

SECTION 3 – ADMINISTRATIVE REQUIREMENTS FOR DEVELOPER-INITIATED PROJECTS

3.1 PUBLIC SEWER EXTENSION PERMIT

A valid permit is required to construct or reconstruct any public sanitary sewer appurtenances within the boundaries of CCSD#1. All permits shall be issued by CCSD#1. Permit application may be made at District offices.

3.2 RESPONSIBILITIES

The responsibilities of the District, Developer, Developer's Engineer, and Contractor with respect to administrative implementation of a Developer-initiated project are defined in the following subsections.

3.2.1 DISTRICT RESPONSIBILITIES

The District shall be responsible for the review and approval of plans, issuance of the Public Sewer Extension Permit and the acceptance of sanitary sewer mains and services. The District's review constitutes review under OAR 340-52 and ORS 672.

During the evaluation of the request made through this application Water Environment Services will be determining whether the proposal complies with the approved standards found in the District's Rules and Regulations, Standard Sewer Specifications, applicable State laws, and other laws incorporated by specific reference. The activities authorized by the approval of the request in this application may be subject to other laws not addressed in this process. The Federal Endangered Species Act (ESA) is one such law. The ESA is a federal law that is adopted, administered and enforced by agencies of the Federal Government and not Water Environment Services. Water Environment Services in its review of this application will not be making any evaluation of whether activities taken pursuant to an approval will or will not result in a violation of the ESA or of any other jurisdiction.

3.2.2 DEVELOPER RESPONSIBILITIES

It shall be the responsibility of the Developer to obtain land use approval through the Planning Department. The Developer shall make application for a Public Sewer Extension Permit to the District office. The Developer shall have ultimate responsibility for compliance with all requirements specified in This Guide and CCSD No.1 Rules and Regulations and Standard Specifications. The Developer shall be directly responsible for all administrative requirements including application for service, submittal of all required plans, bonds and insurance, and payment of fees. The Developer shall also be responsible for performance of the Developer's Engineer in meeting all design requirements and for the performance of the Contractor in meeting all construction-related requirements. The Developer is specifically put on notice that it is their responsibility, and not Water Environment Services' to determine whether activities taken pursuant to an approval result in conflict with the provisions of the Federal Endangered Species Act or of any other regulatory laws or other jurisdiction.

3.2.3 DEVELOPER'S ENGINEER'S RESPONSIBILITIES

This Guide establishes minimum requirements for the District's sanitary sewer system. They are not intended to be a substitute for engineering knowledge, judgement, or

experience. The information presented herein shall be reviewed by the Developer's Engineer and shall be applied as necessary to the project. The Developer's Engineer shall be responsible for specifically complying with Section 7 of CCSD No.1 Rules and Regulations.

3.2.4 CONTRACTOR'S RESPONSIBILITIES

The Contractor shall be duly licensed by the State of Oregon and other licensing political subdivisions having jurisdiction over the work and be bonded to perform such work. The Contractor shall be directly responsible for the means, methods, techniques, sequences and procedures of construction. At all times, the Contractor shall be responsible for compliance with all governing federal, state and local laws, ordinances, codes, orders and regulations which in any manner affect those engaged or employed on the job site, the materials used in the work and the safe conduct of the work. It shall be the contractors responsibility to notify the Engineer as required in subsection 3.4.2 of This Guide.

3.3 PERMIT APPLICATION

3.3.1 Application Submittal

All Public Sewer Extension Applications (found in the Appendix of This Guide) must be complete and shall include all information required in This Guide along with all other information requested by the District. Required information includes but is not limited to:

1. Two (2) sets of complete civil construction plans.
2. Engineering Services agreement.
3. Engineers Cost estimate on District form.
4. Sanitary plan review fees (4% of estimated cost w/\$400 minimum).

A submittal is not considered accepted until it is complete. All submittals will be reviewed for completeness and the engineer notified if required information is missing. Upon acceptance of a submittal, subsequent project review and approval steps shall be undertaken.

3.3.1.1 CONSTRUCTION PLANS

Construction plans and specifications shall be prepared by a professional engineer in accordance with the following requirements:

1. Required Sheets – Title Sheet, Erosion/Sedimentation Control Plan, Notes, Grading Plan (if applicable), Plan and Profiles and Standard Drawings/Detail Sheet, all to be completed in AutoCAD Release 14 or higher format. The stamp and signature of the Engineer responsible for preparation of the plans shall be on each sheet.
2. Dimensions – Construction plans shall be clearly and legibly drawn on engineering paper 22 by 34 inches or 24 by 36 inches with a 1½ inch clear margin on the left edge and ½ inch margins on all other edges.
3. Scale – Scales shall be 1" = 50' horizontal and 1" = 10' vertical. Alternative scales may be approved by the District on a case by case basis (see section on variances). The scale shall be shown for each plan and profile view.
4. Lettering – The minimum lettering size shall be six-hundredths (0.06) of an inch high for existing items and eight-hundredths (0.08) of an inch high for

new items. Items shall be legible and reproducible. Generally text for all new improvements shall be horizontal.

5. Title Block – Located on the lower edge of the drawing, showing: date, drawing number, engineer's name, address and official stamp, and where applicable, the owner/developer's name and address and the name of the subdivision.
6. North Arrow – Each sheet shall include a north arrow.

3.3.1.1.1 TITLE SHEET

Title Sheet shall include the following:

1. Index of Sheets
2. Complete legend of symbols used.
3. Vicinity Map to a scale of not less than 1"=800' showing the project location.
4. Site Plan of the entire project shall show street right-of-way and/or subdivision layout to a scale of 1"=100'. A smaller scale may be used on large projects upon approval of the District. The site plan shall be a composite plan showing all properties to be served by the proposed sanitary sewer improvements, all other proposed improvements, properties adjacent to and within 250 feet of the proposed development, existing natural or artificial streams, swales, sanitary sewers, line sizes, designations, structures and their addresses, tract names and numbers, tax lot numbers or property owner's names, street names and total acreage including streets directly served. Temporary and permanent bench marks including their descriptions.

3.3.1.1.2 PLAN AND PROFILES SHEETS

1. Plan View

Plan view of sanitary sewer lines shall be shown in a stacked format with the plan view centered over the profile view. As a minimum the following information should be shown in the plan view:

- A. Proposed public sewer extension showing sewer mains, manholes and service connections.
- B. Mainlines shall be clearly labeled. The District will provide sanitary sewer mainline designations to be used in the design. Maintain District stationing formats for new lines.
- C. Manholes shall be identified and stationed to facilitate checking the plan view with the profile view. Manhole callouts shall be in District format (found in the Appendix of This Guide). Maintain District stationing formats for new lines and manholes.
- D. Service connection tees off the mainline. On each lot being served show the mainline stationing, pipe size and depth.
- E. Right-of-way, property, and easement lines.
- F. Subdivision names, roadway names, and lot numbers.
- G. Existing utilities and structures, including hydrants, pedestals, signs, mailboxes, light poles, structures, manholes, valves, meter boxes, power poles, handicap ramps, striping and trees.

- H. Edge of pavement on both sides of the street, including shoulders, curb, sidewalk, ditch line, culverts and driveways. Plan and profile should include the above items for 200 feet beyond the proposed improvement.
- I. Location and size of all existing and proposed storm and roof drains, water systems and other utilities shall be shown as a lighter line weight than the new sanitary sewer improvements. Street stationing may be shown on the construction plans but later removed on the final as-builts. Roof drain connection points shall be shown using the → symbol.
- J. Accurate two (2) foot contour lines or property corner and curb elevations to help determine if existing basements or proposed daylight basements in new subdivisions can or should be served.
- K. Location of water courses, stream and railroad crossings, culverts, and storm drains that cross the alignment within 500 feet of the proposed extension in order to prevent future grade conflicts. All water course crossings must show the 100-year flood plain.
- L. Location of wells, water mains, valves, pump stations, and blow-offs within a 100 foot radius of the proposed extension. All manholes, water mains, services, gas mains, underground power, and other utilities either crossing the alignment within 250 feet of the terminus of the proposed extension or adjacent to the proposed extension within the right-of-way or within ten (10) feet of the easement line. The intent is to prevent grade conflicts of all future extensions.
- M. Location of all existing facilities on which work is to be performed, i.e. installation, repair or removal.
- N. Location and description of all known existing property monuments, including, but not limited to, section corners, quarter corners, donation land claim corners and any other County control monuments.

2. Profile View

Plan and profiles on each sheet shall match (i.e. profile to show pipe in same direction as the plan view). Profiles shall contain the following information:

- A. Location of existing and proposed manholes and other appurtenances with each manhole numbered and stationed. Manhole numbers to be provided by District. Manhole callouts shall be in the District format (found in the Appendix of This Guide). The benchmark used as a basis for vertical control in the design shall be referenced on the plans.
- B. Vertical datum shall be based on the I.E. in of the existing District manhole or mainline extension point.
- C. Grid lines using the horizontal and vertical scale.
- D. Existing and proposed ground and/or pavement surface.
- E. Sanitary lines shall be labeled with the name of the mainline centered under the profile view in large bold letters.
- F. Lines shall be labeled with the pipe size, slope (in foot/foot), length, and type of backfill between manholes.

- G. Nonstandard manholes should be labeled with the type (i.e. tamperproof, drop, flat top, etc.).
- H. Railroad, culvert, ditch, or stream crossings with elevations of the ditch or streambed and casing details.
- I. All existing and proposed storm, water and utility line crossings.
- J. All existing facilities upon which work is to be performed, i.e., installation, repair, or removal.

SPECIAL NOTE: The engineer shall field locate and verify the alignment, depth, and inverts of all existing facilities shown on the plans that will be crossed by proposed facilities which might cause a slope or alignment change of the sewer and shall certify them with a note on the plans. District as-builts are only to be used as an aid to the design engineer when field verifying the existing facilities.

3.3.1.1.3 STANDARD AND DETAIL DRAWING SHEETS

All applicable standard drawings shall be included on a separate sheet, in a clear legible size. Detailed drawings shall be included with all construction plans where standard drawings do not apply. If a standard drawing, such as a sewer manhole, must be modified to fit existing, or unique conditions, the modified detailed drawing shall be shown on the plan and profile sheet. When appropriate, due to required detail complexity, a separate detail sheet shall be used.

3.3.1.1.4 GENERAL NOTES

As a minimum the District's general construction notes (found in the Appendix of This Guide) shall be included on the plans, with additional notes added at the discretion of the designing Engineer.

3.3.1.1.5 SUPPORTING INFORMATION

The engineer shall submit sufficient supporting information to justify the proposed design. Such information shall include, but not be limited to, the following:

1. Design calculations
2. Alternate materials specifications including manufacturers' design application recommendations and catalog cut sheets.

Plan support information to include as appropriate:

1. Soils engineering report
2. Engineering geology report

3.3.1.1.6 OTHER REQUIREMENTS

Periodically, the District may require additional information to support design assumptions used for sanitary sewer design. When required the

information shall be included on the plans or submitted in memorandum form to the District. The following may be required:

1. Potential size of Drainage Basin
2. Number of potential EDU's

3.3.1.1.7 REVIEWING AGENCIES

The District shall review all submitted proposals and plans for sanitary sewer construction.

The design and construction of public and private improvements within the District may involve numerous agencies, districts, and private utilities. It shall be the Developer's responsibility to coordinate the design, permit process, and construction with the applicable agencies, districts, and private utilities.

3.3.1.1.8 PERMITS AND FEES

The Developer shall obtain all necessary District construction permits and pay all District fees prior to the commencement of any work.

3.3.1.1.9 DEVELOPER/DEVELOPER'S ENGINEER AGREEMENT

The Developer and the Developer's Engineer shall submit a signed agreement on a District supplied form (found in the Appendix of This Guide) which outlines a basic understanding of the professional engineering, surveying, inspection and as-built requirements of the District for acceptance of the proposed project.

3.3.1.1.10 EASEMENTS

When conditions require that District sewer mains be located in private property, an easement for that area of pipe alignment shall be granted to the District by the Developer at no cost to the District. Easements shall provide for restrictions of permanent construction within the easement and provide ingress and egress for maintenance, reconstruction or connection to the sanitary sewer line or manholes.

For subdivision tracts, the owners of land included within the subdivision shall offer to dedicate, for public use, the sanitary sewer easements so designated on the PLAT map. For other than subdivision tracts, dedication of sewer easements shall occur by means of recorded deeds of conveyance to the District.

Slope easements are required when necessary to encompass cut or fill slopes.

Sewer lines crossing private property shall be centered within a permanent easement granted and provided at no cost to the District. Such easements shall be accompanied with temporary construction easements adequate to allow construction activities. A surveyor shall

provide the District with dedication documents and descriptions necessary to convey the easements during the site development review at which time the width of permanent and temporary easements will be determined. To ensure District acceptance of the resultant easement, no District final approval and acceptance of the dedication and the improvements shall occur prior to issuance of a Public Sewer Extension Permit and the establishment of a sufficient performance surety. A record of survey that meets all the requirements of ORS 209.250 must accompany the dedication. The dedication must be made on deed forms provided by the District. Acceptance and recording of this dedication deed instrument will be provided free of charge by the District.

Placement of utility lines, poles, or other appurtenances in the sewer easement shall be subject to issuance of a separate Utility Encroachment application.

Dedication or acquisition of additional right-of-way and easements may be required prior to the issuance, or may be inclusive of, the conditions of the Public Sewer Extension Permit.

3.3.2 PRE-CONSTRUCTION MEETING

A pre-construction meeting shall be arranged by the Developer's Engineer to be held at District offices prior to issuing of the Public Sewer Extension Permit. Attendees must include the Developer, Developer's Engineer, Contractor and the District representatives. Other interested parties may also attend the meeting. The purpose of the meeting is to discuss issues surrounding the project including but not limited to materials, construction details, sequencing, traffic control, Developer's Engineer testing and inspections, District inspection and other requirements to insure the work is completed in a timely manner and acceptable to the District at its completion. At this meeting the contractor must present certification of the District's license requirements found in Sec. 7 of the Rules and Regulations.

3.4 PROJECT CONSTRUCTION.

3.4.1 SUBSTANTIAL CHANGE OR DEVIATION FROM APPROVED PLANS

No substantial change in or deviation from the approved plans and specifications shall be made without the prior written approval of the District, which shall make the final determination whether or not a change or deviation is in fact substantial. When any modification or deviation of the approved plans is requested by the Developer's engineer, two (2) sets of plans showing the revisions shall be submitted to the District for approval. No construction of the modified section can commence until these revised plans are approved.

3.4.2 INSPECTION AND TESTING

The Developer's Engineer shall furnish such testing and inspection services as required by the District to certify the construction work. The Developer's engineer or the engineer's representative shall be allowed full access to all parts of the work, including the plants of producers and fabricators at all times; and shall be furnished with every reasonable facility for ascertaining whether or not the work, as performed, is in accordance with the requirements and intent of the approved plans and specifications.

The contractor shall furnish, at the contractor's own expense, such samples as are customarily required for testing purposes. The District does not furnish inspection of sanitary sewer construction. For this reason, it is imperative that the Developer and/or the Developer's contractor provide prompt and complete notification to the Engineer and the District as to the progress of the construction of sanitary sewer improvements. Notification must be given to the Engineer when the following work is to be scheduled:

1. Mobilization.
2. Placement of erosion/sedimentation controls.
3. Excavation and installation of the sanitary sewer lines begins.
4. Compaction testing/proof roll of trench backfill and fill areas.
5. Construction of structures (including manholes and cleanouts).
6. Compaction testing of backfill.
7. Placement and compaction of pavement.
8. Finishing roadbed and slopes (backfilling curb or gutter, trimming out banks and drainage channels, etc.).

Failure to give the engineer proper notification (48 hours) of the contractors work schedule may invalidate the work performed and make necessary, testing and inspection from an independent testing laboratory for compliance with the District's construction specifications. Such tests shall be furnished, at no expense to the District.

3.5 ACCEPTANCE AND WARRANTY

Acceptance of the sanitary sewer extension will be made in writing by the District after all conditions of the Public Sewer Extension Permit have been met. The following subsections outline the District's post-construction requirements prior to final acceptance.

3.5.1 FINAL INSPECTION

A final inspection of the public sanitary improvements for conformance with plans, specifications, and District Standards must occur. The Developer's Engineer shall notify the District upon completion of construction and request a final inspection conducted by District personnel. Any deficiencies resulting in non-acceptance of the work shall be identified in writing and presented to the Developer's Engineer for correction. Upon correction of the noted deficiencies the Developer's Engineer shall notify the District and request a re-inspection. If the work is accepted the Developer's Engineer will be notified.

3.5.2 CERTIFICATE OF COMPLETION

A stamped Certificate of Completion (found in the Appendix of This Guide) shall be provided by the Developer's Engineer. This statement certifies to the District that all construction methods, workmanship and materials, have been inspected, tested by approved methods and found to conform to the approved plans and the specifications of the District.

3.5.3 AS-BUILT PLAN REQUIREMENTS

For all public sewer extensions the engineer shall submit certified as-built plan and profile drawings. As-built drawings shall meet the requirements of CCSD #1 and shall be of archival quality. Each page shall be stamped by the Engineer and state in writing

that this is an as-built drawing. As-built drawings shall become the property of the District and are Public records.

3.5.3.1 MINIMUM REQUIREMENTS

One (1) set of full sized "Draft" as-built drawings on blueline shall be submitted to the District for comments prior to final Mylar submittal. At minimum, the final as-built drawings shall be a blackline drawing on 4 mil Mylar, capable of being reproduced with all details legible.

The following additional minimum information shall be noted on sanitary sewer as-built drawings:

1. Service connections for each building lot with a callout showing the mainline stationing, pipe size, length, and depth at the property line crossing.
2. Show alignment changes, slope changes, pipe size changes and changes in construction materials.
3. Measured depth from existing ground surface of all storm, sanitary, waterline and utilities that cross the pipeline alignment in profile.
4. Type of pipe, backfill material and location.
5. Indicate areas of rock removal not completed by standard backhoe, i.e. splitter or blasting.
6. The subdivision name shown in the title block shall match the name shown on the plat.

Drawings shall also be submitted on a 1.44 MB IBM compatible floppy disk in AutoCAD version 14 or later format as required (found in the Appendix of This Guide) by the District. Disks and contents shall become the property of the District

3.5.4 SERVICE CONNECTION DRAWINGS

Provide appropriate information to locate newly installed sanitary sewer service connections for each lot or parcel within the project boundaries. The location as measured to physical objects in the field to assure that the lateral can be located after construction is completed. See the Appendix of This Guide for instructions and District forms. Service connection drawings shall become the property of the District and are Public records.

3.5.5 TEST RESULTS

Submit pipe and manhole tests on District forms (found in the Appendix of This Guide).

3.5.6 CONSTRUCTION AND ENGINEERING COSTS

The Developer's Engineer shall calculate and submit on District forms (found in the Appendix of This Guide) the actual construction and engineering cost of the completed sewer extension.

3.5.7 LETTER OF CONVEYANCE

The Developer/Owner shall convey (at no cost to the District) all right, title and interest in the Public Sewer Extension to the District. To be completed on a District form (found in the Appendix of This Guide).

3.5.8 WARRANTY BOND

A warranty bond or cash deposit in an amount equal to twenty-five percent (25%) of the actual constructed cost of the Public Sewer Extension shall be provided to the District by the Developer/Owner at no cost to the District. This bond shall guarantee the workmanship and materials of the Public Sewer Extension for a minimum period of one (1) year from the date of acceptance by the District.

3.5.9 DISTRICT LETTER OF ACCEPTANCE

Upon completion of all the requirements of the Public Sewer Extension Permit the District shall issue a letter stating that the District will accept for ownership and maintenance the Public Sewer Extension and specify the date the warranty period will begin.

3.5.10 WARRANTY PERIOD

The owner/developer or contractor's warranty period extends for a minimum of one (1) year from the date specified in the letter of acceptance unless a longer period is required by the District.

Prior to the end of the warranty period, the District will conduct an inspection of the Public Sewer Extension and notify the owner/developer or their Engineer of any deficiencies found. Any faulty workmanship and/or defective materials which are discovered within the warranty period shall be corrected and/or replaced by the owner/developer at no expense to the District. Such warranty period may be extended upon disclosure of a defect until a minimum of one (1) year after the correction of the defect at the District's option.

All repair work required during the warranty period shall be performed within thirty (30) days of issuance of written notification to the owner/developer. Emergency work performed by the District and all work performed by the District due to the nonperformance of the Contractor shall be reimbursed to the District within thirty (30) days of invoice. If the contractor fails to reimburse the District in thirty (30) days the District may file a bond claim.

After the warranty inspection and completion of all work required to bring the sanitary sewer line into conformance with District Standards, all sureties shall be released (unless the warranty period is extended).