

SAWSJPB DEVELOPMENT REVIEW AND PERMITTING PROCEDURE

APPROVED BY SHERIDAN WATER SUPPLY JOINT POWERS BOARD

May 9, 2018

Definitions:

City of Sheridan Utility Services Staff: Utility Department staff of the City of Sheridan.

Design and Construction Standards: The design and construction standards of the latest version of the City of Sheridan Standard Specifications and Details for Street and Utility Construction, Sheridan City Codes and applicable State of Wyoming DEQ Rules and Regulations.

Development: Any subdivision of land subject to Sheridan County Planning and Zoning requirements or any extension of water mains or other infrastructure construction to serve a property the SAWSJPB deems a Contingent Water Service Agreement is required.

Developer: The owner of the property seeking water service

Developer's Engineer: Professional engineer licensed to practice in the State of Wyoming providing design and or construction management services to developer

Developer's Contractor: Contractor licensed by City of Sheridan to construct water infrastructure connecting to the joint City of Sheridan/SAWSJPB water system.

SAWSJPB: The Sheridan Area Water Supply Joint Powers Board

SAWSJPB Administrator: Administrator, Project Manager or another person appointed by the SAWSJPB.

SAWSJPB's Engineer: **Professional** Engineer engaged by SAWSJPB to provide SAWSJPB with professional services.

Capacity to Serve: The sufficiency of water supply, treatment, transmission, storage, distribution, pressure and volume to meet standards for domestic water service to a property or customer.

Maximum Service Elevation: The elevation above which water volume and or pressure meeting WDEQ standards cannot be provided with the existing water system.

Master Plan: The overall water system plan to manage, record, map, improve, extend, loop, operate and maintain the joint City of Sheridan/SAWSJPB water system.

Contingent Water Service Agreement: Agreement between SAWSJPB and Developer identifying the lands to be served, infrastructure to be constructed by developer and terms of service from SAWSJPB to the development. Acceptance of the infrastructure by SAWSJPB is CONTINGENT upon developer meeting the terms of the agreement.

Separate Irrigation System: A raw water supply and delivery system not connected to the SAWSJPB potable water system used to irrigate the development.

Design and Hydraulic Demand Report: This report explains the improvements proposed, number and type of lots, estimated water usage under all conditions (average day, peak day, peak hour, fire flows), elevation of houses and HGL(s) of the water system, pressures, and other pertinent information that explains and documents the project. This report shall contain an acceptable hydraulic analysis and discussion of the results of that analysis, for both the SAWSJPB system and the new development. A geotechnical investigation and report is recommended.

Permits: Any permit or approval required for construction of the improvements, including but not limited to WYDOT, WYDEQ, Sheridan County or private property owner.

Service Lines: All new development shall include service lines meeting Design and Construction Standards and include corp stop, curb stop, meter pit and tracer wire.

The following path will be followed except where the SAWSJPB Administrator grants an exception:

1. Developer arranges a pre-application meeting with Sheridan County Public Works Department, SAWSJPB staff, City of Sheridan Utility Services staff and any other agency and consulting staff who will review and discuss proposed development. The developer must provide SAWSJPB an exhibit showing the location and description of the proposed connections to and extension of water infrastructure to service the proposed development.
2. SAWS Administrator determines whether development area falls within the water service area. This is accomplished by reviewing the location of the proposed development related to water service boundary, elevation and existing water system infrastructure.
3. The developer requests a letter from SAWSJPB stating the conditions of service to the proposed development.
4. Sheridan County Planning and Zoning prepares letter for developer in consultation with other agency staff detailing initial findings of pre-application meeting.
5. As a part of the preliminary plat process a water system layout shall be provided.
6. As part of the Sheridan County's subdivision improvement guarantee requirement, the developer shall enter into a subdivision improvement agreement that includes assurance for the installation of all permitted water infrastructure.
7. Developer's engineer shall prepare and submit to SAWSJPB Administrator and the City of Sheridan Utility Services Department a hydraulic system review and service simulation modeling report for the specific development and service that the Developer proposes to construct using the SAWSJPB system. Electronic and hard copies shall be provided.
8. City of Sheridan Utility Services staff reviews the hydraulic system review and service simulation modeling report, determines capacity to serve and provides a letter to SAWSJPB Administrator, the Developer and Developer's engineer.
9. SAWSJPB Administrator prepares a Contingent Water Service Agreement (CWSA) for the Developer to review and sign. The CWSA will be presented to the SAWSJPB at a regular or special meeting after the Developer has signed the CWSA.

10. Upon approval and execution of the CWSA by the SAWSJPB, the Developers Engineer prepares and applies for a permit to construct from Wyoming Department of Environmental Quality. Any application for a permit to construct shall be reviewed by SAWSJPB administrator and the City of Sheridan Utility staff prior to submission to WDEQ.
11. Following receipt of the permit to construct from Wyoming Department of Environmental Quality, the Developer shall provide a copy of the permit to the City of Sheridan Utility staff and to SAWSJPB Administrator PRIOR to construction beginning.
12. Following review of the permit to construct by the City of Sheridan and SAWSJPB Administrator and prior to any construction of water infrastructure, the Developer shall arrange a preconstruction meeting with the City of Sheridan assigned project manager and the SAWSJPB Administrator, Developer, Developer's Engineer and Developer's Contractor.
13. Following the pre-construction meeting, SAWSJPB's Administrator shall issue a written notice to proceed to the Developer.
14. Construction shall be coordinated in the same manner as a city subdivision process. The Developer's Engineer shall coordinate with the assigned City project manager for all installation, testing and approval procedures and policies for the water system.
15. Any communication between the Developer, Developer's Engineer or Contractor with the City of Sheridan staff shall be recorded in writing and copies provided to the SAWSJPB Administrator on a weekly basis.
16. When the City of Sheridan staff determines the construction has met the City's requirements for Preliminary Acceptance, the City of Sheridan will notify the SAWSJPB Administrator, in writing.
17. Before preliminary acceptance of the water infrastructure constructed by the Developer's Contractor can happen, the following inspections and tests shall be made and approved by the Developer's Engineer and the City of Sheridan staff:
 - Pressure test/leakage test
 - Disinfection and bacteriological tests
 - Operational check of all valves, hydrants, service connections, cathodic test stations and other water infrastructure specific to the Development.
 - Accessibility and alignment of valve boxes and curb stop boxes
18. If applicable, a separate irrigation system shall be installed prior to preliminary acceptance.

19. The following items must be provided to SAWSJB prior to final acceptance of the improvements. Final acceptance is required for water service. The one-year warranty period shall not start until final acceptance is obtained in writing from SAWSJPB:

- A. Acceptable lien waivers or other documentation from all contractors, suppliers, subcontractors, vendors, etc. associated with the public improvements that demonstrate to the satisfaction of the SAWSJPB that no liens have been or will be filed upon the facilities which have been installed that are to become the property of the SAWSJPB.
- B. A letter of certification from the Developer's Engineer indicating the work was completed in accordance with the Plans and specifications. This shall include verification that all punch list items identified during inspection of the construction of the improvements or the final walk-through, have been satisfactorily addressed.
- C. The letter of certification shall accompany a completion report prepared by the engineer, summarizing the construction history and other significant project milestones. A final set of daily observation reports (copies to be submitted weekly to SAWSJPB and the City of Sheridan engineering staff in accordance with Appendix B of Sheridan City Code); compaction test results; approved shop drawings; and water system test results (see#4); shall be included within the appendices of the completion report. Electronic and hardcopies shall be provided
- D. The following inspection test shall be made and approved by the City Project Manager for each section of water line. Records of satisfactory test results shall be provided.
 - a. Pressure test/leakage test
 - b. Disinfection and bacteriological tests.
 - c. Operational check of all valves, hydrants, service connections and cathodic test stations.
 - d. Accessibility and alignment of valve boxes and curb boxes.
- E. Fully complied with all other applicable terms and requirements for the provision of domestic water service by SAWS-JPB pursuant to the CWSA and all applicable SAWS-JPB rules and regulations and other applicable law;
- F. Provided or committed to timely provide record drawings for all domestic water facilities constructed to SAWS-JPB staff and/or City of Sheridan staff. This information shall be in hardcopy form, CAD file and in GIS shape file satisfactory to Sheridan County GIS Coordinator and City of Sheridan staff;
- G. Fully paid and/or reimbursed all fees, assessments, or costs required to be paid prior to commencement of SAWS-JPB domestic water service or thereafter.

- H. All necessary easements and/or plats prepared and filed and recorded with the Sheridan County Clerk. The required utility easement shall be restricted for water mains and/or service lines only.
- I. Transfer of ownership of appropriate DEQ and other regulatory permits to the SAWSJPB.
- J. Final approval and execution of a written acceptance of the water system by the SAWSJPB.
- K. Final Plat/Construction/Acceptance - Upon final acceptance, the SAWSJPB Administrator shall notify the Public Works Department of such to assure that the subdivision Improvement Agreement has been satisfied.