



DEVELOPMENT ADVISORY – Number: 9

January 12, 2009

New Construction Record Drawing and Utility Activation Requirements

The Development Review Committee was formed by the City Manager in July 2008 for the purpose of improving the development and building permit processes. One of the areas identified for improvement is the Construction Record Drawing and Utility Activation Process. This Advisory is to solicit input on a new draft process before implementation. See the tentative implementation schedule at the conclusion of this draft. **Input or questions regarding the new processes should be directed to Tom Crawford at tcrawford@cityofchesapeake.net or Dean Perry at dperry@cityofchesapeake.net no later than January 23, 2009.**

Construction Record Drawings (CRD’s) - Draft Distribution of Responsibilities:

The consultant will provide the following:

- 1) The consultant will be required to field survey all sanitary sewer manholes and provide elevations of rims and inverts and indicate slopes of gravity lines.
- 2) The consultant will make plan view changes (horizontal) on the CRDs for any sanitary manholes that are out of tolerance and profile (vertical) changes for water or sewer that is out of tolerance at the direction of the Public Works inspector.
- 3) The consultant will provide a valve table on the CRDs and include *Size, Manufacturer, Date and Joint type* (Public Works inspector will provide this data to consultant) The valve table is to also include blank spaces for *depth, # of turns, direction* (Maintenance & Operations M&O will fill this data in at a later date).

Feature	Who Provides:
Field survey of sewer rims and inverts and coordinates of MH	Consultant
Valve data: Size, Manf., Date, Joint Type	inspector for consultant
Valve data continued: Depth, # of turns, Direction	M&O (final insp.)
Above ground features station & offset (hydrants, meters,..)	M&O (final insp.)
U/G features station & offset (bends, corp stops)	Inspector for consultant
Out of tolerance facilities (vertical or horizontal)	Inspector for consultant
Final Drafting of all CRD data	Consultant

To view an example of the proposed format:

<http://cityofchesapeake.net/services/Development2/PW-Utility-Constr-Record-Drawings-examples.shtml> .

Additional changes in the process:

- 1) The contractor will no longer be responsible for directly providing data.

- 2) Certification statements from Layout Firm and Contractor will no longer be required.
- 3) The number of staff reviewing the CRDs will be reduced. The review will be performed by the field inspector and Public Utilities Engineering only.
- 4) The Public Works inspector will provide the CRD data as noted in the table above, to the consultant once the utilities are installed and prior to testing and sampling.

New requirements:

- 1) **Electronic submission of CRD's** is proposed to enable the City to input all the required data that the consultant no longer is required to provide.
- 2) The electronic submission may include either AutoCad or Microstation and the exact format is forthcoming (i.e., what layers required, etc). At a minimum the consultant will provide actual coordinate data for all sanitary sewer manholes via AutoCad or Microstation.
- 3) Developer to install sanitary clean out and box (SS-13) assembly in order to:
 - a) Eliminate digging up laterals at Final Inspection.
 - b) To eliminate providing station & offset for laterals.
 - c) To allow TV inspection of the lateral

The City is still reviewing the requirements for the number of paper copies and final mylars.

After receiving input from the development community, the PFM will be updated to reflect the new process.

Activation Package (Paperwork) – Draft Requirements

Document	Action
VDH & DEQ approvals *	State Agency approvals are required prior to plan approval and construction.
Utility Pro-rata *	No change proposed
Deed of Easement *	Normally obtained at plan approval prior to activation.
Public Utility Statement of Responsibility	No change proposed. Required in order to invoice for water usage, Bacteriological testing and meter installation.
Defect Bond	No change proposed.
Deed of Dedication	To be eliminated.
Affidavit of No Dues	To be eliminated. Code change pending.
Cost of Utility Improvements	No change proposed..
Statement of Completion (Site Plan only)	Reduce this to on-site Bacteriological test only
Backflow Prevention Test (Site Plan only)	No change proposed.
Certificate to Operate/Operation Permit	City can be proactive to ensure the CTO/OP is issued by DEQ/VDH in timely manner (subject to DEQ/VDH changes in requirements)

* These items are normally submitted prior to plan approval.

Site Plan Activations

Site Plans have the same activation requirements as subdivisions. In the event the site plan development requires utility extension of water main, gravity sewer or sanitary force main, then CRDs are required. Otherwise, typical taps into existing facilities will not require CRDs.

New requirements:

- 1) Electronic submission of site plan is proposed to enable the City to input all the required data that the consultant no longer is required to provide.

Inspection & Sampling/Testing

The Final Utility Inspection will no longer require the contractor to provide a crew to dig up laterals, services, bends, etc. Items to be performed will be limited to operating curb stops at meter and verifying for stainless steel inserts in manholes.

Site Plan As-Builts

In addition to eliminating the Utility CRDs for the water meter and taps, an amendment is currently in process to eliminate the requirement for submitting Site Plan As-Builts. Sec 18-701 of the Zoning Ordinance currently requires as-builts as well as certifications for lot grading, pavement and onsite work for all site plan development. In lieu of this, only one certification will be required from a professional engineer or surveyor duly licensed by the commonwealth of Virginia as follows: "All site construction substantially conforms to the approved final site plan and all approved plan revisions."

An as-built is still required, however, for any detention/retention facility. Section 26-270 requires final depth, grade, slope and volume to be submitted.

This amendment is scheduled to be heard by City Council on Jan 20, 2009 and be effectual on Feb 20, 2009.

Street & Drainage CRDs

Currently storm drain as-builts are required for any public facility. The Streets and Drainage CRD's are required for both site plan and subdivision regardless of size. The new procedure will require CRDs only if amount of storm drainage provided in a development results in >5 structures or >300' of public or subdivision storm drain facility (pipe or ditch). Whether or not the Street & Drainage CRD's are required will be identified in the Plan Approval Letter.

Impoundment Certification - Additionally, topography of detention/retention and BMP facilities will be reflected on the Streets and Drainage CRDs to include top of bank, toe of slope at 50' intervals and provide the excavated volume. This as built information is currently being obtained by the surveyor in order to prepare the Impoundment Certification which will be discontinued. Submittal of the Impoundment Certification will no longer be required.

Implementation of Proposed Processes

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January 23, 2009 – Input on the new process should be received no later than January 21, 2009.

February 1, 2009 – Tentative effective date of the CRD, Activation and Site Plan As-Built Process.

This date is subject to change if additional time is required to address input on the draft process.

Transition - Projects that are already constructed but not yet activated, have the option to opt for the new process as long as they fully comply with new requirements (Clean outs, electronic submittals.)

Subdivision Inspection Fee

Effective February 1, 2009, inspection fees for new subdivisions will be figured using two percent (2%) of the construction costs based on the City's unit price list. The fee will be due upon issuance of a Land Disturbing Permit.

Active projects with permits before February 1, 2009, will also be transitioned into the new system for inspection fee payment. Subsequent to the effective date, Public Works will determine the outstanding value of incomplete projects and determine the appropriate inspection fees based on the quantity of incomplete construction.

Personnel Changes

John T. King, III, - **Zoning Administrator**- Effective December 15, 2008, John King replaced Tim Davis as the Zoning Administrator. John has worked for the City of Chesapeake for 21 years and most recently as the Environmental Code Enforcement Administrator.