

SECTION 100 - GENERAL INFORMATION

101. GENERAL REQUIREMENTS - USE OF THIS DOCUMENT

- 1.) This document is subject to periodic revision to meet changing requirements for materials, fire and safety regulations, environmental regulations, etc. At the beginning of a project, users should verify that they have the latest edition.
- 2.) This document is intended to convey the general design and construction requirements for a typical project. It also lists specific Cherokee County Water and Sewerage Authority requirements relating to plan review, inspection, testing and acceptance of facilities. It is not intended as a substitute for site-specific engineering and construction techniques. Individual project conditions may require variances from the provisions in this document in which case such variances should be noted in the plans and other data submitted by the project design professional for the Authority's approval.
- 3.) The Standard Details in Section 700 are complementary to the Specifications written herein. If the developer or designer notes any discrepancies or desires an interpretation of a specification, they should submit their question to the Authority in writing for a decision by the Authority or the Authority's representative.
- 4.) Failure by the Authority or the Authority's plan review representative to notice any deviations from the Authority's Standards during the plan review process does not alleviate the Developer's responsibility to adhere to the Standards.

102. PLAN REVIEW PROCESS

The following steps apply to the approval for installation of water mains, fire hydrants, valves, and appurtenances by private developers in commercial, industrial, institutional, **residential or other types of** developments:

- 1.) Three (3) copies of preliminary plans showing the type of development, location and general plan for water supply must be submitted to the **Authority's G.P.S. Department**. See Section 202-1 for a description of the contents of Preliminary Plans.
- 2.) Flow and pressure tests will be conducted by the Authority or a

representative of the Authority in the area of the proposed development. These tests shall be paid for by the Developer prior to the performance of tests at the rate then in effect as established by the Authority. This fee shall be paid by the Developer along with the initial submittal of preliminary plans as described above in Item 102.1. (See Section 201) Plans shall not be stamped or approved until the flow test is completed.

- 3.) Comments will then be addressed to the Developer by the Authority relating to the availability of water or other items pertinent to the development.
- 4.) The Developer should procure a copy of the current set of Water Main Standards. It is the Owner/Developer's responsibility to get copies made and distributed to the appropriate contractors.
- 5.) The Developer must then submit six (6) paper copies of Construction Plans, plus the electronic data on disc, as outlined in these specifications, to the Authority for review. **Plans and other submittals shall be delivered to the Authority's G.P.S. Department.** (See Section 202.2 for a description of the contents of Construction Plans.) These plans must carry the stamp of a registered professional engineer or registered land surveyor. Included with these plans shall be the National Resource Conservation Service Report of Technical Review. At this time the Developer will also pay the plan review fee for water system additions. (See the Sanitary Sewer Main Standards – Section 102.5 for the fee for sanitary sewer plan review.) If this amount is sufficient to cover the Engineer's hourly fee for the complete plan review, no further amount will be charged to the Developer. If the water plans are such that the Engineer's fee exceeds the review fee minimum, the Developer will be invoiced for the additional costs at the Engineer's hourly rate. This additional fee must be paid prior to the scheduling of the preconstruction conference. There will also be an additional fee charged if the project requires the plan review of a pump station to serve the development. Consult the Authority regarding the amount of this fee. Fees are subject to increase at any time.
- 6.) **Plan Review Schedule:** The Authority shall meet every Tuesday with Developers or their representatives to discuss plan review comments and to distribute new sets of plans to the various Authority departments for review. Plans must be delivered to the Authority's G.P.S. Department by 4:30 p.m. on Monday to be distributed for review at the Tuesday meeting. Comments shall be made available to the Developer at the following Tuesday meeting one week after the plans are distributed. **Plans shall not be distributed for review until all required documents have been submitted and all review fees have been paid.**
- 7.) The **list of comments noting any** deficiencies of the plans will be returned to

the Developer at the Tuesday meeting. The Authority's G.P.S. Department staff will assign water main identification numbers during this phase of the plan review. These I.D. numbers shall be shown on the plans to be re-submitted along with the other revisions.

- 8.) After the revisions have been made, the Developer must submit six (6) revised copies of construction plans plus the electronic data on disc, as outlined in these specifications to the Authority for review. (With the same plan review schedule. See Section 7 above).

<Deleted the section about the Plan Approval Sheet and old Detail W725>

- 9.) If all of the required revisions have been properly made, the Authority will deliver a comment list stating "No Exceptions" to the Developer, thereby allowing the Developer to return to the Authority's G.P.S. Department to have the plans stamped "Approved". The Developer can have as many sets stamped Approved as he or she may need for construction, but the Developer shall submit a minimum of four (4) new sets to the Authority for stamping and retention by the Authority for use during construction.
- 10.) The Developer shall complete the Ownership Form (Exhibit A) and submit it to the Authority's G.P.S. Department before the Authority's Construction Permit is issued to the Developer. (See form at end of Section 100.)
- 11.) The Developer shall forward a copy of all county and state permits to the Authority's GPS Department before the Authority's Construction Permit is issued to the Developer.
- 12.) The Developer shall obtain all necessary utility and ingress/egress easements and record these at the Cherokee County Courthouse. The Developer shall provide the Authority's GPS Department with a copy of the recorded easements before the Authority's Construction Permit is issued to the Developer.
- 13.) The Developer shall complete water meter application(s) and pay all sewer tap fees and meter deposits required prior to the scheduling of the preconstruction meeting.
- 14.) The Developer shall arrange for the preconstruction meeting with the Chief Inspector.
- 15.) When the project is completed, the Developer shall forward two copies of the recorded final plat and the "As-Builts" to the Authority's G.P.S. Department before any water meters are released to the project.

103. CONSTRUCTION PERMIT

When the water plans have been approved by the Authority, a permit will be issued to the Developer which must be displayed at the project site at all times. This permit will be delivered to the Developer at the preconstruction meeting. **No water main construction shall be allowed until the permit is issued and is displayed at the project site.** The permit will expire if the Developer does not begin construction of the water facilities within one year from the date of issuance. If the permit expires, the plans will have to be resubmitted for review, and the Developer will have to pay all associated costs of the new review.

104. APPROVAL BY OTHER GOVERNMENT AGENCIES

No part of the approval process is intended to relieve the Developer of the responsibility to comply with minimum standards of the **Cherokee County Water & Sewerage Authority**, Georgia Department of Natural Resources, E.P.A., E.P.D., N.R.C.S., Georgia Department of Transportation, Cherokee County, U.S. Army Corps of Engineers or other appropriate regulatory agency.

105. CONSTRUCTION

1.) Preconstruction Conference

The Developer, Design Professional, Contractor and Cherokee County representatives are required to meet with the Authority for the purpose of discussing the construction and inspection of the proposed development. The proposed start date and an approximate time for completion will be given to the Authority.

All tap fees, meter deposits and plan review fees are required to be paid in full prior to the scheduling of the preconstruction meeting. The preconstruction conference is required to be attended before the issuance of the C.C.W.S.A. construction permit. No water main construction shall be allowed until the permit is issued and is displayed at the project site.

2.) Approved Plans

An approved set of construction plans stamped by the Authority must be kept onsite at all times by the Contractor.

3.) Notification

The Authority shall be notified by the Developer or his contractor before construction begins, and at the various stages in construction as required by the Authority. The Authority shall be given **a minimum of 4 days** advance notice before an inspection is needed. See Section 515 regarding notifying the public about interruption of the water supply during construction.

4.) Contractor Qualifications

Contractors performing utility construction must be licensed in accordance with State of Georgia law and local ordinances and approved by the Authority. They shall maintain liability insurance to the minimum requirements of the Authority. (See Detail W728 for a sample of the Certificate of Liability Insurance to be submitted.) They should be completely familiar with the procedures and contract requirements associated with this type of project. Unsatisfactory work will cause a contractor to not be approved for future work.

Any and all subcontractors must be approved by the Authority.

5.) Damage to Water and/or Sewer Facilities

The Developer is responsible for replacing any and all water and/or sewer facilities which are damaged by the Developer and any of his Contractors and any Builder working at the project site. Water and sewer facilities include but are not limited to service lines, meters, meter boxes, valves, valve boxes, valve markers, fire hydrants, and manholes.

106. INSPECTION

- 1.) Any water main installed as provided for in these Specifications will be subject to inspection during construction by the Authority or a representative of the Authority. Inspection, testing and acceptance requirements are presented in greater detail in Section 600.
- 2.) On any system to be accepted for ownership and operation by the Authority, an inspection will be made to accept or reject the work when completed. Evidence must be submitted to the Authority in writing indicating that installation of the water system has been subjected to and has passed hydrostatic and disinfection requirements as set out in these specifications before acceptance. If the water system passes this inspection, the Authority

will issue a written conditional approval of the improvements and the one year maintenance period shall begin. SEE SECTION 108.

- 3.) Authorized representatives of the Authority, the E.P.D., Cherokee County, or other state or federal agencies shall have access to the site for inspection at all times.

107. AS-BUILTS

Three sets of As-built drawings and the electronic data requested herein must be submitted to the Authority immediately after the completion of construction and before the final acceptance of the project. **Please review Section 604 for the details on the specific items to be included.**

108. ONE-YEAR MAINTENANCE:

- 1.) The Developer shall maintain the improvements in his development for a period of one year from the date the Authority issues written conditional approval of the improvements. At the end of the one year maintenance period, the Authority shall perform an inspection of the development. The Developer shall be notified of the inspection results in writing including a list of deficiencies for immediate correction.
- 2.) If repairs are needed for the development to meet Authority specifications, the Developer shall be required to make such repairs within 60 days after written notification by the Authority. If no action is taken to correct deficiencies noted within 30 days, a hold will be placed on any remaining meter taps until those deficiencies are corrected. If no lots remain, the Authority will not approve any future proposed development by the Developer. Should any Developer/Contractor fail to comply with the specifications and regulations of the Authority or fail to correct deficiencies identified by the Authority, approval will not be given on any future proposals by the Developer/Contractor until ALL previous projects of the Developer are in compliance with these regulations.
- 3.) If the work is free from defects, or after the required repairs have been completed to the satisfaction of the Authority, a letter of final acceptance will be issued to the Developer. The letter will state that the one year maintenance period has expired and that the Authority is now the owner of the water facilities and is responsible for all future maintenance of these facilities.
- 4.) After the water main is operational and throughout the one year maintenance

period, the Developer will be responsible for locating all water and sewer facilities when called upon by the Utilities Protection Center or the Authority. These utilities must be marked within 72 hours of the time notified. Any water or sewer facilities cut by others will be repaired by the Developer's contractor at the Developer's expense if the lines are not located or if they are improperly located. The Developer shall provide the name and telephone number of the company providing this locate service for the Developer.

- 5.) During the one year maintenance period, the Developer shall be notified of all water main leaks (including emergencies) within the project. If the water main is not repaired in a timely fashion, the Authority will make the repair and the Authority's cost (including all materials, labor, equipment, etc.) will be billed to and paid by the Developer.

109. BUILDING PERMITS

Water connection tap fees must be paid to the Authority prior to the issuance of a building permit. Replacement of water and/or sewer facilities damaged by Builders shall be the responsibility of the Developer.

110. LIST OF COMMONLY USED TERMS

"Authority" shall mean the Cherokee County Water and Sewerage Authority.

"Contractor" shall mean the individual, firm or corporation undertaking the execution of the Work under the terms of the contract and acting through its agents and employees.

"Developer" shall mean the individual, firm or corporation financing the execution of the Work.

"Engineer" shall refer to the engineer appointed by the Authority as representatives of the Authority and to its properly authorized agents.

"General Manager" shall refer to the General Manager of the Cherokee County Water and Sewerage Authority.

"Chief Inspector" shall refer to the Chief Inspector of the Cherokee County Water and Sewerage Authority.

"Owner" shall refer to the Cherokee County Water and Sewerage Authority.

"Plans" shall refer to those drawings that show the character and scope of the

work and shall include all drawings identified in the contract documents.

"Shall" and "Will" are mandatory; "May" is permissive.

"Specifications" and "Standards" shall refer to the Water Main Standards of the Cherokee County Water and Sewerage Authority.

"Work" of the contractor shall include all labor, material, equipment, skills, transportation, tools, machinery, and other equipment and things useful and necessary to complete the contract.

111. LIST OF ACRONYMS

A.S.T.M: American Society for Testing and Materials

A.W.W.A: American Water Works Association

D.I.P. Ductile Iron Pipe

D.O.T: Georgia Department of Transportation

E.P.A: United States Environmental Protection Agency

E.P.D: Georgia Department of Natural Resources, Environmental Protection Division

C.C.W.S.A: Cherokee County Water and Sewerage Authority

H.D.P.E: High Density Polyethylene

N.R.C.S: National Resource Conservation Service

O.S.H.A: United States Dept. of Labor, Occupational Safety and Health Administration

P.V.C: Polyvinyl Chloride

R.C.P: Reinforced Concrete Pipe

V.C.P: Vitrified Clay Pipe

112. APPEALS

Any requirement that is outlined in these specifications may be modified or

revoked by a majority vote of the full membership of the Cherokee County Water and Sewerage Authority.

Persons wishing to file an appeal must submit a written request to the Authority prior to the Agenda date for the next Authority meeting stating the nature of the request to be made. If the request is not made prior to the Agenda date, it will be considered at the following regularly scheduled meeting of the Authority. Please contact the Authority's office for information regarding the deadline date to be included on the agenda.

EXHIBIT "A"

Cherokee County Water and Sewerage Authority

**Project Ownership Form
Water System Facilities**

The Developer understands that the Water System for this project will be owned and operated by the Cherokee County Water and Sewerage Authority.

Project Name: _____

Project Location: _____

Project Number: _____

Developer's Name: (Print)

Developer's Signature:

Chief Inspector's Signature:

Date: _____