

PART II

ADMINISTRATIVE POLICIES

A. GENERAL

This section outlines the procedural requirements for submission of utility plans and specifications to the Authority. Requirements of other regulating agencies are included by reference.

B. PLANS AND SPECIFICATIONS

1. Submittal

Any developer proposing to construct a water or sewerage system for public use and dedication to ACSA shall submit plans and specifications for review. Submittals are subject to "submittal review fees" assessed upon completion of review. (See Part II B.2, Page AP-2 for the basis of fees).

In accordance with the provisions of the Code of Virginia, drawings, specifications, and engineer's reports submitted for approval shall be prepared by or under the supervision of a registered professional engineer or others legally qualified to practice in Virginia. The front sheet of each set of drawings shall bear the imprint of the seal, and signature, of the responsible registered professional and all following sheets shall bear the imprint or a legible facsimile of such seal. A cover letter shall be submitted with each set of plans and specifications giving a description of the work.

The Authority has entered into a Memorandum of Understanding with the VDH (Appendix page A-4) whereby only Authority review and approval is required of plans and specifications for water and/or sewer projects designed to serve less than 400 persons or 150 equivalent residential units, provided such projects do not include any pump station, industrial or commercial pretreatment facilities, storage facilities, booster stations, or pipe in excess of twelve (12) inches in diameter. Plans and specifications that do not meet the above criteria shall also be submitted to the VDH and/or DEQ by the consultant.

For the purpose of multi-family applications the following residential density shall apply.

1 bedroom unit	2 occupants
2 bedroom unit	3 occupants
3 bedroom unit	4 occupants

The following number of sets of plans and specifications must be submitted to the respective agency for review (contact the Charlottesville Residency of the Department of Transportation for their submittal requirements):

<u>Project</u>	<u>Authority</u>	<u>State (VDH)</u>
Water only	3	3
Sewer only	3	3
Water and Sewer	3	5

Plan sheets shall not exceed 30" x 42" in size.

Each set of plans shall be provided with a cover letter and review data sheet (Appendix, Pages A-1 & A-2) which will be stamped on the date received. Any supplemental specifications shall be attached to or shown on plans to govern work not covered by Authority specifications. Each set of plans shall reference the approved General Water and Sewer Construction Specifications of the Authority.

## 2. Submittal Review Fees

Plan review fees are billed based on the staff time required to adequately review all submittals. Current hourly rates can be obtained by calling the engineering office of the Authority. Review fees will vary depending on the complexity of the project. The fee is reviewed annually and adjusted when appropriate.

## 3. Review

The Authority's goal will be to review plans within forty-five (45) days after receipt. Comments shall be returned to the consultant. If the consultant does not respond within sixty (60) days, the plan shall be considered inactive and returned to the consultant. In such case a new submission shall be made. All plans will be stamped upon receipt and reviewed in order of receipt.

## 4. Approval

Following review and approval, plans and specifications shall be stamped "approved" and returned to the consultant with a letter of approval. Approval is for basic compliance with these Construction Specifications. "Approval" does not relieve the owner, developer, contractor or owner's consultant from responsibility for their works.

Approvals are valid for a period of eighteen (18) months from date of issue. If construction is not in progress at the end of that period, or if construction becomes inactive for a period of twelve (12) months, Authority approval shall be void. By letter of request from the owner, an approval may be reinstated. Plans and specifications may have to be submitted as a new project, if deemed necessary

by the Authority to conform to the most current specifications.

## 5. Preconstruction Conference

Prior to beginning construction on the project the owner and contractor must hold a preconstruction conference with Authority personnel. To schedule a conference contact the engineer who returned the approval letter.

## C. DEDICATION

Upon completion of construction of the utilities the developer must dedicate the utilities to the Authority. A letter of dedication (Appendix Page A-3) stating the terms of dedication must be submitted. Upon final inspection and approval of the facilities and satisfaction of all dedication requirements the Authority will accept the facilities in writing. The developer will be responsible for any maintenance as a result of construction or defects of said facilities for one (1) year from the date of acceptance.

## D. EASEMENTS

Easements shall be required for all water, sewer lines, and appurtenances except where installed within a public right-of-way of the Virginia Department of Transportation (VDOT). If the utility is placed within the outer ten (10) feet of VDOT right-of-way, additional private easements shall be provided to allow ten (10) feet from the center of any utility. Such easements shall not be less than twenty (20) feet in width centered on the main. Combined sewer and water easements shall not be less than thirty (30) feet in width with both mains ten (10) feet from the edges of the easement. The Authority reserves the right to require additional easement width if construction and maintenance activities require it. All easements shall have the right of ingress and egress fully provided for in the recorded deed. Where deemed necessary by the Authority, easements shall extend to adjacent property for orderly extensions of service.

All appurtenances (blow-off, hydrants, etc.) shall be provided with an easement twenty (20) feet by twenty (20) feet centered on the appurtenances and ten (10) feet from the centerline of the interconnecting piping. Easements shall be corrected to reflect the as-built conditions and shall be submitted with the final dedication package.

No building or permanent structure shall be constructed within the easement. No trees, shrubs, structures, fences or obstacles shall be placed within an easement which would render the easement inaccessible by equipment. Any person who constructs a structure within the utility easement shall be liable for the cost of removal and any damage to the utility.

## E. AS-BUILT PLANS

As-Built construction plans shall be maintained by the contractor in the field.

These shall be provided to the Owner or his representative to serve as the basis for the final "As-Built" plans.

Along with the as-built drawings, the developer or his consultant shall provide seamless digital planimetric maps in a \*.DXF or \*.DWG format. The digital file shall include all planimetric information within the project limits. Offsite utilities shall be referenced to the project coordinates.

Where available, control shall be based on the Virginia State Plane Coordinate System South Zone NAD 1983. Vertical reference shall be based on NAVD 1988.

A set of reproducible mylar "As-Built" plans and one blue-line copy shall be provided to the Authority's Engineering Department by the owner or his representative. The "As-Built" plans shall be made available for use within thirty (30) days after final inspection. "As-Built" plans shall be defined as substantially in compliance with approved plans and shall indicate actual physical construction. All plan preparation, printing and duplicating cost shall be borne by the owner.

#### F. LIABILITY

The Authority shall have no liability resulting from any reason whatsoever in connection with the construction, installation, or testing of any utility lines or systems.

#### G. REGULATIONS & ORDINANCES OF OTHER AGENCIES

All developers and builders should be familiar with all policies and laws that involve the VDH, DEQ, VDOT, VMRC, and any State Building and Fire Codes. Specifically noted are rules governing cross connections and backflow prevention. All developers and builders should be familiar with and shall comply with the Ordinances of Albemarle County including the Building and Zoning requirements.

#### H. INSPECTION

An inspector from the Authority will be assigned to each project to ensure that all work is completed and materials are installed in compliance with these specifications. During the course of construction the inspector will report to the project engineer on progress of the work. Any deviation from the approved drawing must be approved by the Authority before incorporation into the work. The Authority shall be permitted access to the construction work at any time for inspection of work and construction methods.