



## **DESIGN and CONSTRUCTION MANUAL for MUPB UTILITIES**

### **SECTION 1: INTRODUCTION**

#### **1.1. PURPOSE**

The Morehead Utility Plant Board (MUPB) desires to have a manual to establish standard principles, procedures and practices for the design and construction of water, sanitary sewer, stormwater and natural gas facilities and infrastructure to be maintained by MUPB and within MUPB service areas. The **DESIGN and CONSTRUCTION MANUAL for MUPB UTILITIES (MANUAL)** will be amended and updated by MUPB. MUPB reserves the right to amend or modify this MANUAL without notice and to interpret the meaning of all statements made herein. See APPENDIX A for definitions of terms used in the MANUAL.

Due to the wide variety of situations that may present themselves, it is impossible to address all scenarios. Exceptional measures may be required to address project-specific conditions. Many criteria listed are minimums. MUPB reserves the right to exercise judgment, and will make the final determination as to the acceptability of each design. Final design decisions will be made, favoring the minimum life-cycle costs.

Where the designer believes that project-specific conditions warrant a variance to or waiver from the provisions of this MANUAL, they shall forward a request for such consideration to MUPB in writing.

#### **1.2. APPEAL PROCESS**

Deviation from the requirements of this MANUAL may be granted by the General Manager or Designee. An OWNER/CONTRACTOR who wishes to appeal to the General Manager or Designee regarding the design of water, sanitary sewer, stormwater and natural gas facilities may do so as long as the appeal, if granted,

- Is not detrimental to the public welfare,
- Does not involve special conditions or circumstances that affect the water, sanitary sewer, stormwater or natural gas facility in question,
- Is supported by an engineering study performed by a Professional Engineer,
- Is not based on financial interests only.

The final decision of the appeal shall be provided by the General Manager or Designee.

#### **1.3. MUPB AUTHORITY**

MUPB shall decide questions which may arise as to the quality and acceptability of construction workmanship performed. MUPB shall interpret the intent of the requirements contained in this MANUAL in a fair and unbiased manner. See APPENDIX D for UTILITY service areas.



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Nothing contained in this MANUAL is intended to conflict with any Federal or State law or regulation, in such case the more stringent requirement shall be met. In no case shall the requirements of this MANUAL be less stringent than any existing Federal or State law or regulation.

Plans are approved by MUPB subject to the condition of compliance with applicable Federal, State, and local laws, rules, regulations, and standards. Approval of plans does not constitute an assurance that the proposed improvements will properly function, operate, or meet compliance with Federal, State, or local laws and regulations.

MUPB, at any time during design or construction, shall have the authority to modify any engineering or construction detail whenever required for the protection of the public interest.

This MANUAL shall be revised from time to time to ensure that the requirements contained herein keep abreast with current Federal and State laws and regulations, approved construction materials and recognized construction methods.

### **1.4. EXTENSION OF WATER DISTRIBUTION, SANITARY SEWER, STORMWATER AND/OR NATURAL GAS FACILITIES**

The OWNER/CONTRACTOR is the entity that is requesting the construction of facilities for their benefit of a development. The term OWNER/CONTRACTOR shall also be understood to include engineers, employees, agents, contractors, subcontractors, and vendors providing support to the project's OWNER. It is the prime responsibility of the OWNER/CONTRACTOR to make all necessary provisions for the construction, and to execute the project per the approved construction plans and specifications. The OWNER/CONTRACTOR must ensure that all work is conducted in conformance with current guidelines and standards of federal, state, and local governing agencies.

OWNER/CONTRACTOR desiring water service, sanitary sewer, stormwater and natural gas service for specified areas shall make application to MUPB for Utility Availability and receive the applicable Construction Permit(s) before starting construction of any facilities. Developments that have three (3) or more lots/tracts must be approved by the MUPB for water and sewer availability in the absence of Planning & Zoning.

APPENDIX B includes all information related to the request to the MUPB General Manager or Designee for Utility Availability. Stormwater facilities will only be applicable to developments within the City of Morehead city limits. For Stormwater requirements see APPENDIX XX.

Developments in Morehead, Lakeview Heights, and Rowan County are regulated by Morehead-Rowan County Planning & Zoning (MRCP&Z). Developments are categorized as either a Rural Settlement, Low/Medium/High Density Residential, General/Highway/Central Business and Light Industrial. The guidelines for each development shall be followed in accordance with all MRCP&Z & MUPB regulations or in



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the absence of planning and zoning in the county of the development the following shall govern for the entire proposed development:

1. Total acreage of the planned development.
2. Current and proposed Zoning.
3. Number of Townhomes, Apartment Units, Single Family Residences, Commercial or Retail and/or Farms.
4. Proposed water usage and sewer flow.
5. Site concept plan including the proposed water, sewer mains, stormwater & natural gas facilities.
6. Include all information regarding planned phasing and proposed timelines.

In order to ensure that the design and construction of water, sanitary sewer, stormwater and/or natural gas IMPROVEMENTS meet generally accepted engineering design criteria and recognized construction methods for such facilities, the OWNER/CONTRACTOR proposing IMPROVEMENTS that are to be connected to, and/or become a part of, Morehead Utility Plant Board, must employ an ENGINEER licensed as a professional ENGINEER in the Commonwealth of Kentucky. The OWNER/CONTRACTOR shall employ the ENGINEER to:

1. Prepare detailed construction drawings.
2. Certify to MUPB that the facilities were constructed in accordance with the approved plans and the detailed specifications contained herein with the Certificate of Substantial Completion.
3. Provide a complete set of "As-Built" drawings to the MUPB.

Once plans have been approved by the MUPB, it shall be the responsibility of the OWNER/CONTRACTOR to submit the approved plans to the Kentucky Department for Environmental Protection for their approval prior to commencing construction. The OWNER/CONTRACTOR shall provide documentation of the Department for Environmental Protection approval of the plans to MUPB prior to beginning construction of the IMPROVEMENTS.

The cost of submitting plans to the Department for Environmental Protection shall be paid for by the OWNER/DEVELOPER.

The specifications and criteria in this MANUAL are supplemented by MUPB Standard Detail Sheets which are available in Appendix C or at [www.MUPB.com](http://www.MUPB.com). These detail



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sheets are required to be included in all design plans for water and/or sewer extension projects.

### **1.5. OBLIGATION OF THE CONTRACTOR**

The CONTRACTOR shall perform and complete the work to the satisfaction of MUPB and in accordance with approved plans. The CONTRACTOR shall conduct their work so as to minimize interference with public and private business and traffic. They shall at their own expense, whenever necessary or required, provide barricades, flagmen, maintain lights, and take other precautions as may be necessary to protect life, property, adjacent buildings, and structures. The CONTRACTOR shall be liable for all damages and injuries received or sustained by any person, persons, or property in consequence of any neglect in safeguarding the work or by any act of neglect or misconduct by them or their agents, subcontractors, employees, or workers.

The CONTRACTOR shall pay for all MUPB over-time expenses for testing, inspection or "call-outs" after normal business hours or holidays.

At least two (2) working days prior to the start of any construction, the CONTRACTOR shall notify MUPB of his intent to commence work.

All work shall be performed by the CONTRACTOR in compliance with applicable codes, OSHA requirements and MUPB Safety Standards. MUPB shall not be held responsible for job site safety. The OWNER/CONTRACTOR shall implement all of the above safety standards and the most stringent. Safety is the sole responsibility of the OWNER/CONTRACTOR.

The CONTRACTOR shall cooperate with MUPB during the construction of the proposed IMPROVEMENTS. The CONTRACTOR shall maintain on the construction site a copy of the approved plans, permits and shall make them available to MUPB as requested.

The CONTRACTOR shall be responsible for correcting and/or repairing defects found to exist or which may develop in the IMPROVEMENTS for a period of one year from date of final acceptance letter and acceptance by MUPB.

### **1.6. DEFECTIVE MATERIAL**

Materials not in accordance with the approved plans and/or specifications or defective work may be condemned by the ENGINEER or MUPB at any time prior to the end of the one-year warranty time period. Failure by the ENGINEER or MUPB to condemn defective work shall not be construed as an acceptance of same.

### **1.7. CONSTRUCTION INSPECTION**

The ENGINEER'S, OWNER'S or CONTRACTOR'S FIELD REPRESENTATIVE shall coordinate with MUPB Inspectors on a daily/weekly basis.



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A FINAL INSPECTION will be made prior to acceptance of any IMPROVEMENTS for maintenance by MUPB and only after all IMPROVEMENTS are completed.

The FINAL INSPECTION will be made upon written request by the OWNER/CONTRACTOR to MUPB stating that all IMPROVEMENTS are complete and all corrections have been made. OWNER/CONTRACTOR/ENGINEER shall provide updated construction plans reflecting all field changes made during construction for MUPB's review prior to final inspection.

The OWNER/CONTRACTOR shall provide personnel as required to aid in the performance of the FINAL INSPECTION.

### **1.8. EXISTING UTILITIES**

Precautions shall be taken by the CONTRACTOR to avoid damage to existing overhead and underground utilities owned and operated by public or private utility companies.

Where existing underground or aboveground utilities or appurtenant structures are encountered, they shall not be displaced or molested unless necessary, and in such case shall be replaced in as good or better condition than found as quickly as possible.

Kentucky statutes (KRS 367.4901 through 367.4917) require that all excavators planning excavation or demolition work shall notify all utility companies in the area and/or an underground protection service such as KY 811 at least two (2) working days before commencing work to alert utility companies. Such utilities in MUPB service boundaries include but not limited to:

Rowan Water, Inc.  
Bath County Water District  
Delta Gas  
Spectrum  
Windstream  
K.U. Electric  
Fleming Mason Electric  
Columbia Natural Gas  
Kinder Morgan  
Marathon Petroleum  
Clark RECC Electric  
AEP Electric  
Grayson Electric

### **1.9. UTILITIES/AGENCIES COORDINATION**

The OWNER/CONTRACTOR shall coordinate the design of all water, sanitary sewer, stormwater and/or natural gas facilities improvements with all utility companies and/or appropriate agencies actively involved in the provision of service in the MUPB service



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area. Final construction plans shall accurately reflect the location of all existing and proposed utilities.

### **1.10. PERMITS, EASEMENTS & RIGHT-OF-WAYS**

Unless otherwise required by the agencies involved, the CONTRACTOR shall make application for, obtain, and pay for all licenses and permits required to perform the work on the approved plans. The CONTRACTOR shall be required to comply with all Federal, State and local ordinances, laws, and/or codes which may apply to the same.

All easements for new water, sanitary sewer, stormwater and natural gas lines shall be clearly shown and labeled on the construction plans as well as all Final Plats and Development Plans. If off-site easements are required for water, sanitary sewer, stormwater and/or natural gas facilities to the DEVELOPMENT, they must be recorded in the County Clerk's Office of the corresponding county, prior to approval of construction plans. A copy of the recorded easement documents must be furnished to MUPB prior to plan approval.

### **1.11. SEWER USE ORDINANCE**

The MUPB has established ordinances dictating rules and regulations applicable to the trade of plumbing, regulating the installation and use of plumbing connections and fixtures and regulating the use of public and private sewers and drains, private sewage disposal, the installation and connection of building sewers, and the discharge of water and waste into the public sewer system, including sanitary sewer pretreatment program administration, industrial discharge limits, surcharge rates and formula, enforcement of pretreatment and sewer use regulations and penalties for violation thereof. Developers are encouraged to familiarize themselves with applicable sections of these ordinances as they relate to the development of property within MUPB Service Area.