



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

### **SECTION 2: APPLICATION FOR SERVICE**

#### **2.1. PURPOSE**

MUPB shall review the development and construction plans for all projects that will extend its water, sanitary sewer, stormwater and/or natural gas facilities. Conformance to the procedures and standards outlined in this specification will expedite the review process. This application and review process ensures that projects are built to conform to MUPB's standards.

This section provides the following guidance:

- An overview of MUPB's planning, design, and construction approach relating to water, sanitary sewer, stormwater and natural gas facilities and their related appurtenances.
- Defines an overview of MUPB's process for the submittal, review, and approval of construction documents for water, sanitary sewer, stormwater and natural gas facilities.
- Defines information relating to area utility coordination.
- Provides direction relating in the development of water, sanitary sewer, stormwater and natural gas projects within MUPB Service Area.

#### **2.2. WATER, SANITARY SEWER, STORMWATER, GAS RATE SCHEDULES & FEES**

MUPB publishes a document identifying current schedules and fees associated with service to OWNER/CONTRACTORS within MUPB Service Area. See APPENDIX E for a list of schedules and fees.

#### **2.3. MUPB SERVICE AREA (REQUEST)**

Upon request from OWNER/DEVELOPER MUPB will provide the boundaries of utility service, see APPENDIX D.

#### **2.4. PLANNING & ZONING**

MUPB approvals will be contingent upon the OWNER/DEVELOPERS obtaining the required approvals and permits from the corresponding city/county Planning & Zoning office.

#### **2.5. WATER, SANITARY SEWER, STORMWATER & NATURAL GAS CONSTRUCTION**

MUPB may allow extensions of utility lines and facilities by OWNERS/DEVELOPER where adequate pressure, flow, and capacity are available when approved by MUPB. OWNERS/DEVELOPER shall bear the entire cost of all infrastructure including constructed facilities as well as surveying, engineering, construction plans, specifications, inspection, and other related appurtenances.



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### **2.6. DEVELOPMENT RELATED FEES**

MUPB performs design review, construction observation, and other development related activities at a cost to the OWNER/DEVELOPER, see Section 2.2. Additionally, the Commonwealth of Kentucky's Department for Environmental Protection charges a review fee for water and sanitary sewer construction documents. Developers should contact the Division of Water for fee assignments.

### **2.7. APPLICATION PROCEDURES**

If an OWNER/DEVELOPER elects to perform the construction of water, sanitary sewer and/or gas facilities within their property limits, as required to connect to MUPB's existing system, the following is to be provided by the OWNER/DEVELOPER:

#### **2.7.1 UTILITY AVAILABILITY REQUEST**

Initial request is for OWNER/DEVELOPER to request approval of water, sanitary sewer, stormwater and/or natural gas availability of proposed development. OWNER/DEVELOPER, shall provide the following items and additional information may be requested:

- A. Utility Availability Application Form (APPENDIX B).
- B. Preliminary Site Plan
- C. MUPB will determine availability of applicable utilities and issue a letter of availability and require plan review fees to be paid prior to the plan review, which is good for 12 months from date of issuance of MUPB letter.

#### **2.7.2 PLAN REVIEW**

Once, OWNER/DEVELOPER has received MUPB approval on Utility Availability Request, THEY shall provide the following items as required:

- A. OWNER/DEVELOPER shall pay plan review fees.
- B. Revised Utility Availability Application Form, if applicable
- C. Checklist Construction Plans & Specifications (Appendix F)
- D. PLANS and SPECIFICATIONS, stamped by licensed engineer.
- E. Division of Water Construction Permit Application and all required permit application items.
- F. Hydraulic Model of water facilities, if applicable.
- G. Hydraulic Model of lift station and force main, if applicable.
- H. OWNER/DEVELOPER shall provide all on-site and off-site easements to MUPB with Plan Review Submittal or at the sole discretion of MUPB.
- I. OWNER/DEVELOPER shall provide development phasing, if applicable.



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OWNER/DEVELOPER shall bear responsibility for all applications and fees associated with securing inspection and approval of constructed water, sanitary sewer and/or natural gas facilities up to MUPB system connection.

All OWNER/DEVELOPERS shall prior to the development of detailed plans and specifications for the construction of proposed improvements, shall provide complete information as requested by the MUPB so that the impact of the proposed improvements maybe evaluated and determined.

MUPB upon review and approval of design plans, shall issue a Letter of Design Plan Approval to be submitted to Division of Water by OWNER/DEVELOPER along with Plans and Specifications. If project does not require DOW approval, MUPB will issue a Letter of Design Plan Approval for OWNER/DEVELOPER records.

For DOW approved projects, MUPB's Approval Letter shall expire 24 months after the DOW approval date. For non-DOW approved projects, MUPB's Letter of Design Approval shall expire 24 months after date of issuance of said letter.

Employ a licensed CONTRACTOR experienced in the construction of such improvements according to applicable local and state plumbing codes and standards. Upon completion of said improvements, OWNER/DEVELOPER is responsible for securing inspection and approval from both the local plumbing, if applicable and/or MUPB inspectors.

### **2.7.3. PROJECT CLOSEOUT**

After the facility(ies) have been constructed and tested but prior to approval and acceptance by MUPB the following items are required to finalize the development:

- A. "As-Built" Record Drawings (highlighting any variance from approved Construction Plans).
- B. Updated Easements that reflect the changes in Construction Plans, if applicable.
- C. All testing records (pump start-up, pressure test, smoke testing, CCTV, manhole vacuum, etc.).
- D. All Start-up information, Operation and Maintenance Manuals, and other information as required.
- E. Certificate of Substantial Completion, see SECTION 2.9.

## **2.8. CONSTRUCTION PLAN REQUIREMENTS**

Construction Plans shall be prepared by a registered Professional Engineer with a valid and current license in the Commonwealth of Kentucky per KRS Chapter 322. Plans shall be on 24-inch x 36-inch size sheet. Construction Plan set shall include the following items:



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- 2.8.1. Cover Sheet – Cover sheet shall include the project name; name, address, and phone number for all the following: MUPB, OWNER/DEVELOPER, ENGINEER, and other utilities; vicinity map; sheet index and revision block.
- 2.8.2. Plan Sheet – Plan Sheets shall include either aerial images or planimetric mapping of the proposed development; scale (maximum of 1' = 100'); shall be in Kentucky Single Zone Coordinate System NAD83 and NAVD88; lots or property lines with owner information; easement boundaries that will become a MUPB utility easement; natural features (wetlands, waters of the Commonwealth of Kentucky, intermittent streams, ponds, etc.); manmade features (building, below and above ground structures, roads, bridges, etc.); existing utilities (overhead and underground, associated facilities, etc.); and proposed site work/utilities. Gravity sanitary sewer lines shall be of a maximum scale of 1" = 50' with topographic mapping of the proposed development. Booster pump stations and sewage lift station site plans shall have a maximum scale of 1" = 20' with topographic mapping.
- 2.8.3. Standard Details – ENGINEER may need to use additional standard details other than those provided by MUPB, but all MUPB standards shall govern over all ENGINEER provided details, unless approved otherwise.
- 2.8.4. Digital Copy – OWNER/DEVELOPER's ENGINEER shall provide a digital file in AutoCAD format to MUPB for use in their GIS system. MUPB agrees to protect CAD files as intellectual property and will not distribute the drawings for a third party's use other than to be utilized through a contract with MUPB to review said plans.
- 2.8.5 PLAT VERBIAGE

The following adopted verbiage shall be included on all final plats and/or development plans presented to MUPB for signature:

### **CERTIFICATION OF MUPB UTILITIES**

*"The Ownership of water lines, sewer lines, force mains, booster pump stations, lift stations, stormwater, natural gas, regulating stations and/or appurtenant facilities thereto existing or installed, and located within easements shown hereon are hereby dedicated to the City of Morehead, by and through Morehead Utility Plant Board (MUPB) for operation. For a period of one (1) year following recording of this plat with the Rowan/Bath/Fleming County Clerk's Office and final acceptance of all water lines, sewer lines, natural gas lines and other appurtenances, any and all maintenance costs incurred by MUPB as a result of faulty equipment or installation will be invoiced to the developer for reimbursement to MUPB."*

\_\_\_\_\_ Date

\_\_\_\_\_ OWNER/DEVELOPER



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

Where projects are located within the city limits of Morehead and include water, sanitary sewer, stormwater, and natural gas services provided by MUPB, the following adopted verbiage shall be placed on all final plats and/or development plans presented to MUPB for signature.

### **CERTIFICATION FOR WATER, SANITARY SEWER, STORMWATER & NATURAL GAS SERVICE**

*I hereby certify that Morehead Utility Plant Board (MUPB) has the capacity within the water distribution system/sewer collection system/stormwater conveyance/natural gas system to serve \_\_\_\_\_ with water services/sanitary sewer collection services/stormwater conveyance/natural gas services. Provision of service will be contingent upon the review and approval of all on-site and off-site plans and specifications for the proposed system. Construction of the water distribution system/sanitary sewer collection system/stormwater conveyance system/natural gas system to be by/at the cost of the developer without reimbursement, built to MUPB approved specifications and approval by MUPB of the as-built improvements and/or the bonding amount, and hereby dedicated to MUPB.*

\_\_\_\_\_ Date

\_\_\_\_\_  
General Manager

Where projects are located within the city limits of Morehead and include water, sanitary sewer, and stormwater services provided by MUPB, the following adopted verbiage shall be placed on all final plats and/or development plans presented to MUPB for signature.

### **CERTIFICATION FOR WATER, SANITARY SEWER, & STORMWATER SERVICE**

*I hereby certify that Morehead Utility Plant Board (MUPB) has the capacity within the water distribution system/sewer collection system/stormwater conveyance system to serve \_\_\_\_\_ with water services/sanitary sewer collection services/stormwater conveyance services. Provision of service will be contingent upon the review and approval of all on-site and off-site plans and specifications for the proposed system. Construction of the water distribution system/sanitary sewer collection system/stormwater conveyance system to be by/at the cost of the developer without reimbursement, built to MUPB approved specifications and approval by MUPB of the as-built improvements and/or the bonding amount, and hereby dedicated to MUPB.*

\_\_\_\_\_ Date

\_\_\_\_\_  
General Manager

Where projects include only sanitary sewer services provided by MUPB, the following adopted verbiage shall be placed on all final plats and/or development plans presented to MUPB for signature.



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### **CERTIFICATION FOR SANITARY SEWER SERVICE**

*I hereby certify that Morehead Utility Plant Board (MUPB) has the capacity within the sanitary sewer service system to serve \_\_\_\_\_ with sanitary sewer services. Provision of service will be contingent upon the review and approval of all on-site and off-site plans and specifications for the proposed system. Construction of the sanitary sewer collection system to be by/at the cost of the developer without reimbursement, built to MUPB approved specifications and approval by MUPB of the as-built improvements and/or the bonding amount, and hereby dedicated to MUPB.*

\_\_\_\_\_ Date

\_\_\_\_\_ General Manager

### **CERTIFICATION FOR NATURAL GAS SERVICE**

*I hereby certify that Morehead Utility Plant Board (MUPB) has the capacity within the natural gas system to serve \_\_\_\_\_ with natural gas services. Provision of service will be contingent upon the review and approval of all on-site and off-site plans and specifications for the proposed system. Construction of the natural gas distribution system to be by/at the cost of the developer without reimbursement, built to MUPB approved specifications and approval by MUPB of the as-built improvements and/or the bonding amount, and hereby dedicated to MUPB.*

\_\_\_\_\_ Date

\_\_\_\_\_ General Manager

#### **2.8.6. EASEMENTS & RIGHT-OF-WAY**

All easements for new water, sanitary sewer, stormwater, and natural gas mains shall be clearly shown and labeled on the construction plans as well as all Final Plats and Development Plans. If easements are required for water, sanitary sewer, stormwater, and natural gas facilities to the development, they must be recorded in the corresponding county Clerk's Office prior to approval of construction plans. All easements for the execution of the proposed project shall be secured and paid for by the OWNER/DEVELOPER. A copy of the recorded easement documents shall be furnished to the MUPB prior to plan approval.

For constructing major structures, the OWNER/DEVELOPER shall be required to provide all rights to the required property in a fee simple title, including all ingress and egress requirements, with the MUPB retaining permanent ownership. This generally refers to booster station(s), lift station(s), gas regulator sites, detention/retention areas and associated access roads.

No existing or proposed non-utility structures shall be located within an existing or proposed easement. An OWNER/DEVELOPER is restricted from constructing any facility within the limits of a utility easement that might interfere with the maintenance, operation, or reconstruction of the facility.





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Permanent utility easement widths shall be minimum fifteen (15) feet wide for pipeline installation 36" diameter or less. A pipeline with a diameter greater than 36" will be determined on a case-by-case basis. MUPB reserves the right to require a greater permanent easement width at their sole discretion. Temporary construction easements shall be a minimum of thirty (30) feet wide for pipeline installation of 36" diameter or less.

Water, natural gas, and force main line easement widths shall be minimum 15 feet wide for standard depth water lines. In cases requiring water line depths more than 5 feet, MUPB shall determine the minimum easement width necessary.

Gravity sanitary sewer easement widths shall be sized based on the following criteria:

- 0' to 7' depth – minimum 15 feet wide permanent easement
- 7' to 15' depth – minimum 30 feet wide permanent easement

Sanitary sewer mains deeper than 15 feet shall only be allowed with prior MUPB approval.

### **2.8.7. PERMITS**

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

### **2.8.8 COMPLIANCE WITH LAWS**

The OWNER, DEVELOPER, and the CONTRACTOR shall fully comply with all local, state, and federal laws, including all codes, ordinances, and regulations applicable to the work.

## **2.9 CONNECTION TO UTILITIES**

Prior to any service connections, OWNER/DEVELOPER shall have received MUPB Letter of Acceptance for the approved utility plan phasing, including all current punch list items.

## **2.10 FINAL RECORD DRAWINGS & CLOSEOUT DOCUMENTS**

Final Record Drawings, also known as "as-built drawings," and Letter of Substantial Completion shall be submitted by the Engineer before issuance of the "Letter of Acceptance" by MUPB. Once, MUPB has issued the Letter of Acceptance and began ownership and operation of facility(ies), the one-year workmanship and material warranty shall begin.



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These Final Record Drawings shall be prepared to ensure that all proposed water, sanitary sewer, stormwater and natural gas plans correctly depict the facilities as constructed. The Engineer shall stamp and sign ALL SHEETS of the Final Record Drawings. Note that Final Record Drawings shall be submitted in both digital (DWG & PDF format) and hard copy formats.