

Procedure for Engineering Review of a Development with a Water and/or Sewer Line Extension

Purpose:

This procedure provides an outline of the steps to receive ECUA approval of a development that includes extensions to ECUA water and/or sewer mains, or the installation of private water and/or sewer mains. The ECUA will coordinate with the developer and his engineer to minimize the time required for review. The timely submittal of all the required information will be helpful in assuring a prompt review.

I. Service Requirements (Optional)

- A. At the conceptual stage of a project, the Owner/Developer may submit a written request to the ECUA Engineering Department for the availability of water and/or sewer service. Form E 1.1 may be used for this written request. This is an optional step in the review process.

The written request shall include the following information:

1. Type of development (i.e. commercial, residential, industrial, etc.)
2. Size of the development (i.e., number of units or homes, square footage of commercial building, etc.)
3. Location Map (to scale)
4. Type of service requested (water and/or sewer)
5. Service requirements (i.e. projected flows)
6. How water and/or sewer service will be provided if not by ECUA
7. Signature of the Owner, the Developer or the Engineer
8. Address and Telephone Number of the Owner or the Developer and of the submitter

- B. ECUA's Engineering Department will review the request and respond with either:

1. Unconditional Availability – Service is available adjacent to the site with capacity to serve the project. This does not guarantee capacity in the system.
2. Conditional Availability – If facilities are in need of upgrade, or if facilities are deficient, they will be identified.

II. Preliminary Submittals

- A. Preliminary submittals may be submitted once the Civil Engineering plans for the Development are substantially complete. The following items are required (Items that must be signed & sealed by a Professional Engineer registered in the State of Florida):

1. **Three sets of preliminary plans** of the proposed project including the following information:
 - (a) Proposed improvements, with utility line sizes and types indicated, paving and stormwater improvements indicated and building footprints shown
 - (b) Existing improvements, with utility line sizes and types indicated
 - (c) Topographic contours at 2-foot intervals (minimum)
 - (d) Hydrographic data including groundwater information and the location of any open bodies of water and any jurisdictional wetlands
 - (e) Septic systems
 - (f) Other pertinent information
 2. **Two sets of specifications**, signed and sealed.

If the project is to be constructed in accordance with the specifications contained within the ECUA Engineering Manual, in unmodified form, this item may be omitted from the review submittal/procedure.
 3. **Two sets of Lift Station Calculations** (if applicable), signed and sealed.
 4. **Two copies of the Executed Utility Service Agreement with Exhibits A and B attached** (see ECUA Engineering Manual for blank forms).
 5. **One executed copy of the Notice of Intent** to Construct an Extension to Escambia County Utilities Authority's Drinking Water Distribution System and/or Wastewater Collection/Transmission System (see ECUA Engineering Manual for blank forms).
 6. **The review fee**, in the form of a check in the amount of \$250, payable to the ECUA.
 7. **Draft easement forms**, if applicable (see ECUA Engineering Manual for blank forms).
 8. **Cost estimate information**, if applicable, for oversizing requests.
- B. The package will be processed as follows:
1. The Engineering Department Secretary will log it in, indicating items received, and in what quantity.
 2. A Project Engineer will be assigned to the project, and will review the package for completeness.
 3. One copy of the plans will be routed to the Regional Services Department and to the Water and Wastewater Department for comments.
 4. The plans, specifications and calculations will be reviewed for compliance with ECUA Requirements or FDEP Requirements, as appropriate.

5. The Notice of Intent and the Utility Service Agreements will be reviewed for completeness and routed to the appropriate individuals for execution.
- C. One of the following responses will be forwarded to the submitter:
1. A request for additional information will be issued when clarification is required or if all the required items were not included with the package.
 2. A single copy of the plans, specifications and/or lift station calculations, either "Approved," "Approved with Comments," or "Revise and Resubmit" may be returned to the submitter with comments to be used to prepare the Final Review Package. A letter may be issued in lieu of the marked plans, indicating changes required for the Final Review Package.

III. Final Submittals

- A. Once comments from the Preliminary Review Package have been addressed by the submitter, the Final Review Package shall be submitted. Revised items shall be submitted in their original quantities (i.e. if specs have been revised, two sets are required). Six sets of plans, signed and sealed by a Professional Engineer registered in the State of Florida shall be submitted.

The Final Review Package will be processed as follows:

1. The Department Secretary will log it in, indicating items received, and in what quantity.
 2. The Project Engineer will review the package for completeness.
 3. One copy of the plans will be routed to the Regional Services Department and to the Water and Wastewater Department for comments.
 4. The plans, specifications and calculations will be reviewed for concurrence with ECUA comments indicated on the Preliminary Review Package.
- B. Packages marked "Revise and Resubmit" by the Project Engineer will be returned to the submitter for corrections. One copy of submitted information shall be retained by ECUA.
- C. Package marked "Approved" or "Approved with Comments" will be included in an Approval Package to the Owner/Developer. Inspection fees for the Development must be paid prior to the Owner/Developer picking up the package from the Engineering Department.

IV. Construction

- A. Construction is authorized to proceed upon receipt of the Approval Package from ECUA's Director of Engineering. Other permits may be required from other agencies; the approval of ECUA's Engineering Department does not constitute approval from any other regulatory agency.
- B. The Owner/Developer's Contractor must provide 72 hours written notice to ECUA's Engineering Department prior to beginning water or wastewater utility construction activities. (See ECUA Engineering Manual for Notification Form).

- C. Any substantial changes to the construction plans shall be submitted to the Project Engineer and must be approved prior to construction of affected facilities.
- D. The Contractor shall have, on the job site, one set of the ECUA “Approved” or “Approved with Comments” plans. A current set of As-Built plans shall also be kept on the job site.
- E. All questions and comments regarding the construction plans shall be directed to the Engineer of Record (Owner/Developer’s Engineer).
- F. If facilities are not installed in accordance with the approved plans and/or the requirements of the ECUA, a re-inspection fee will be assessed for each required reinspection. Refer to the ECUA Code Book for specifics.

V. Final Acceptance

- A. Upon completion of construction, including testing, the Engineer of Record shall submit a written statement to ECUA’s Engineering Department stating the project was completed according to the approved plans and requesting final inspection.

ECUA will schedule the final inspection. The following items shall be submitted to the ECUA Construction Inspector upon successful completion of the Final Inspection:

1. **One copy of the approved bacteriological test results** for installed water systems.
 2. **Two sets of As-Built drawings** completed by the Engineer of Record. A diskette containing the electronic as-builts in AutoCAD format, if applicable. As-builts in either format should clearly indicate the name, address and phone number of the Underground Utility Contractor of Record.
 3. **Certification of Developer Form (Form SD-3) with a Statement of Improvement values or cost** (if applicable)
 4. **Certification of Completion of Construction for an Extension to Escambia County Utilities Authority's Drinking Water Distribution System and/or Certificate of Completion of Construction for an Extension to Escambia County Utility Authority's Wastewater Collection/Transmission System** (see ECUA Engineering Manual for blank forms).
 5. **Recorded plat and/or any applicable easement forms** (executed and recorded by the Owner/Developer).
- B. After acceptance, the ECUA Engineering Department will issue a Certification of Final Acceptance Notice.