

## **SECTION 1 – DESIGN, REVIEW, and APPROVAL PROCESS**

### **1.1 Pre-Submittal Meeting**

Southgate recommends coordinating a pre-submittal meeting with Engineering Staff to discuss scope of project, including design, system impact, schedule, potential challenges, plan submittal requirements, review process, etc. Providing as much preliminary information as possible will assist in understanding the project and subsequently minimizing review time.

Southgate Water District is a Denver Water distributor and familiarizing oneself with Denver Water's procedures and standards will help significantly in planning and avoiding delays during the plan review process. In particular, become familiar with and follow Denver Water's CAD Standards.

Southgate Water District conveys wastewater flows to the Littleton/Englewood Wastewater Treatment Plant (L/EWWTP) for treatment and familiarizing oneself with L/EWWTP Fats, Oils, Grease and Petroleum, Oils, Grease policies and standards will help significantly in planning and avoiding delays during the plan review process.

### **1.2 Water Main Extension Review**

A Water Main Line Extension is required when a property within Southgate's service area is to be served and does not currently have main line access adjacent to the subject property, or requires additional service/system capability. To facilitate a main line extension, the Applicant (property owner, developer, or their representative) shall apply to Southgate by submitting applicable review fees and construction plans to Engineering Staff for review and approval. Once construction plans have reached a substantial level of compliance, the Engineering Department will provide *Conditional Water Plan Approval*.

#### **1<sup>st</sup> submittal requirements are as follows:**

- Review fees
- One (1) bound, full-size (24" x 36") construction plan set
- One (1) electronic copy (PDF) of construction plan set
- Cover sheet including title, contact list, vicinity map, Denver Water approval signature block, and space for Southgate's approval stamp
- Southgate System Plan Notes
- Overall Utility Plan
- Water Only Plan
- Plan and Profile Sheets
- Details Sheet(s)

This document will further outline plan expectations. Subsequent submittal requirements are established on an individual basis. Water distribution system facilities shall be designed in accordance with Southgate Water District's Rules & Regulations and Design & Construction Standards/Specifications, of which include the adoption of Denver Water Engineering Standards and CAD Standards.

**Note that water mains shall be located:**

- Within a minimum of a 30-foot ROW or easement dedicated to Southgate
- A minimum of 10-feet from edge of ROW/easement
- A minimum of 3-feet from edge of gutter
- A minimum of 10-feet horizontal separation from other utilities
- A minimum of 4.5-feet cover
- A minimum of 18-inches vertical separation from other utilities

After receiving Southgate's Conditional Water Plan Approval, the Applicant shall submit the plans to Denver Water for their review and approval. The Applicant is responsible for notifying Southgate during the Denver Water review process of any revisions to the conditionally approved plans resulting in substantial changes, including changes to pipe alignment, materials and/or site plan layout. Southgate reserves the right to delay final approval if Southgate finds that plans have changed and those changes have not been conveyed to Southgate. The changes will be reviewed and a determination made for the acceptance or denial of those changes.

A water main extension project will require an Improvements Agreement to outline conditions of conveyance of new facilities to Southgate, of which Engineering Staff will prepare for the Applicant to execute.

If applicable to the project, review and execution of easement documents (Easement Agreement, Legal Description, and Exhibit) will be processed through Southgate. Southgate will provide a copy of the recorded easement documents and electronic files to Denver Water for their records once available. Note that *format of the Legal Description and Exhibit shall follow Denver Water's CAD standards.*

When all conditions have been satisfactorily met, Southgate will provide Final Plan Approval, and, after Observation Fees are paid, the pre-construction meeting may be scheduled.

**Construction cannot begin until:**

1. Construction plans have been approved and signed by both Denver Water and Southgate
2. Construction Observation Fees are paid to Southgate
3. Improvements Agreement has been executed by the Property Owner
4. If applicable, easement agreement has been recorded with the applicable county
5. A preconstruction meeting is conducted

The Applicant is responsible for constructing the water facilities per the approved plans. Southgate will designate a representative for construction observation. Any deviations from the approved plans shall be approved by Southgate or Southgate's designated representative. The new water facilities may not be conveyed to Southgate until Pipeline Acceptance and the subsequent completion of the Warranty Period have been successfully achieved.

**Pipeline Acceptance and the start of the Warranty Period of the new water facilities will not be considered until all requirements for Acceptance have been fulfilled to the satisfaction of Southgate, of which include:**

1. Passing hydrostatic test
2. Passing chlorine and clear water test results have been submitted to Southgate
3. Complete set of signed, passing compaction test results have been submitted to Southgate
4. All punch list items are completed to the satisfaction of Southgate
5. First lift of paving is completed
6. Survey record drawings have been submitted to and approved by Southgate
7. Recorded address plat, if applicable, has been submitted to Southgate
8. Warranty funds or Letter of Credit has been submitted to Southgate

The Owner is responsible for maintenance of the new system from Pipe Acceptance until the Release of Security and Warranty. The Release of Security and Warranty of facilities is dependent upon successful completion of a minimum of one (1) year Warranty Period and final punch list items are completed to the satisfaction of Southgate, and the conveyance of remaining documents.

### **1.3 Fire Hydrant, Domestic Water Service, or Fire Line Review**

For fire hydrant, domestic water service, or fire line only projects, the Applicant (property owner, developer, or their representative) shall apply to Southgate by submitting applicable review fees and construction plans to Engineering Staff for review and approval. The review process is the same as with a main extension, as applicable. Domestic water service lines less than 2-inches in diameter do not require a subsequent Denver Water review. All fire lines and domestic water service lines 3-inches and larger require a Denver Water Review.

### **1.4 Sanitary Sewer Main Extension Review**

A Sewer Main Line Extension is required when a property within Southgate's service area is to be served and does not currently have main line access adjacent to the subject property, or requires additional service/system capability. To facilitate a main line extension, the Applicant (property owner, developer, or their representative) shall apply to Southgate by submitting applicable review fees and construction plans to Engineering Staff for review and approval.

**1<sup>st</sup> submittal requirements are as follows:**

- Review fees
- One (1) bound, full-size (24" x 36") construction plan set
- One (1) electronic copy (PDF) of construction plan set
- Cover sheet including title, contact list, vicinity map, Denver Water approval signature block, and space for Southgate's approval stamp
- Southgate System Plan Notes
- Overall Utility Plan
- Water Only Plan
- Plan and Profile Sheets
- Details Sheet(s)

This document will further outline plan expectations. Subsequent submittal requirements are established on an individual basis. Sewer system facilities shall be designed in accordance with Southgate Sanitation District's Rules & Regulations and Design & Construction Standards/Specifications.

**Note that sewer mains shall be located:**

- Within a minimum of a 30-foot ROW or easement dedicated to Southgate
- A minimum of 10-feet from edge of ROW/easement
- A minimum of 3-feet from edge of gutter
- A minimum of 10-feet horizontal separation from other utilities
- A minimum of 6-feet cover
- A minimum of 18-inches vertical separation from other utilities

A sewer main extension project will require an Improvements Agreement to outline conditions of conveyance of new facilities to Southgate, of which Engineering Staff will prepare for the Applicant to execute.

If applicable to the project, review and execution of easement documents (Easement Agreement, Legal Description, and Exhibit) will be processed through Southgate.

Once construction plans have satisfactorily met compliance, Engineering Staff will provide Final Plan Approval, and, thereafter, the pre-construction meeting may be scheduled.

**Construction cannot begin until:**

1. Construction plans have been approved and signed by Southgate Sanitation District
2. Construction Observation Fees are paid to Southgate
3. Improvements Agreement has been executed by the Property Owner
4. If applicable, easement agreement has been recorded with the applicable county
5. A preconstruction meeting is conducted

The Applicant is responsible for constructing the sewer facilities per the approved plans. Southgate will designate a representative for construction observation. Any deviations from the approved plans shall be approved by Southgate or Southgate's designated representative. The new sewer facilities may not be conveyed to Southgate until Pipeline Acceptance and the subsequent completion of the Warranty Period have been successfully achieved.

**Pipeline Acceptance and the start of the Warranty Period of the new water facilities will not be considered until all requirements for Acceptance have been fulfilled to the satisfaction of Southgate, of which include:**

1. Video 100% of new system
2. Low pressure air test 100% of new system
3. Deflection test 100% of new system
4. Complete set of signed, passing compaction test results have been submitted to Southgate
5. All punch list items are completed to the satisfaction of Southgate
6. First lift of paving is completed
7. Survey record drawings have been submitted to and approved by Southgate
8. Recorded address plat, if applicable, has been submitted to Southgate
9. Warranty funds or a Letter of Credit has been submitted to Southgate

The Owner is responsible for maintenance of the new system from Pipe Acceptance until the Release of Security and Warranty. The Release of Security and Warranty of facilities is dependent upon successful completion of a minimum of one (1) year Warranty Period and final punch list items are completed to the satisfaction of Southgate, and the conveyance of remaining documents.

### **1.5 Sewer Service Line or Grease Interceptor Review**

For sewer service or grease interceptor projects, the Applicant (property owner, developer, or their representative) shall apply to Southgate by submitting applicable review fees and construction plans to Engineering Staff for review and approval. If applicable, sewer service plans may be combined with water service plans for review; and, grease interceptor plans may be included with the sewer service plans.

### **1.6 Improvements Agreement**

An Improvements Agreement is required when the ownership of water and/or sewer system facilities will be conveyed to Southgate. The Improvements Agreement outlines the legal and construction requirements for the development; and, it outlines requirements for Acceptance, Warranty and Release of Warranty for the improvements. The Improvements Agreement is prepared by the Southgate staff and signed by the owner.

### **1.7 Easement Agreement**

The process for executing an Easement Agreement, if required for the project, will be processed through Southgate.

*For water easements*, the easement process typically begins after the first Denver Water review is completed. By following the review, it is less likely that the roadway alignment (and corresponding easement alignment) will change. Denver Water will require a copy of the recorded easement before releasing Approved plans.

*For sewer easements*, the easement process typically begins after Southgate's first review is completed. Should the project also include water easements, the process for both easements will begin after Denver Water's first review.

The Easement Agreement itself will be prepared and recorded by Southgate Staff. The Applicant is responsible for preparing the legal description and easement exhibit, and providing title information current within 30 days.

**Note that both Water and Sewer legal descriptions and easement exhibits must follow Denver Water CAD Standards.**

### **1.8 Pre-Construction Meeting**

A pre-construction meeting held at Southgate Offices is required before construction may begin. Before scheduling the pre-construction meeting, the following requirements must be met:

1. Construction plans are approved by Southgate
2. Construction Observation Fees are paid to Southgate
3. Improvements Agreement must be signed by the owner/developer
4. Easement Agreement has been executed and recorded (if in a private roadway) or the plat has been recorded (if in the public ROW)

Typically, the following will be in attendance at the meeting:

1. Project Engineer
2. Developer Representative
3. Contractor
4. Soils Engineer
5. Surveyor
6. Southgate Representative(s)