct an inspection within a timely manner; punchlists will be generated based on the most current approved set of plans provided.
6. **Punchlists are valid for eighteen (18) months from date of first inspection.** Within this time frame, the developer will correct all deficiencies noted on the punchlist and schedule a re-inspection of all punchlist items to obtain final approval. All deficiencies should be corrected as soon as possible; waiting too long may add new items to the punchlist upon re-inspection. ***This initial re-inspection is included in the original fee.***
7. The developer shall obtain final bond release within **eighteen (18) months** from initial punchlist date (not punch list completion date). Failure to correct punchlist deficiencies within the eighteen (18) month period will require the developer to begin the CCTV inspection process of the entire system **again**, including payment of all fees assessed.



COUNTY OF PRINCE WILLIAM

DEPARTMENT OF PUBLIC WORKS

5 County Complex Court, Suite 170, DS-930
Prince William, Virginia 22192-5308
Main (703) 792-7070 Facsimile: (703) 792-6297

FY24 Closed Circuit Storm Sewer Inspection Request Application (Effective July 1, 2024- June 30, 2025)

Staff Use Only

ILP # _____ Amount received (@ **\$2.90 linear foot**) (or minimum **\$348.09**) _____
Received by: _____ Date: _____ RCPT _____
Emailed to CCTV Inspector Date: _____ Site Inspection Area: _____

(Complete Checklist Below)

- ☐ Most current cover sheet.
- ☐ One (1) set of full size (24"x36") Storm Plan/Grading Plan Sheets
- ☐ All applicable revisions involving storm drainage systems
- ☐ One (1) copy of Storm Profile Sheet
- ☐ One (1) copy of most current Unit Price List
- ☐ One (1) copy of the Storm Water Management Plan and Profile
- ☐ Payment amount listed in TOTAL AMOUNT DUE box below

LND Number: _____ (Site Permit #)

Approved Site Plan Number: _____

Approved Site Plan Name: _____ Section: _____ Phase: _____

Site Address: _____

Contact Name: _____ Phone Number: _____

Email: _____ Fax #: _____

Before requesting an inspection, please make sure your site meets the minimum requirements listed on page 1, item #2. Please use checklist below for your reference:

- ☐ Base asphalt is laid down
- ☐ Storm drainage systems flushed, cleaned, and free of debris.
- ☐ All storm structures are set to their final grades- inverts, steps, tops, and grates installed.
- ☐ All structures to be inspected must be marked in field (per approved plan) prior to inspection.
- ☐ All storm water management facilities are accessible via camera van vehicle and to County staff

FY24 fee currently \$2.76 per linear foot

1) Storm Sewer pipe footage (within proposed VDOT R/W)	L.F.
2) Storm Sewer pipe footage (within dedicated County easements)	L.F.
3) Storm Sewer pipe footage (within private easements)	L.F.
TOTAL LINEAR FOOTAGE TO BE INSPECTED (1 through 3)	L.F.
TOTAL AMOUNT DUE (\$2.90 linear foot) (minimum fee: \$348.09)	

By signing below, I _____, certify that all information is accurate. I have read and understand the CCTV process. I also certify that my site is ready for inspection and all storm drainage pipe systems are cleaned, flushed, and pipe inverts are installed, structures for inspection are marked accordingly. I also certify that any steps, tops, or grates are installed and ready for County staff CCTV inspection as of this date: _____.

(Printed Name)

(Signature)