



## MEMORANDUM

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Date: June 7, 2016,  
To: Roberta Sulouff, Planner  
From: Dion Walsh, JCSA Civil 1  
Subject: SP-0104-2015 Williamsburg Landing Woodhaven Expansion – PLAT

James City Service Authority has reviewed these plans and plat for general compliance with the JCSA Standards and Specifications, Water Distribution and Sanitary Sewer Systems and has the following comments for the above project you forwarded on May 23, 2016. Quality control and back checking of the plat, plans and calculations for discrepancies, errors, omissions, and conflicts is the sole responsibility of the professional engineer and/or surveyor who has signed, sealed, and dated the plat, plans and calculations. It is the responsibility of the engineer or surveyor to ensure the plat, plans and calculations comply with all governing regulations, standards, and specifications. Before the JCSA can approve these plat and plans for general compliance with the JCSA Standards and Specifications, the following comments must be addressed. We may have additional comments when a revised plan incorporating these comments is submitted.

### Comments for Easement Plat:

1. The plat is acceptable to JCSA. However, it cannot get recorded until after the JCSA Board approves the extinguishment of the existing easements. The Board is to decide on June 28<sup>th</sup>, 2016.
2. Reminder: (per previous comment): *The existing JCSA easements to be extinguished will require JCSA Board approval which involves Public Notification. The advertisement should be two weeks prior to the Board meeting. JCSA requires Applicant to provide an exhibit for of the location and size of the JCSA easements to be extinguished. The notices and memorandums need to be written by JCSA. JCSA will charge the Applicant/Developer an administrative fee to advertise and present the case to its Board. Fee shall be made payable to JCSA once the plat documents are submitted for the Public Hearing process. The fee in the past has been \$300 - \$400. Check with Stephanie Luton for the current fee. The easement extinguishment shall be done prior to this plat getting approval.*

Please call me at 757-259-5457 if you have any questions or require any additional information.