

GENERAL PROCEDURES for COMMERCIAL PROJECTS

Beginning January 1, 2001, the Division of Engineering will follow new procedures established by the Urban County Government. A basic outline regarding the new procedures is shown below.

For developments that involve public infrastructure improvements (infrastructure within an LFUCG easement), the design engineer shall submit the following information to the Division of Engineering:

- 1) Signed Infrastructure Development Agreement
- 2) Signed Improvement Plan Compliance Statement
- 3) Certified preliminary subdivision/final development plan.
- 4) Grading, erosion control and sediment control plan (see chapter 11 in Stormwater Manual).
- 5) Stormwater management plans and design calculations (see chapters 5-10 in Stormwater Manual).
- 6) Street plans and profiles (if applicable).
- 7) Pavement design (if applicable).
- 8) Storm sewer and/or sanitary sewer plans and profiles (if applicable).
- 9) Sanitary sewer/pump station/force main design calculations (if applicable).
- 10) Geotechnical report (if applicable).
- 11) Construction specifications.

The Division of Engineering will conduct an administrative review to determine if all the required information has been submitted. The Division of Engineering will notify the design engineer if additional information is required. If all the information has been submitted, the Division of Engineering will accept the plans and notify the Division of Building Inspection that a grading permit and/or building permit may be issued.

After all applicable permits have been issued and all applicable fees have been paid, construction may begin. During construction, the design engineer shall provide inspection services for all public infrastructure improvements being constructed.

After construction is complete, the Division of Building Inspection will issue a certificate of occupancy only after the Division of Engineering has received the following information from the design engineer:

- 1) A certificate of substantial completion from the design engineer.
- 2) Any test results from the design engineer.
- 3) A cost estimate of all infrastructure improvements for the entire project.
- 4) Record drawings of all public infrastructure improvements.
- 5) A videotape of sanitary sewer main lines constructed.

- 6) A surety (bond) from the developer. For projects where the cost estimate of the public infrastructure improvements is less than \$25,000, a \$2,500 surety (bond) will be required. For projects where the cost estimate of the public infrastructure improvements is greater than \$25,000, the surety (bond) will be established according to the procedures outlined in the Procedures Manual.
- 7) A signed maintenance agreement from the owner for stormwater best management practices.

For developments that involve private infrastructure improvements (infrastructure that is not within an LFUCG easement), the design engineer (or other licensed design professional) shall submit the following information to the Division of Engineering:

- 1) A signed Improvement Plan Compliance Statement
- 2) Certified preliminary subdivision/final development plan (if applicable).
- 3) Grading, erosion control and sediment control plan (if applicable).
- 4) Stormwater management plan and design calculations (if applicable).
Detention basin fill embankments containing water greater than four (4) feet at the potential breach location shall be designed by a licensed professional engineer. The engineer shall also be responsible for inspection and certification of proper construction of the fill embankment.

The Division of Engineering will conduct an administrative review to determine if all the required information has been submitted. The Division of Engineering will notify the design engineer (or other licensed design professional) if additional information is required. If all the information has been submitted, the Division of Engineering will accept the plans and notify the Division of Building Inspection that a grading permit and/or building permit may be issued.

After all applicable permits have been issued and all applicable fees have been paid, construction may begin. During construction, the design engineer (or other licensed design professional) shall provide inspection services for all private infrastructure improvements being constructed.

The Division of Building Inspection will issue a certificate of occupancy only after the Division of Engineering has received the following information:

- 1) A statement from the design engineer (or other licensed design professional) certifying that any constructed private infrastructure improvements will function as designed and that the constructed detention volume meets the designed detention volume.
- 2) A signed maintenance agreement from the owner for stormwater best management practices.

Following are some additional requirements for commercial developments that involve private infrastructure improvements only:

Developments less than 1 acre:

- 1) Detention will not be required if the storm sewer system receiving the outfall from the development has sufficient capacity as defined in Chapter 1 of the Stormwater Manual.
- 2) Detention will not be required if the peak stage in the detention basin receiving the outfall from the development does not increase more than 0.1'.
- 3) If detention is required, it must be sized according to the Stormwater Manual.
- 4) Permanent water quality best management practices (BMPs) will not be required for sites that disturb less than 1 acre. However, erosion control will be required.

Developments greater than 1 acre:

- 1) Detention will be required unless otherwise directed by the Division of Engineering
- 2) Water quality best management practices (BMPs) will be required unless otherwise directed by the Division of Engineering. BMPs other than those listed in the Stormwater Manual may be permitted if the design engineer (or other licensed design professional) can demonstrate that the proposed BMP will meet the water quality control objectives in the Stormwater Manual.

Other general requirements that you should be aware of are:

- 1) RCP is required for all public storm sewer systems (and all systems that have the potential to become public). The pipe material for private storm sewer systems will be up to the discretion of the design engineer (or other licensed design professional) except for the segment of pipe that connects to a public storm sewer system which must be RCP.
- 2) In areas where drainage problems are known to exist, the Division of Engineering shall notify the design engineer (or other licensed design professional) that oversizing detention basins, or other measures designed to mitigate stormwater impacts from the development, may be required.
- 3) A sign off on the grading permit from the Urban Forester is required before a grading permit can be issued.
- 4) The location and elevation of the nearest downstream sanitary sewer manhole lid shall be shown on all applications for a building permit.
- 5) The lowest plumbing fixture shall be at least 1' foot above the nearest downstream sanitary sewer manhole lid, or else a sewage pump shall be installed in accordance with the requirements in the Procedures Manual.
- 6) The location and elevation of any 100 year FEMA floodplain and calculated post development floodplain on the site shall be shown on all plans.
- 7) The lowest opening of any structure shall be 2' feet above any 100 year FEMA floodplain or calculated post development floodplain.
- 8) No grading work shall be permitted within a 100 year FEMA floodplain.
- 9) The Division of Engineering will inspect the construction of entrances, any connection to a public storm sewer, and silt and erosion control measures.