

Procedure 2

Review and Approval of Water/Sewer System Extensions

PART 1: Purpose

This procedure outlines the steps required to request ECUA's approval of a proposed extension to ECUA's existing water/sewer systems. ECUA's review and approval process is independent of other agencies.

ECUA reserves the right to approve or deny proposed extensions based on the positive or negative impacts to ECUA's existing water/sewer systems and customer base. ECUA also reserves the right to be sole determiner on the ownership status of all facilities installed in public ROW.

PART 2: System Extension Submittal and Review Process

- 2.1 *Step 1: Preliminary Submittal (mandatory)* – Applicant's EOR shall prepare Preliminary Engineering Report in pdf format (less than 10 MB) on 8.5" x 11" pages and email to the Engineering Department at ecuaeng.contact@ecua.fl.gov. The EOR may use their discretion on formatting the Report, however it shall contain the following items at a minimum:
- 2.1.1 Completed top half of ECUA's "System Extensions – Preliminary Submittal Form" (see Division 5 – Forms)
 - 2.1.2 Vicinity map depicting location of project, to include project's physical property address
 - 2.1.3 Narrative of requested extensions (i.e. water, irrigation, fire line, sewer)
 - 2.1.4 Average daily flow (ADF) for water and/or sewer system
 - 2.1.5 Peak flows for potable water need and fire flow need and peak hourly flow (PHF) for sewer system
 - 2.1.6 Preliminary estimate of main line sizes and meter sizes as applicable
 - 2.1.7 Need for Applicant to provide and construct either a private lift station or an ECUA lift station (designed and built to ECUA standards and to be owned, operated, and maintained by ECUA)
 - 2.1.8 For projects with proposed ECUA lift stations, proximity to available electrical power in area (3 phase 240V or 3 phase 480V)
 - 2.1.9 Need for easements to be dedicated to ECUA and/or need for ECUA parcels
 - 2.1.10 Unique topographic features (i.e. contours, wetlands, high water tables, etc.) that may impact design, construction, and maintenance
 - 2.1.11 Desired application of existing ECUA programs, etc.:

- 2.1.11.1 Septic tank abatement program
- 2.1.11.2 Fire hydrant cost-sharing program
- 2.1.11.3 Low-pressure sewer consideration
- 2.1.12 Other pertinent information as Applicant's EOR deems necessary
- 2.2 *Step 2: ECUA Project Establishment and Initial Review* – Upon receiving the Preliminary Submittal, ECUA will assign an ECUA System Extension Project number, assign an ECUA Reviewer, and forward the Preliminary Submittal to various ECUA operational departments for preliminary review. Upon collection of ECUA internal comments, ECUA Reviewer will schedule Preliminary Submittal Meeting with Applicant's EOR. Contact with and scheduling meeting with the EOR typically takes 2-3 weeks from receipt date of Preliminary Submittal.
- 2.3 *Step 3: Preliminary Submittal Meeting (mandatory)* – The preliminary submittal meeting allows ECUA, Applicant, and its EOR to review system conditions and capacities, project needs, property issues, ECUA policies and programs, compatibility with future capital projects, etc. Meetings are to be held at ECUA Engineering offices. ECUA Reviewer may choose to hold pre-meeting with ECUA staff immediately prior to meeting with EOR.
- 2.4 *Step 4: ECUA Reviewer Recommendation for Formal Submittal (mandatory)* – Once Preliminary Submittal Meeting is completed to the satisfaction of the ECUA Reviewer, the Reviewer will sign "System Extensions – Preliminary Submittal Form" and give copy to Applicant's EOR, thus clearing the Project for Formal Submittal to ECUA. The Applicant's EOR shall develop designs, plans, and other documents that incorporate the items and requirements that were presented in the Preliminary Submittal Meeting.
- 2.5 *Step 5: Formal Submittal* – Applicant's EOR shall prepare Formal Submittal package as follows and submit to the ECUA Engineering Department:
 - 2.5.1 Cover letter with table of contents listing the submitted items.
 - 2.5.2 ECUA signed "System Extensions – Preliminary Submittal Form".
 - 2.5.3 \$500 review fee, in the form of a check made payable to the ECUA.
 - 2.5.4 One signed and sealed copy of the Notice of Intent to Construct an Extension to ECUA's Systems; see Engineering Manual on ECUA website for form.
 - 2.5.5 Two signed copies of the Utility Service Agreement with Exhibits A and B attached (see ECUA Engineering Manual on ECUA website for blank form).
 - 2.5.6 Two copies of a Formal Engineering Report. Report shall contain updated contents from the Preliminary Engineering Report along with project design and coordination information that address more specific project related issues discussed at Preliminary Submittal Meeting. Reports shall be signed and sealed by EOR.
 - 2.5.7 Six sets of construction plans, size 22" x 34" or 24" x 36", signed and sealed by a Professional Engineer registered in the State of Florida. All utility related plan sheets must include the following note:

“All work that will become ECUA owned shall be designed, constructed, and tested in accordance with the ECUA stamped approved plans and ECUA’s Engineering Manual in effect at time of ECUA Plan Approval.”

- 2.5.8 One copy of the plan review checklist (Future).
 - 2.5.9 (If applicable) Two sets of specifications, signed and sealed, unless the project is to be constructed in accordance with the specifications contained within the ECUA Engineering Manual, in unmodified form.
 - 2.5.10 (If applicable) Two sets of lift station calculations signed and sealed by EOR, to include ECUA lift station calculation checklist. Calculations shall include Lift Station Pump Selection Worksheet as found in Division 5 – Forms.
 - 2.5.11 (If applicable) Draft easements and/or draft plats showing proposed easement and parcel information.
 - 2.5.12 (If applicable) Cost estimate information for oversizing requests.
- 2.6 *Step 6: ECUA Review of Formal Submittal* – The Formal Submittal review process will generally follow the steps outlined below:
- 2.6.1 Submittal will be logged in by ECUA Reviewer and reviewed for completeness. If complete, package will be routed to the appropriate ECUA departments for their formal reviews.
 - 2.6.2 The ECUA Reviewer will begin review of plans and associated documents for compliance with ECUA and/or FDEP requirements, as appropriate.
 - 2.6.3 Comments from ECUA departments will be collected and reviewed.
 - 2.6.4 Additional meetings, requests for additional information, and/or changes to the design may be required. ECUA reserves the right to make changes and/or modify requirements during Formal Review process that were or were not addressed in the Preliminary Submittal Meeting.
 - 2.6.5 Once submittals are deemed complete, accurate, and suitable to ECUA, then Reviewer shall have executed the Notice of Intent (permit) and the Utility Service Agreements and shall stamp all six sets of plans (and specifications and calculations as applicable) either “Approved” or “Approved with Comments”.
 - 2.6.6 ECUA Engineering Department will contact EOR and quote the ECUA inspection fees required.
 - 2.6.7 Applicant or EOR shall send check for inspection fees to Engineering Department, at which time System Extension Plan Approval letter and package will be sent to Applicant, thus clearing the project for construction.
 - 2.6.8 Documents shall be distributed as follows:

One set of stamped approved plans shall be given to the ECUA PM, ECUA Inspector, ECUA Operations Department, and EOR. Two sets shall be given to the Applicant, with

one of those requiring the Applicant to deliver to its Contractor. One signed USA and one signed NOI will be retained by ECUA, with the same being delivered to the Applicant.

- 2.6.9 Review time: 60 days of ECUA review time with clock starting on the date of a complete Formal Submittal package. Clock stops for periods of time when ECUA is awaiting information, re-submittals, forms, etc. from the EOR and/or Applicant. Time extensions may be required depending on the project's complexity.
- 2.6.10 Nothing is stated or implied whereas an Applicant can receive ECUA approval by any means other than ECUA issuing a Plan Approval letter.
- 2.6.11 Expiration of System Extension Plan Approval Letter: Extensions shall be completed by Applicant and accepted by ECUA (per date of ECUA Final Acceptance letter) within three years of the date of the System Extension Plan Approval Letter, otherwise the Extension Plan Approval will expire and Applicant will be required to resubmit, to include meeting current fees, ECUA standards, and other applicable codes at time of re-submittal.

2.7 *Step 7: Construction* – Once the Applicant receives the System Extension Plan Approval letter, and has paid all applicable fees (impact, etc.), then the construction phase of the project may proceed. Other permits may be required from other agencies. The approval of ECUA's Engineering Department does not constitute approval from other regulatory agencies. Additional construction-related items are as follows:

- 2.7.1 The Applicant's Contractor shall provide notice to ECUA's Inspector at least three full business days prior to beginning water or wastewater utility construction activities.
- 2.7.2 Applicant shall give its Contractor a set of the ECUA stamped approved plans prior to commencing construction. The Contractor shall have, on the job site, one set of the ECUA "Approved" or "Approved with Comments" stamp-approved plans. A current set of As-Built plans shall also be kept on the job site.
- 2.7.3 The ECUA Inspector will only inspect construction that is shown on the ECUA stamped approved plans. Work installed that does not conform to the ECUA stamped approved plans and/or the ECUA Engineering Manual will be rejected and will be assessed re-inspection fees.
- 2.7.4 Minor changes (i.e. service locations, valve locations, etc.) to the stamped approved plans may be made by the ECUA Inspector. Major changes (i.e. additions or deletions of mains, changes in pumps, etc.) to the stamped approved plans must be developed by the Contractor, reviewed by the EOR, and then submitted to the ECUA Reviewer by the EOR. The ECUA Reviewer must provide approval, if warranted, prior to construction of major changes.
- 2.7.5 All questions and comments regarding the construction plans shall be directed to the Applicant's EOR and shall be approved by ECUA Reviewer.
- 2.7.6 Changes to the ECUA stamped approved plans may be required if various codes and standards (i.e. National Fire Protection Agency – NFPA, or National Electric Code – NEC) or other safety related needs dictate. Associated costs to change construction means, methods, equipment, etc. shall be borne by the Applicant and not ECUA.

- 2.8 *Step 8: Final Inspection/Walk-Thru* – Upon completion of construction and successful testing, the EOR shall notify the ECUA Reviewer stating the project was completed according to the ECUA stamped approved plans, thereby requesting a Final Inspection/Walk-Thru. ECUA will schedule the Final Inspection/Walk-Thru. Attendees shall include at a minimum the EOR, Contractor's Project Manager, and ECUA Inspector. Optional attendees will include the ECUA Reviewer, ECUA Regional Supervisor, and other ECUA operations staff.
- 2.9 *Step 9: Closeout Paperwork Requirements* – The following items shall be submitted to the ECUA Inspector only after successful completion of the Final Inspection/Walk-Thru:
- 2.9.1 One copy of the approved bacteriological test results for installed water systems.
 - 2.9.2 One copy of all pressure tests for force mains and water mains.
 - 2.9.3 One copy of all video inspection of gravity sewer collection systems, to include manhole test results.
 - 2.9.4 Two sets of Record Drawings developed in accordance with the ECUA Engineering Manual, completed by the EOR.
 - 2.9.5 CD containing the electronic Record Drawings in AutoCAD and PDF format.
 - 2.9.6 Certification of Developer Form with a Statement of Improvement values or cost (if applicable).
 - 2.9.7 Certification of Completion of Construction for an Extension to ECUA's Drinking Water Distribution System and/or Certificate of Completion of Construction for an Extension to ECUA's Wastewater Collection/Transmission System (see ECUA Engineering Manual for forms).
 - 2.9.8 Recorded plat and/or any applicable easement forms (executed and recorded by the EOR).
- 2.10 *Step 10: Final Acceptance by ECUA* – Upon successful completion of all closeout paperwork, the ECUA Engineering Department will issue a Certification of Final Acceptance Notice to the Applicant. Failure to obtain the Certification of Final Acceptance Notice from ECUA may result in the removal of water meter and termination of water service.