

City of St. Joseph – Lake Michigan Shoreline Water & Sewage Treatment Authority
Standard Procedures for the Approval of Water Main Construction
Revised August 3, 2006

The procedures that follow were created in a cooperative effort between the City of St. Joseph and the LMSW&STA 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 MDEQ. 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 accounts to be used to cover the costs for plan reviews.

PLAN SUBMISSION, REVIEW & APPROVAL

Submission of Plans

The owner shall initiate the review process by submitting the MDEQ 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 owner shall distribute the submittal package to each entity as follows:

- Original to the LMSW&STA Engineer (include original permit application)
- 2 copies to the City of St. Joseph, City Engineer:
 - The City Engineer will provide copies to:
 - Water & Sewer Superintendent
 - Water Treatment Plant Superintendent
- 1 copy each to Township and/or Village*

*When proposed water main work is within village limits, both the village and appropriate Township will be sent a submittal package. Lincoln Township request a duplicate copy be sent to their engineers Williams & Works to expedite reviews.

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. Should the Owner desire to have an Engineer act on his behalf, a letter stating such is required and will be included in the submittal package as well. The project shall be designed to comply with the following:

- Safe Drinking Water Act, PA 399, 1976

- AWWA Standards (most recent version)
- Recommended Standards for Water Works (“Ten State Standards”)
- Michigan Construction Code
- Applicable Federal, State and Local Codes
- Requirements as deemed appropriate by the City and/or LMSW&STA

A companion set of checklists is attached.

Plan Review

The City, LMSW&STA and affected Village/Township will endeavor to complete their reviews of the submittal package and respond within four weeks of receipt. The City and Township/Village need to provide comments to the LMSW&STA Engineer within three weeks. The LMSW&STA Engineer shall be responsible for incorporating comments from the City and appropriate Village/Township into the submittal package review letter. In the case of conflicting comments the LMSW&STA Engineer shall attempt to resolve the comments prior to issuing the review letter. The LMSW&STA Engineer shall distribute the submittal package review letter as follows:

- Original to the Owner or designated agent submitting the plans
- 1-Copy to LMSW&STA Chairman
- 1-Copy to City of St. Joseph, City Engineer
 - The City Engineer will provide copies to:
 - Water Superintendent
 - Water Treatment Plant Superintendent
- 1-Copy to The Appropriate Village/Township Supervisor

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.

Permit Application to MDEQ

Once the submittal package is approved, the Owner/Engineer will provide five additional sets of sealed plans and specifications and one original permit application to the LMSW&STA Engineer. After obtaining the authorized signature on the permit application the LMSW&STA Engineer will submit the original documents with all attachments to the Michigan Department of Environmental Quality (MDEQ) and distribute a copy of the cover letter as follows:

- 1-Copy to LMSW&STA Chairman
- 1-Copy to Owner or designated agent submitting the plans
- 1-Copy to City of St. Joseph, City Engineer
 - The City Engineer will provide copies to:
 - Water Superintendent
 - Water Treatment Plant Superintendent
- 1-Copy to The Appropriate Village/Township Supervisor

MDEQ Review & Approval

The LMSW&STA Engineer will act as the point of contact for plan review comments by the MDEQ and subsequent approval. Should MDEQ require revisions, LMSW&STA will inform the Owner/Engineer of the requirements. Revised package resubmission shall be as per the initial procedures indicated above. MDEQ 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
The City Engineer will provide copies to:
 - Water Superintendent
 - Water Treatment Plant Superintendent
- 1-Copy to LMSW&STA Engineer
The LMSW&STA Engineer shall notify the Chairman.

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

CONSTRUCTION

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
- LMSW&STA Engineer
- Appropriate Village/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.

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 prior to making connection to the existing water main. The Water Plant Superintendent shall be notified:

- prior to filling the new water main with water.
- prior to hydrant flushing.
- 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

In Service Request

The Owner, or the Owner’s representative will initiate the acceptance process by submitting a “Water Main – Place in Service Request” bearing the required signatures of the Contractor, Engineer and Owner. This request must be accompanied by

- Construction Checklist
- As-recorded drawings – Review copy of as-recorded drawings shall be sealed by a licensed Professional Engineer and submitted for initial review per the distribution list below.
- Pressure Test Logs
- Chlorination/flushing & bacteriological records
- Right of entry form or recorded easements or dedicated right-of-way to confirm proper access for maintenance crew.
- A cover letter signed by a licensed Professional Engineer certifying that the project has been built in accordance with the MDEQ permit, plans and specifications.

The Owner shall distribute the In Service Request as follows.

- Original to the Township
- 1 copy of the form only to LMSW&STA Chairman.
- 1 copy to the LMSW&STA Engineer
- 2 copies to the City of St. Joseph, City Engineer:
The City Engineer will provide copies to:
 - Water & Sewer Superintendent
 - Water Treatment Plant Superintendent

The Township’s signature on the “Place in Service Request” indicates the Township has accepted ownership of the water main. By accepting ownership the Township will be responsible for the cost of repairs until the City accepts for maintenance under final acceptance criteria. If acceptable the Township shall sign and forward the original Request form to the LMSW&STA Engineer.

The LMSW&STA 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 LMSW&STA Engineer who will either approve or deny the request. If denied comments for a revised submittal will be provided per the distribution listed below. If approved the LMSW&STA Engineer will sign and forward copies of the Request form per the distribution listed below.

The LMSW&STA Engineer will distribute approval or denial as follows.

- Original to Owner/Owners Representative
- 1-Copy for City of St. Joseph, City Engineer
The City Engineer will provide copies to:
 - Water Superintendent
 - Water Treatment Plant Superintendent
 - Accounting Clerk
- 1-Copy for LMSW&STA Chairman
- 1-Copy for Appropriate Village/Township Official
- 1-Copy for Appropriate Township Escrow Account Clerk

The Owner is advised that the City is not authorized to make taps or sell water meters until the system is approved to be placed in service.

Final Acceptance

The Owner, or the Owner's representative will complete the acceptance process by submitting a Final Acceptance Package including the following items. *INCOMPLETE SUBMITTALS WILL NOT BE REVIEWED!*

- Acceptance Checklist
- Recorded easements, dedicated right-of-way or similar such documentation to confirm proper access for maintenance crew.
- Proof of one year maintenance bond
- Electronic as-recorded drawings – After review and acceptance of the paper as-recorded drawings, electronic copies on CD (in AutoCAD 2004 or later format) shall be submitted per the distribution list below.

The Owner shall distribute Acceptance Packages as follows.

- Original to the LMSW&STA Engineer
- 2 copies to the City of St. Joseph, City Engineer:
The City Engineer will provide copies to:
 - Water & Sewer Superintendent – entire package
 - Water Treatment Plant Superintendent – all but electronic as-recorded drawings.
 - City Engineer will retain 1 copy of electronic as-recorded drawings.
- 1 copy each to Township and Village* (Please note that Lincoln Township requires 3 additional paper copies of the final accepted as-recorded drawings for their files)

*When proposed water main work is within village limits.

The LMSW&STA Engineer, and City will review the acceptance package. If unacceptable the LMSW&STA Engineer will request revisions. If acceptable the LMSW&STA Engineer will after receiving written acceptance from the City for maintenance of the new main grant final acceptance.

The LMSW&STA Engineer will distribute acceptance review letters as follows.

- Original to Owner/Owners Representative
- 1-Copy for City of St. Joseph, City Engineer
The City Engineer will provide copies to:
 - Water Superintendent
 - Water Treatment Plant Superintendent
- 1-Copy for LMSW&STA Chairman
- 1-Copy for Appropriate Village/Township
- 1-Copy of Final Acceptance Only for MDEQ, Permit Reviewer

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