

AN APPLICANT'S GUIDE TO:

## SEWER MAINLINE EXTENSION

### GENERAL REQUIREMENTS

Central San is prohibited from using existing revenue sources to construct infrastructure to serve new customers, as stated by [Health and Safety Code §5471](#) and further enforced by [Health and Safety Code §6520.5](#). A property owner or developer seeking to install new public sewer facilities to serve their properties must fund, design, construct and provide appropriate land-rights for the proposed public sewer facilities in compliance with District Code and Standard Specifications.

Central San requires that sewers be designed and installed to provide service to properties that can reasonably be expected to develop and connect to the sewer in the foreseeable future (i.e. the ultimate tributary service area per see [District Code §9.08.020](#)). Because of this policy, developers, in many cases, are required to install public sewers which provide service to other noncontributing properties.

The design and plan review of proposed private sewer mains shall be the same as for public sewer mains.

### PRE-APPLICATION (OPTIONAL)

Central San will provide one pre-application meeting, free of charge, if requested. At this meeting, the requestor shall discuss the overall project's scope of work, design and construction schedule, proposed private and public sewer impacts, project challenges and constraints.

Only one meeting will be provided before an application and fees must be paid.

### MAINLINE REVIEW APPLICATION

Submit an [application](#) for Sewer Mainline Extension to [permits@centralsan.org](mailto:permits@centralsan.org).

Application may be rejected and administratively closed if it becomes inactive for 12-months or progress is not made within 3 pre-plan review meetings or 3 plan review cycles.

*Note:* Fees are updated each fiscal year on July 1. Payment of fees on or after July 1 shall be at the current rate, regardless of when they were quoted.

### OVERVIEW OF SEWER MAINLINE EXTENSION PROCESS

#### Application

- Form & Fees
- Pre-Plan Review (compliance) meetings
- Plan Review
- Permitting for Construction

#### Construction

- Inspection

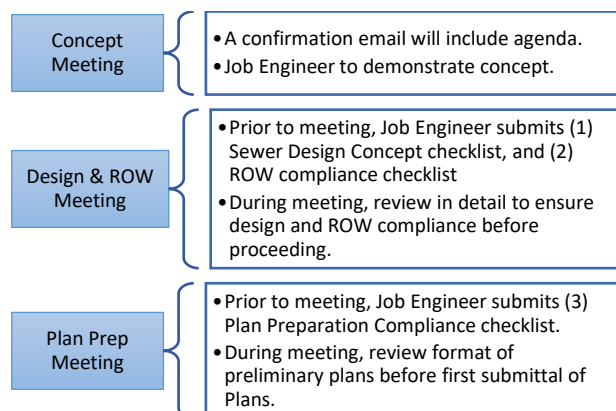
#### Closeout

- Warranty
- Acceptance of public infrastructure
- Close Permit

### PRE-PLAN REVIEW (COMPLIANCE)

The purpose of the Pre-Plan Review Meeting(s) is to ensure timely compliance with District Code and [Standard Specifications](#) before investing time in drafting and formatting plan sheets.

An overview of this stage is shown below and the Job Engineer will be sent link to schedule the meeting(s) when appropriate.



Any non-compliance must be resolved during this stage and the design concept approved before the first plan submittal will be accepted. Any preliminary submittals will be rejected without

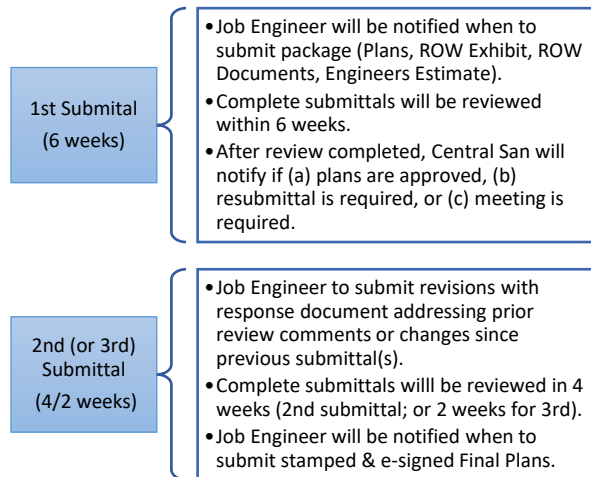
review. **Do not send submittals until instructed to do so.**

The sewer improvement plans will require inclusion of Central San design tables. Purpose of these tables are to efficiently demonstrate design compliance and provide key sewer data on the plans while eliminating scaling or calculating information.

If compliance is not met within 3 meetings, additional fees may apply or the application may be rejected at Central San's discretion.

### PLAN REVIEW

After the Pre-Plan Review meeting(s) have reached an approved design concept, Central San will notify the Applicant and Job Engineer that they may proceed to the Plan Review Stage. **Do not send submittals until instructed to do so.**



Plans that do not meet the minimum standards will be rejected at intake without review. Plans shall be submitted electronically (PDF) and shall comply with this document.

Accepted plans will be routed to the Mainline Review Engineer who provide comments either by virtual meeting or email.

If a resubmittal is required then the Job Engineer shall also submit a Response Letter providing an itemized list that clearly indicates how each review comment(s) is addressed and the specific location on the plans that the correction(s) is provided. The Response Letter shall also list any other changes made to the plans with an explanation for why the change was made.

Turnaround time for plan reviews is 6 weeks for 1<sup>st</sup> submittal, then 4 weeks for 2<sup>nd</sup>, and 2 weeks for 3<sup>rd</sup>. If compliance is not met within 3 plan

review cycles, additional fees will apply, and a meeting may be scheduled to address non-compliance.

### PERMITTING PROCESS

At this stage, the Applicant and Job Engineer will receive a notification about the next submittals required before the permit can be issued. Applicant shall submit Final Plans within 6 months of approval.

#### I. Administrative Submittals

The Applicant shall obtain approval of the administrative and pre-construction submittals before the permit will be issued.

When the Administrative Submittals are approved, the Permit Counter will print the permit and full-size Final Plans for the Inspector. When the Pre-Construction Submittals are approved, the Inspector will issue the permit to the Contractor.

*Reference:* [Standard Specifications](#), §11-02

#### 1. Final Plans

PDF of Final Plans electronically signed and stamped by the Job Engineer, a Professional Engineer, (min 300 dpi, sheet size 24"x36") and the native AutoCAD (.dwg) file shall be in California State Plan coordinate system, Zone 3, NAD 83, with different layers for the proposed and existing sanitary sewer pipes, proposed and existing sanitary sewer structures, and proposed and existing right-of-way lines.

Central San will print the full-size Final Plans with permit issuance. Final Plans expire 3 months from the date on the stamp unless inspections have commenced on the project.

*Reference:* [Standard Specifications](#), §8-02 & §11-02.A

#### 2. Project Security (if required)

A property owner seeking to relocate existing public facilities shall provide appropriate assurance that the work is diligently pursued to completion through provision of project security, in compliance with [District Code §5.16](#), for the approved amount in one of the following forms:

- Surety Bond (preferred)
- Cashier's Check
- Certificates of Deposit
- Irrevocable Letter of Credit

Reference: [Standard Specifications](#), §11-02.D

### 3. Owners Improvement Agreement

The property owner proposing to install new public facilities shall execute an Owner's Improvement Agreement.

Reference: [Standard Specifications](#), §11-02.E

### 4. Right-of-Way Instruments

Fully signed and notarized right-of-way instruments (IOD or GOE) or recorded final Subdivision Map offering sewer easements.

Reference: [Standard Specifications](#), §9

### 5. Payment of Fees

Fees shall be paid through the Permit Counter.

## II. Pre-Construction Submittals

Applicant transmits pre-construction submittals to [inspections@centralsan.org](mailto:inspections@centralsan.org) and requests a pre-construction meeting. Pre-construction submittals may include:

### 6. Phasing or Construction Sequencing Plans

### 7. Bypass Plans

### 8. Cut Sheets and Field Stakes

Required after rough grading is completed. Per [Standard Specifications](#) §11-03.A.3, sample will be provided.

### 9. Pre-Construction Meeting

## III. Permit Issuance

After approval of pre-construction submittals and holding the pre-construction meeting, the Central San Inspector will issue the Permit to the Contractor.

## CONSTRUCTION

### IV. Inspection

Prior to beginning any work, the Contractor shall obtain all permits and licenses, pay all inspection charges and permit fees, and give all notices necessary for compliance with applicable federal, state, county, district, municipal and local laws, ordinances, orders and regulations.

1. Permittee shall contact Central San Inspection at 925-229-7373 at least one (1) business day prior to performing any work, including trenching. Permittee may begin sewer work on the date of the scheduled Central San inspection.

2. Permittee shall schedule all necessary inspections with Central San as the work progresses.

- Sewer work performed without Central San inspection will be subject to removal or reconstruction, and assessment of additional inspection fees.

3. Permittee shall arrange for a Final Inspection by Central San when the sewer work is complete per [Standard Specifications](#) §17-17.

4. Requirements for passing final inspection are the completion of all improvements shown on the approved plans (including installation of top blocks at manholes and all-weather access roads), no deficiencies noted on the CCTV inspection report, satisfactory compaction reports, and completion of all punch list items.

Note: Central San permits are effective for a period of 6 months from the date they are issued, unless stated otherwise on the permit. If a permit becomes inactive for 6-months, it will be "failed" and administratively closed.

### V. Protection of Survey Monuments

A Contractor issued a Central San Permit shall protect survey monuments within their work area. If survey monuments are disturbed or destroyed without having first been referenced, the Contractor shall engage a Land Surveyor to reset the monuments and file a Corner Record or Record of Survey as required by law. Monuments shall be replaced in accordance with the standards of the agency (city or county) having jurisdiction.

Reference: State of California Business & Professions Code §8771 and §8725, Penal Code §605, and Government Code §27581.

## ACCEPTANCE & CLOSEOUT

Acceptance of sewer facilities shall be considered after the following are met:

1. Pass inspection by Central San; and
2. Pass a one-year warranty; and
3. Appropriate land rights per [District Code §7.020](#) were recorded.

## CONNECTION OF BUILDINGS

Central San acceptance of a sewer main extension does not constitute approval for connection of buildings to the public sewer. Central San separately permits building

connections, and appropriate connection fees shall be paid.

No building connection permits will be issued until the sewer main passes inspection and connection fees have been paid.

If the sewer main passes inspection but has not been accepted by Central San as a public asset yet, then the Installer must authorize connection to the private main through a Special Approval form before Central San will issue a New Connection Permit.

Reference: [Standard Specifications](#), §7-04

## REFERENCES

For additional information, see:

- [Standard Specifications for Design and Construction](#)
- [District Code](#)
- Checklist – Design Concept
- Checklist – Right-of-Way
- Checklist – Plan Prep
- Checklist – Permitting for Construction

## TIMING OF REQUIRED SUBMITTALS

### Pre-Plan Review Meeting(s) for Compliance

- Compliance Checklists
- Variance Request(s) (as needed)
- Supplemental Exhibits/Reports (if required)
- Preliminary Plans (viewed at meetings)
- Preliminary Right of Way Exhibits / Documents (viewed at meetings)

### Plan Review

- Sewer Improvement Plan submittal(s)
- Engineer's Estimate
- Additional Submittals (as required) - ROW Exhibit, ROW Documents, Design Reports / Tables

### Permitting for Construction

- *Administrative Submittals:*
  - Final Plans - electronically signed & stamped
  - AutoCAD file (.dwg)
  - balance of fees, including inspection fees
  - Executed Owner's Improvement Agreement
  - Project Security (if required)
- *Pre-Construction Submittals:*
  - Cut Sheets (after rough grading)
  - Bypass Plans (as needed)
  - Phasing Plan (as needed)
  - Shop Drawings (if required)

### Construction

- Compaction Reports

### Closeout/ Acceptance of Public Sewers

- Copy of recorded Subdivision Map (as needed)