

# **City of St. Joseph – Southwest Michigan Regional Sanitary Sewer & Water Authority**

## **Standard Procedures for the Approval of Water Main Construction**

The procedures that follow were created in a cooperative effort between the City of St. Joseph and the Southwest Michigan Regional Sanitary Sewer & Water Authority (Authority) to standardize the approval and acceptance process for water main construction within the Authority area. These procedures do not relieve the Owner from the responsibility of obtaining any or all other permits required for construction. The Owner/Developer/Engineer or designated representative shall not submit for a permit directly to the Michigan Department of Environmental Quality (EGLE). A separate set of procedures, closely paralleling those that follow, shall be adhered to for water main construction within the City limits (contact the City Engineer for procedures).

### **ESCROW ACCOUNTS**

#### **Setting Up of Accounts**

Prior to submitting a submittal package for review, the Owner shall submit an application with payment to both the City of St. Joseph and the appropriate Township to set up escrow account to be used to cover the costs for plan reviews.

### **PLAN SUBMISSION, REVIEW & APPROVAL**

#### **Submission of Plans**

The Owner or Owner's Agent (Owner/Agent) shall initiate the review process by submitting the EGLE Permit application, along with plans and specifications sealed by a Professional Engineer in the State of Michigan, and proof that the escrow accounts are established (herein referred to as the submittal package). The Authority's Engineer shall generally act as the central point of contact and all communication shall go through them unless indicated otherwise. The Owner/Agent shall distribute the submittal package consisting of one (1) electronic version and one (1) paper copy to the following entities:

- Original set to the Authority's Engineer (include original permit application)
- 1-Copy to the City Engineer
- 1-Copy to the appropriate Township Engineer

Addresses and point of contact information are provided in Appendix A.

The submittal shall include an overview of the water main project at an appropriate scale. Design plans shall not exceed a scale of 1" = 50' (i.e. 1" = 40' is acceptable, 1" = 60' is not) with existing utilities appropriately designated. The plans shall be on State Plane Coordinates and include the north arrow and appropriate scale. The project shall be designed to comply with the following:

- Safe Drinking Water Act, PA 399, as amended
- AWWA Standards (most recent version)
- Recommended Standards for Water Works ("Ten State Standards")
- Applicable Federal, State, and Local Codes
- The Standard Plans and Details and any requirements deemed appropriate by the City and the Authority.
- Recommend a 1-year maintenance bond when feasible.

A Water Main Plan Review checklist should be completed and submitted as part of the initial review.

### **Plan Review**

The City and the affected Township's Engineer will endeavor to complete their reviews of the submittal package and respond within four weeks of receipt. The Authority's Engineer shall incorporate the comments from the City and the Township's Engineer into the submittal package review letter. The Authority's Engineer shall distribute via email the submittal package review letter to the following:

- Owner/Agent
- City of St. Joseph, City Engineer
- The appropriate Township Engineer

If the submittal package review letter indicates a revised submittal package is required, then the revised submittal shall follow the above procedures until all review comments are resolved.

To expedite the review process, the resubmittals by the Owner/Agent may be completed via email at the discretion of the reviewing engineers.

### **Permit Application to EGLE**

Once the submittal package is approved, the Owner/Agent will provide five additional sets of sealed plans and specifications and one original permit application to the Authority Engineer. After obtaining the authorized signature on the permit application the Authority Engineer will submit the original documents with all attachments to the EGLE and distribute an electronic copy of the cover letter as follows:

- 1-Copy to The Authority Chairperson
- 1-Copy to Owner/Agent
- 1-Copy to City of St. Joseph, City Engineer
- 1-Copy to the appropriate Township Supervisor
- 1-Copy to the appropriate Township Engineer

### **EGLE Review & Approval**

The Authority Engineer will act as the point of contact for plan review comments by the EGLE and subsequent approval. Should EGLE require revisions, the Authority will inform the Owner/Agent of the requirements. Revised package resubmission shall be as per the initial procedures indicated above. EGLE has agreed to distribute the permitted plans as follows.

- 1-Copy to Owner or designated agent
- 1-Copy to City of St. Joseph, City Engineer
- 1-Copy to the Authority Engineer  
The Authority Engineer shall notify the Authority Chairperson.
- 1-Copy to the appropriate Township Engineer

**Construction on water main SHALL NOT commence until the permit has been issued by EGLE.**

## **CONSTRUCTION PHASE**

### **Pre-Construction Meeting**

A pre-construction meeting will be required prior to the commencement of construction of water main. The Owner's representative shall call the meeting and provide written notice to the following individuals.

- City of St. Joseph, Water & Sewer Superintendent
- City of St. Joseph, Water Treatment Plant Superintendent
- The Authority Engineer
- Appropriate Township Engineer
- Appropriate Utilities

The construction checklist will be reviewed at the pre-construction meeting. The Contractor will submit a project schedule to all attendees at the pre-construction meeting.

After the Authority's Engineer has been contacted about the proposed site's Pre-Construction meeting, the Authority's Engineer will write a letter to the appropriate Township's Chief Building official (with copies to the Owner/Agent, and the appropriate escrow account contact) informing them that no building permits and water connections to be issued for the proposed site until the Final Acceptance Submittal Package has been approved.

### **Construction**

Full-time inspection will be required, paid for by the Owner, for the duration of water main (and all associated services & appurtenances) construction. The Contractor shall notify the Water & Sewer Department and the Water Plant Superintendent prior to making connection to the existing water main. The Water & Sewer Department shall be notified for the following items:

- prior to filling the new water main with water.
- prior to hydrant flushing.
- If any of component of the water service encountered contains lead material.

The Water Plant Superintendent shall be notified:

- twenty-four hours before chlorination of new mains.
- three working days' notice prior to bacteriological testing.
- If a water quality complaint is communicated to the Contractor, Inspector, Owner or Owners Representative.

The Contractor is required to have a permit to use City water during the construction phase (contact the Water & Sewer Superintendent for permit requirements). Testing of water mains shall be completed prior to roadway surfacing.

## **ACCEPTANCE**

### **Final Acceptance Submittal**

The Owner/Agent will initiate the acceptance process by submitting a “Final Acceptance Review Checklist”. ***Incomplete submittals will not be reviewed.*** This request must be accompanied by:

- Construction Checklist (paper copies required, electronic copies optional).
- Record drawings – (paper copies required for the initial review and electronic copies are required after final acceptance) Review copy of Record drawings shall be sealed by a licensed Professional Engineer and submitted for initial review per the distribution list below. Electronic copies shall be in AutoCAD version 2013 or later format. Record drawings shall contain the following:
  - Any underground or above ground utility improvements which have been revised from the approved construction plans must be shown in its actual location.
  - Lengths between all major connections (i.e. tees, crosses, bends, sleeves, etc.) shall be shown in the plan view.
  - Show in a detail drawing any hydrant, bend, water main offset, or other crowded water main arrangements that cannot be clearly dimensioned in the plan or profile views.
- Copies of daily inspection reports (electronic copy).
- State Plane coordinate list in current Excel spreadsheet format for valves, hydrants, bends, fittings, water shut-offs, and auxiliary valves. (electronic copy).
- Pressure Test Logs (electronic copy).
- Chlorination/flushing & bacteriological records (electronic copy).
- Right of entry form or **recorded** easements or dedicated right-of-way to confirm proper access for maintenance crew. (electronic copy).
- A cover letter signed by a licensed Professional Engineer certifying that the project has been built in accordance with the EGLE permit, plans and specifications.

The Owner shall distribute the Final Acceptance submittal package as follows.

- Original to the Township
- 1-Copy to the Authority Engineer
- 1-Copy to the City of St. Joseph, City Engineer
- 1-Copy to the appropriate Township Engineer

The Authority Engineer & the City will review the submittal. The City will perform a field check to verify information prior to acceptance. The City will provide comments to the Authority Engineer who will either approve or deny the Final Acceptance Package. If denied, comments for a revised submittal will be provided per the distribution listed below and a resubmittal will be required until the Final Acceptance Package has been approved. If approved, the Authority Engineer will send out an approval letter per the distribution listed below.

**Note: No building and associated plumbing permits to install water services will be issued until the Final Acceptance Submittal Package has been approved.**

The Authority Engineer will distribute a denial as follows.

- Original to Owner/Agent
- .. 1-Copy for City of St. Joseph, City Engineer
- 1-Copy for Appropriate Township Official

The Authority Engineer will distribute an approval letter as follows.

- Original to Owner/Agent
- 1-Copy for City of St. Joseph, City Engineer
- 1-Copy for Appropriate Township Official
- 1-Copy for the Authority Chairperson
- 1-Copy for the appropriate Township Supervisor
- 1-Copy for the appropriate Township Escrow Account Clerk
- 1-Copy for the appropriate Township Chief Building Official
- 1-Copy of Final Acceptance Only for EGLE, Permit Reviewer

Please note Lincoln Township requires 3 additional paper copies of the final accepted recorded drawings for their files. The Owner/Agent shall send Lincoln Township the additional paper copies after the Final Package Submittal Package has been approved.

The City and appropriate Township will refund any remaining escrow fund balance after the final billing for the reviews has been paid.