

# Seattle Public Utilities - Policy & Procedure

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| <b>Subject:</b><br>Changes to the Water Distribution System by a Property Owner |  | <b>Number:</b><br>SPU-CS-100                |
|   |  | <b>Effective:</b><br>October 17, 2003       |
|   |  | <b>Supersedes:</b><br>SPU-CS-010 (12/30/83) |
| <b>Approved:</b><br>/s/ Chuck Clarke  | <b>Department:</b><br>Seattle Public Utilities | <b>Page(s):</b> 4                           |

## 1.0 PURPOSE

To establish policies and procedures for Seattle Public Utilities (SPU) for water mains and other changes to the water distribution designed and installed by a property owner.

## 2.0 ORGANIZATIONS AFFECTED

- 2.1 City of Seattle, SPU and SDOT
- 2.2 City of Shoreline, Planning and Development Services
- 2.3 Developers within SPU-Water's direct service area
- 2.4 Existing properties receiving substandard water service

## 3.0 AUTHORITY FOR RULE

- 3.1 Revised Code of Washington 35.91, 35.92, 80 28.080
- 3.2 Seattle Municipal Code 21.04

## 4.0 GENERAL POLICIES

- 4.1 SPU will not extend the water system into an area where there is more than one developable parcel currently undeveloped; this will be the responsibility of the owner(s) of such developable parcel(s).
- 4.2 SPU may require a property owner or group of property owners to change the existing water distribution system to support their proposed project(s).
- 4.3 A property owner or group of property owners may change the existing water distribution system to bring their existing water service to standard.
- 4.4 The extension or replacement of water mains will be considered a contribution to the water system and may be in lieu of the Connection Charge (see Policy SPU-DR-02-03, Connection Charge).
- 4.5 ~~((SPU will not enter into Reimbursement or Latecomers Agreements with property owners who change the water distribution system.))~~

[Section 4.5 rescinded on October 7, 2014.]

## 4.6 Pre-Construction

- 4.6.1 There will be one point of contact within SPU for property owners, developers (and their engineers and contractors) who is responsible for coordinating among other SPU branches and sections and City departments, i.e., SPU's project manager (PM). The PM will assure that the design and completion of work will be in conformance with City design standards, and will also coordinate and communicate any needed deviations from design standards and resolve conflicts of requirements before communicating SPU design requirements to developers or their assignees.
- 4.6.2 The SPU PM will also coordinate with the SDOT PM, and other City departments, when projects involve street or drainage improvements as well as water system changes within Seattle's public rights-of-way.
- 4.6.3 The SPU PM and developers will execute SPU's Property Owner Contract and Application to Change SPU's Distribution System, and the Developer will pay all SPU fees and deposit requirements listed in the contract prior to any design submittals or review by SPU.
- 4.6.4 Plans submitted to the SPU PM by the developer's civil engineer will be routed within SPU to Water Main Design, Operations, Water Quality, Customer Service, and to Construction Management soliciting comments back to the SPU PM. Comments will be consolidated, questions resolved and requirements forwarded to the developer's civil engineer for revisions and re-submittals.
- 4.6.5 When a plan is approved, the SPU PM will request the developer's civil engineer to submit a mylar of the plan for signed approval from SPU's Engineering Branch.
- 4.6.6 A pre-construction meeting will be requested by the SPU PM when
- ◆ A design plan has been approved and signed by SPU, and
  - ◆ Required surety has been provided by the developer, and
  - ◆ The developer's contractor has provided acceptable proof of required insurance, and
  - ◆ The Transfer of Ownership form has been signed and notarized, and
  - ◆ SPU has the Contractor's Washington State ID number and other contact information, and
  - ◆ Any required easement documents have been received, approved and recorded by SPU's Real Property Services Section.

## 4.7 Construction and Post-Construction

- 4.7.1 SPU Construction Inspector/Engineer will work with the developer's contractor to assure that installation is in accordance with the approved plan and that any deviations from the plan are acceptable to SPU.
- 4.7.2 SPU Construction Inspector/Engineer will communicate with other sections of SPU (e.g., Operations, Water Quality, the SPU PM) and other agencies and customers on site involved in the project to ensure the efficient coordination of tasks and processes.
- 4.7.3 SPU Construction Inspector/Engineer will inform others in SPU, and SDOT when applicable, when the project has been completed satisfactorily and will document any deviations from the approved plan for inclusion in SPU's water distribution system records.
  - 4.7.3.1 The SPU PM will release the surety instrument at the successful conclusion of the project.
  - 4.7.3.2 The SPU PM will close out the project informing all areas of SPU that the project is completed and final accounting, mapping, etc. may occur.

## 5.0 PROGRAM REVIEW

Periodic review of this policy shall be performed by the SPU Customer Services Branch as changes or conditions warrant in order to ensure that it remains current and effective in guiding SPU employees. Any recommended changes will be submitted to the SPU Director for consideration.

## 6.0 RESPONSIBILITIES

### 6.1 SPU is responsible for

- ◆ Providing all information to the property owner, developer, the civil engineer and contractor as early and completely as possible for successful and expeditious completion of the project. This will include information sheets in printed and electronic form about the process in general and specific requirements.
- ◆ ~~((Supplying hydrant(s) free of charge for installation on the standard water main required by SPU and installed by the developer's contractor.))~~  
[Section 6.1, second bullet rescinded on December 9, 2015.]
- ◆ Timely responses, inspections, problem-solving, and other project services.
- ◆ Offering all customers in like circumstances the same requirements, services, contracts or agreements or privileges.

## 7.0 DEFINITIONS

7.1 Developer is a property owner, or a property owner's designee, who is building a structure to be supplied with water service on at least one legal parcel and will oversee the project and communicate with SPU and all other interested City parties.