

## **ADMINISTRATIVE REQUIREMENTS FOR WATER, SANITARY SEWER, AND/OR FIRE LINE EXTENSIONS**

### **1-101 GENERAL**

The information provided in this section outlines Administrative Requirements (submittals) necessary at the design, construction, and post-construction stages.

### **1-102 PRELIMINARY PLAN SUBMITTAL**

Preliminary plan submittal shall consist of two (2) sets of plans stamped by a registered Professional Engineer (State of Kentucky) (as outlined in sections 2-102 and 2-103) and the application for extension, see Figure 1-1.

Upon receipt of the plan submittal and application for extension, WMU has thirty (30) days to review. Within the thirty (30) day period, should corrections be necessary plans will be returned accompanied with a letter outlining corrections and/or revisions. With resubmission of the plans, WMU will have an additional thirty (30) days to review.

### **1 -103 WINCHESTER/CLARK COUNTY FIRE DEPARTMENT APPROVAL**

Winchester/Clark County Fire Department Approval is required as part of a water line extension. Fire hydrants installed, as part of a water line extension shall be located in conformity with requirements of Winchester/Clark County Fire Departments. WMU shall obtain Fire Department approval as necessary. See Figure 1-2 for both Winchester and Clark County Fire Department Approvals.

### **1-104 WMU DESIGN/CONSTRUCTION APPROVAL**

Upon compliance with WMU standards for design and construction, water and sanitary sewer line extensions must receive WMUC approval. Upon WMUC design/construction approval, a letter will be forwarded to the owner/developer, with attachments as required, acknowledging such approval. WMUC meetings are held the first and third Thursday of every month. See Figure 1-3 for example letter.

Construction of the water and/or sanitary sewer lines must be complete one-year from the WMUC approval date otherwise reapproval will be required.

### **1-105 KENTUCKY DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL PROTECTION CABINET APPROVAL (KYDOW)**

The Owner/Developer is required to obtain KYDOW approval prior to the initiation of construction of water and sanitary sewer line extensions. WMU will

provide the owner/developer with the WMUC approval letter and attachments as may be required for both water and sanitary sewer line extensions for submission to KYDOW.

### **1-106 EASEMENTS**

The owner/developer shall procure all on/off site easements. The owner/developer shall provide a written description of all on/off site easements in a meet and bounds format. All off-site easements shall be acquired and easement documents recorded prior to the initiation of construction. On-site easements shall be acquired and easement documents recorded upon dedication of facilities to WMU for ownership and perpetual maintenance. See Figure 1-4 for policy 412.1 (Water, Sanitary Sewer, and Fire Line Easements) and Figure 1-5 for the easement format.

### **1-107 CONSTRUCTION INSPECTIONS**

During the construction phase, WMU will provide inspection for compliance with WMU standards and specifications. A daily journal will be kept, from start to finish of a project, by WMU personnel outlining the course of work performed. This journal is available for viewing at the request of the owner/developer or contractor.

Performance testing of the water and sanitary sewer lines under the direction of WMU personnel will be annotated on the Allowable Leakage Test and Disinfection Form (Figure 1-6) and Sanitary Sewer Air Test Certification Form (Figure 1-7). The contractor will be provided with copies of the forms upon completion of testing. Bacteriological sample results of the water line will be available upon request.

Closed circuit camera inspection will be performed on sanitary sewer line extensions. The contractor may request a copy of the inspection log upon completion. See Figure 1-8.

Upon completion of water and sanitary sewer line construction and successful camera inspection of the sanitary sewer lines, the contractor may request a punch list of the installed pipeline and appurtenances. A punch list inspection will be performed by the WMU construction inspector. A letter will be drafted to the contractor, copied to the owner/developer, outlining item(s) requiring correction for water and/or sanitary sewer line and appurtenances. See Figure 1-9 for an example letter.

A punch list inspection will be performed one (1) time only. Therefore, request for a punch list inspection should not be made until all construction has been considered acceptable.

## **1-108 DEDICATION OF FACILITIES**

In addition to technical requirements as outlined in section three (3) and prior to acceptance of facilities by WMU for ownership and perpetual maintenance, the owner/developer must complete or have completed the following Administrative items:

1. Letter of Dedication (Figure 1-10)
2. Engineers Certification (Figure 1-11)
3. Contractors Certification (Figure 1-12)
4. Easements (Refer to Figure(s) 1-4 and 1-5)
5. Provide Reproducible Mylar Drawing (Example Figure 1-13, Refer to Section 2-107)
6. Provide Record Plat (Example Figure 1-14, Refer to Section 2-106)
7. Payment of All Inspection Fees (WMU Policy 403.1, Figure 1-15)
8. Payment of Water and Sanitary Sewer System Development Charges (SDC's) (WMU Policies 406.1 and 407.1, Figures 1-16, 1-17)
9. Provide Warranty Bond (Policy 409.1 Warranty Bond for Water, Sanitary Sewer and/or Fire Line Extensions, Figure 1-18, Warranty Bond Application. Figure 1-19)
10. Provide Project Final Cost, Water and Sanitary Sewer (Example Figure 1-20)

(Figure 1-1)  
WINCHESTER MUNICIPAL UTILITIES  
POLICY AND PROCEDURES

SECTION: 400

SECTION NUMBER: 401.1

EFFECTIVE DATE: 01-97

SUBJECT: PLAN AND SPECIFICATION  
REVIEW: WATER, SANITARY  
SEWER, AND/OR FIRE LINE  
EXTENSIONS

RE: ORDINANCE NO. N/A

STATEMENT OF POLICY - The plans and specifications for all water, sanitary sewer, and/or fire line extensions must be submitted to WMU for review prior to consideration by the WMU Commission.

The purpose of this policy is to ensure:

- Compliance with WMU standard specifications and standard details;
- That a minimum level of service established by WMU can be provided; and
- Compliance with water and sanitary sewer master planning efforts.

Any WMU Commission design approval is valid for a one-year period from the date of the design approval. Construction of the water, sanitary sewer, and/or fire line extension must be complete, and the facilities must be dedicated to WMU, within one year of the WMU Commission design approval.

STATEMENT OF PROCEDURE - Developers or developers' engineers submitting plans and specifications to WMU for review must complete the following steps:

- Complete and submit the "Application for Water, Sanitary Sewer, and/or Fire Line Extension Plan Review";
- Submit two (2) sets of plans and specifications;
- Address all comments, questions, corrections, and revisions prior to consideration by the WMU Commission.

WMU will complete the initial review within 30 days.

- Following final review by staff, plans and specifications will be submitted to the WMU Commission for consideration.

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Chairman - WMU Commission

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Date

WINCHESTER MUNICIPAL UTILITIES  
APPLICATION FOR  
WATER, SANITARY SEWER, AND/OR FIRE LINE EXTENSION PLAN REVIEW

I/We, \_\_\_\_\_, hereby request WMU to review the plans and specifications for:

\_\_\_\_\_  
(name of development)

\_\_\_\_\_  
(location of development)

\_\_\_\_\_  
(water, sanitary sewer, and/or fire line)

\_\_\_\_\_  
(developer)

\_\_\_\_\_ (contact person)

\_\_\_\_\_ (phone #)

\_\_\_\_\_  
\_\_\_\_\_  
(mailing address)

I/We understand the initial review will be completed within 30 days.

This review is for the purpose of reviewing plans and specifications to determine their compliance with WMU standard specifications and standard details and WMU water and sanitary sewer master plans. Review does not guarantee that this project will be approved by the WMU Commission.

The following information is required for WMU plan review:

1. Description of water, sanitary sewer, and/or fire line extension:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Opinion of project cost:

water:  
sanitary sewer:  
fire line:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Description of type or types of proposed development:

Number of residential units: \_\_\_\_\_  
Number of apartment units: \_\_\_\_\_  
Number of commercial/industrial units: \_\_\_\_\_

4. Estimate of anticipated utility demand based upon WMU design standards:

Water: \_\_\_\_\_  
Sanitary sewer: \_\_\_\_\_  
Fire line: \_\_\_\_\_

5. Attach two (2) sets of plans and specifications.

I/we understand that additional information may be required.

All information submitted to Winchester Municipal Utilities is true and accurate.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Acknowledgment and Statement of Understanding:

I/We, as developer(s) of \_\_\_\_\_ acknowledge  
(Name/Unit or Phase of Development)

and understand that if this development is approved for design and construction by the WMU Commission, I/We have one (1) year to construct and dedicate these improvements to WMU for ownership and perpetual maintenance. If construction and dedication is not complete within the one-year period, I acknowledge and understand that I must reapply for the approval to construct the facilities and that I am in no way guaranteed access to or capacity in WMU's water or sanitary sewer system(s) upon reapplication.

Signed: \_\_\_\_\_

Title/Company: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

(Figure 1-2)

**WINCHESTER FIRE DEPARTMENT PLAN REVIEW**  
**FOR WMU WATER LINE EXTENSIONS**

Date: \_\_\_\_\_

Name of extension and location: \_\_\_\_\_

\_\_\_\_\_

Name of Developer: \_\_\_\_\_

Name of Engineer: \_\_\_\_\_

I hereby certify that the referenced extension was reviewed by the Winchester Fire Department. Any changes required by the Winchester Fire Department have been marked on the review plan set by me, or by a representative of Winchester Municipal Utilities in my presence.

Design approval for the referenced extension is granted based on changes required by the Winchester Fire Department (if any) being included in the revised plans prior to Design Approval being granted by the Winchester Municipal Utilities Commission.

\_\_\_\_\_  
Winchester Fire Department Representative

\_\_\_\_\_  
Title

Attest: \_\_\_\_\_

WMU Representative

\_\_\_\_\_  
Title

(Figure 1-2)

**CLARK COUNTY FIRE DEPARTMENT PLAN REVIEW**  
**FOR WMU WATER LINE EXTENSIONS**

Date: \_\_\_\_\_

Name of extension and location: \_\_\_\_\_

\_\_\_\_\_

Name of Developer: \_\_\_\_\_

Name of Engineer: \_\_\_\_\_

I hereby certify that the referenced extension was reviewed by the Clark County Fire Department. Any changes required by the Clark County Fire Department have been marked on the review plan set by me, or by a representative of Winchester Municipal Utilities in my presence.

Design approval for the referenced extension is granted based on changes required by the Clark County Fire Department (if any) being included in the revised plans prior to Design Approval being granted by the Winchester Municipal Utilities Commission.

\_\_\_\_\_  
Winchester Fire Department Representative

\_\_\_\_\_  
Title

Attest: \_\_\_\_\_

WMU Representative

\_\_\_\_\_  
Title

(Figure 1-3)

Date

Name of Developer  
Street Address  
City, State, Zip Code

Dear Developer:

**Subject: Name of Development  
Water and Sanitary Sewer Line Extensions  
Design Approval/Authorization for Construction**

The subject project has been reviewed in accordance with WMU standards for design and construction, and has been found to be in compliance with WMU standards. The WMU Commission approved, at its regular meeting on (Date) the water and sanitary sewer line extensions and appurtenances for the construction of \_\_\_ residential units. Subject to installation and testing in accordance with WMU standards, WMU will assume ownership, operate, and maintain the water and sanitary sewer line extensions.

WMU owns and operates the sanitary sewer collection system and the wastewater treatment plant (WWTP) in which the sewage from the subject project will be transported and treated. WMU has reviewed the projected flow rates and has determined that it has sufficient capacity to transport and treat the projected sewage flows. Based on recent flow monitoring of the sanitary sewer collection system, the portion of the sanitary sewer collection system which will be utilized by the subject project is not subject to infiltration but is susceptible to some inflow which, in turn, results in excessive flow at the WWTP. In accordance with the Agreed Order between the Natural Resources and Environmental Protection Cabinet and WMU, WMU is correcting the inflow problems.

Data obtained from the 2003 fire hydrant flushing in this area was conducted during the hours of 6 a.m. – 4 p.m. when system demands are greatest. The flow rates as shown on the attached maps will significantly exceed the estimated peak demand from the proposed development of 28 gpm. The available system hydraulics are greater than the 30 psi minimum required. The same hydrant flushing data from this vicinity indicates a flushing velocity greater than the 2.5 feet per second required, while maintaining a residual pressure greater than 20 psi at all points of the existing and proposed system, can be achieved.

This approval carries the following conditions:

1. Developer procure all on/off site easements.
2. Developer provide written description of all on/off site easements.
3. All off-site easements be acquired and easement documents be recorded before construction is initiated.
4. Payment of the system development charges (SDC's) upon dedication of the water and sanitary sewer line extensions to WMU for ownership and perpetual maintenance.

This approval/authorization for construction is valid for one year from the date of approval by the WMU Commission. Therefore, construction of these improvements must be complete and the facilities must be dedicated to WMU on or before (Date). Should construction not be complete by this date, reapproval will be required. If you have any questions, please contact a representative of our engineering department.

Please find enclosed a copy of the sanitary sewer exemption form and the vicinity and USGS maps showing locations of flushing points as required by the Division of Water for the aboved referenced project.

Respectfully,

Name of WMU Representative  
Title

Enclosure(s): (3)

Pc: Project File

(Figure 1-4)

WINCHESTER MUNICIPAL UTILITIES  
POLICY AND PROCEDURES

-SECTION: 400

SECTION NUMBER: 412.1

EFFECTIVE DATE: 04-01

SUBJECT: WATER, SANITARY SEWER,  
AND FIRE LINE EASEMENTS

RE: ORDINANCE NO. N/A

STATEMENT OF POLICY – Written easements shall be required for all water mains, WMU water service lines, sanitary sewer mains, WMU sanitary sewer service laterals, fire lines and all appurtenant structures and improvements not located in a city or county right-of-way. Easements shall be executed and recorded prior to initiation of construction.

Procurement of easements for improvements to WMU's water and sewer collection systems will be the responsibility of the developer/owner. All easement descriptions shall be of the metes and bounds format. Permanent easement widths shall be as directed by WMU and never less than twenty (20) feet.

STATEMENT OF PROCEDURE - Developers/Owners shall be required to submit written easement descriptions and a copy of the deed for property burdened by the easement with recording data for all water, sanitary sewer, and fire line facilities. The easement information shall include a list of affected property owners, deed book and page information for each parcel, and the metes and bounds descriptions of the necessary easements.

WMU shall ensure easements are written in the standard format. The developer/owner will be required to have the easements executed by the individual property owners prior to initiation of construction. The developer/owner will be billed by WMU through miscellaneous invoice for the preparation and recording of the written easements. Costs for preparation of easements shall be \$50.00/per written easement plus recording fees.

**Figure 1-5  
(Example Only)**

THIS DEED OF EASEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between

as party of the first part (whether one or more), and the CITY OF WINCHESTER, KENTUCKY, with principal offices located on Wall Street, Winchester, Kentucky, as party of the second part;

WITNESSETH: That for a valuable consideration, the receipt of which is hereby acknowledged, the party of the first part has sold and conveyed and does by these presents now and hereby sell and convey unto the party of the second part, its successors and assigns, a/an (temporary and) permanent Easement(s) and Right(s)-of-Way for utility purposes, to lay, construct, install, maintain, inspect, operate, connect with, alter, repair, remove, change the size of, replace and rebuild utility pipelines, together with appurtenances thereto, across, through, over, under and upon the hereinafter described real estate and right(s)-of-way, together with the right to remove any and all trees or obstacles upon the said Easement(s) which might interfere with the construction, operation, maintenance, and repair of said pipelines.

The description of the land(s) upon which this/these Easement(s) is/are granted is located in or near the City of Winchester, and in Clark County, Kentucky, and is more particularly described as follows:

(description)

The permanent Easement(s) through the above-described property

is/are described as follows:

(description)

The temporary Easement through the above-described property,

which shall terminate upon completion of initial construction,

is described as follows:

(description)

TO HAVE AND TO HOLD the Easement(s) and Right(s)-of-Way above described unto the party of the second part, its successors and assigns, together with the open right of ingress and egress to and from the same for the purpose herein granted, forever.

IT IS UNDERSTOOD AND AGREED:

1. That the party of the second part, its successors and assigns, shall hold and save harmless the party of the first part, their successors and assigns, from any and all claims and demands arising from, through, or by reason of the construction, maintenance, operation or repair of said pipelines.

2. That the party of the second part shall bury all pipes laid under said Easement(s) and Right(s)-of-Way to a sufficient depth so as not to interfere with the cultivation of the soil, with the understanding, however, that certain appurtenances which may extend to or above the surface of the ground may be placed upon said Easement(s), but shall be so located as to give minimum interference with the normal use of the surface of the land, insofar as is reasonably possible.

3. That the party of the second part shall take reasonable measures to compact backfill to prevent subsidence of the land under which said pipelines are laid.

4. That the party of the second part, whenever it becomes necessary for it, its agent or contractor, to cross a fence, shall at all times maintain a proper enclosure and said fence shall be restored as promptly as possible to as good condition as it was prior to the crossing.

5. That the party of the second part, its agent or contractor, shall at the conclusion of any work done as herein provided, cause to be removed from first party's property all surplus of dirt, debris and other material placed thereon by the party of the second part, its agent or contractor, and restore the property to its condition immediately prior to the undertaking of such work, insofar as reasonably possible.

6. That the party of the second part shall not have the right to fence the whole or any part of the Easement.

7. That the party of the first part shall always have the right to make use of the property covered by this/these Easement(s) which shall not unreasonably interfere with the rights of the party of the second part, and shall have the right to place along, across and over said Easement any roads, streets, fences, sidewalks and any and all utilities as they may desire, but the party of the first part shall not construct or build any structure, house or obstruction on or over said Easement that will interfere with the construction, maintenance, operation or repair of said pipelines nor shall first party increase or decrease the overburden over any portion of the permanent easement(s) without the written consent of second party.

IN WITNESS WHEREOF, the party of the first part has executed this conveyance, to take effect the day and year first above written.

(Signatures of Party or Parties of the First Part)

STATE OF KENTUCKY  
COUNTY OF CLARK

The foregoing instrument was acknowledged before me this day of , 20\_, by

My Commission expires Notary Public

(Figure 1-6)  
**WINCHESTER MUNICIPAL UTILITIES**  
**ALLOWABLE LEAKAGE TEST AND DISINFECTION**

Project Name: \_\_\_\_\_  
 Developer: \_\_\_\_\_  
 Contractor: \_\_\_\_\_  
 Date: \_\_\_\_\_

Line: \_\_\_\_\_ Test Pressure: 150 P.S.I.

**Allowable Leakage Test (Water Line):**

From: \_\_\_\_\_ To: \_\_\_\_\_

Diameter of Line (Dec./In.)	Line Length	Constant *	Hours	Total Allowable Leakage
		0.55	4	0.00
		0.55	24	0.00

\* Constants

Avg. Test Pressure (P.S.I.)	Nominal Pipe Diameter (In.)			
	6	8	12	16
150	0.55	0.74	1.1	1.47

**Allowable Leakage (Valves):**

Size of Valve (Dec./In.)	Constant	Hours	Quantity of Valves	Total Allowable Leakage
0	0.0078	4	4	0.00
		24		0.00

**Totals:**

Total Allowable Leakage (4 Hours)	Total Allowable Leakage (24 Hours)
0.00	0.00

**Disinfection ( 50ppm w/65% Available Chlorine ):**

Diameter of Line (Dec./In.)	Line Length	Gallons of Water	Pounds of Water	Pounds of Chlorine
0	0	0.00	0.00	0.00

**Comments:**

	Date	Results	Initial
2 Hour Pressure Test:			
2 Hour Leakage Test:			
Disinfection: Begin			
End			
Bac-t Test: Sampled			
Approved			

**Notes:**

- If the pipeline under test contains sections of various diameters, the Allowable Leakage will be the sum of the computed leakage for each size line

- To obtain leakage in liters/hour, multiply the values in the table by 3.785.



**WMU SANITARY SEWER AIR TEST CERTIFICATION FORM**

DATE: \_\_\_\_\_  
DEVELOPMENT: \_\_\_\_\_  
CONTRACTOR: \_\_\_\_\_  
ENGINEER: \_\_\_\_\_

**1 AIR PRESSURE TEST**

PASSED \_\_\_\_\_ FAILED \_\_\_\_\_

TYPE OF PIPE \_\_\_\_\_ DIAMETER \_\_\_\_\_ TOTAL FOOTAGE \_\_\_\_\_  
FROM MH \_\_\_\_\_ @STATION \_\_\_\_\_ TO MH# \_\_\_\_\_ @STATION \_\_\_\_\_  
ACCEPTANCE TEST: \_\_\_\_\_ PSI FOR \_\_\_\_\_ MIN, \_\_\_\_\_ SEC.  
DROPPED TO: \_\_\_\_\_ PSI FOR \_\_\_\_\_ MIN, \_\_\_\_\_ SEC.

**2 AIR PRESSURE TEST**

PASSED \_\_\_\_\_ FAILED \_\_\_\_\_

TYPE OF PIPE \_\_\_\_\_ DIAMETER \_\_\_\_\_ TOTAL FOOTAGE \_\_\_\_\_  
FROM MH \_\_\_\_\_ @STATION \_\_\_\_\_ TO MH# \_\_\_\_\_ @STATION \_\_\_\_\_  
ACCEPTANCE TEST: \_\_\_\_\_ PSI FOR \_\_\_\_\_ MIN, \_\_\_\_\_ SEC.  
DROPPED TO: \_\_\_\_\_ PSI FOR \_\_\_\_\_ MIN, \_\_\_\_\_ SEC.

**3 AIR PRESSURE TEST**

PASSED \_\_\_\_\_ FAILED \_\_\_\_\_

TYPE OF PIPE \_\_\_\_\_ DIAMETER \_\_\_\_\_ TOTAL FOOTAGE \_\_\_\_\_  
FROM MH \_\_\_\_\_ @STATION \_\_\_\_\_ TO MH# \_\_\_\_\_ @STATION \_\_\_\_\_  
ACCEPTANCE TEST: \_\_\_\_\_ PSI FOR \_\_\_\_\_ MIN, \_\_\_\_\_ SEC.  
DROPPED TO: \_\_\_\_\_ PSI FOR \_\_\_\_\_ MIN, \_\_\_\_\_ SEC.

**4 AIR PRESSURE TEST**

PASSED \_\_\_\_\_ FAILED \_\_\_\_\_

TYPE OF PIPE \_\_\_\_\_ DIAMETER \_\_\_\_\_ TOTAL FOOTAGE \_\_\_\_\_  
FROM MH \_\_\_\_\_ @STATION \_\_\_\_\_ TO MH# \_\_\_\_\_ @STATION \_\_\_\_\_  
ACCEPTANCE TEST: \_\_\_\_\_ PSI FOR \_\_\_\_\_ MIN, \_\_\_\_\_ SEC.  
DROPPED TO: \_\_\_\_\_ PSI FOR \_\_\_\_\_ MIN, \_\_\_\_\_ SEC.

RESULTS CERTIFIED BY \_\_\_\_\_ TESTING SERVICE \_\_\_\_\_ INSPECTOR \_\_\_\_\_



(Figure 1-9)  
(Example Correspondence)

Date

Name of Developer/Owner  
Name of Company  
Street Address  
City, State, Zip code

Dear Developer:

***Subject: Punch List Item(s)***

After a field inspection on (Date), and reviewing this project, we list the following punch list item(s) that need to be completed prior to final acceptance by WMU.

**Sewer**

1. Description of Items(s)

**Water**

1. Description of Item(s)

Please address these item(s) promptly, and notify our office for inspection upon completion. Should you have any questions, please contact a representative of the engineering department at (859) 744-5434.

Sincerely,

Name of Inspector  
Title

(Figure 1-10)

DEVELOPER'S LETTER OF DEDICATION

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Winchester Municipal Utilities  
Board of Commissioners  
P. O. Box 4177  
Winchester Kentucky 40392-4177

Dear Commissioners:

\_\_\_\_\_ hereby dedicates the  
Business Name

\_\_\_\_\_ and/or \_\_\_\_\_ line  
Water Sewer

extension (s) for \_\_\_\_\_ to Winchester

Municipal Utilities.

We request that Winchester Municipal Utilities accept the aforementioned line (s) for ownership, maintenance, and operation. The one year warranty period on the line (s) will begin on the date of acceptance by the WMU Board of Commissioners.

Respectfully Yours,

\_\_\_\_\_  
Owner

Description of Project:

\_\_\_\_\_  
\_\_\_\_\_

(Figure 1-11)

**ENGINEER'S CERTIFICATION FORM**  
**FOR WMU'S WATER & SANITARY SEWER EXTENSIONS**

Date: \_\_\_\_\_

Name of extension and location:

\_\_\_\_\_

Name of developer: \_\_\_\_\_

This is to certify that (I have) (this firm has) observed the construction of this project to the extent sufficient to state that (I) (we) believe the referenced extension was constructed in accordance with Division of Water (DOW) approved plans and Winchester Municipal Utilities approved plans, specifications, policy, and written instruction.

\_\_\_\_\_  
Name of Engineer

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Address

SEAL-----  
(Transferable Ink)

Attest: \_\_\_\_\_

\_\_\_\_\_

(Figure 1-12)

**CONTRACTOR'S CERTIFICATION FORM**  
**FOR WMU'S WATER & SANITARY SEWER EXTENSIONS**

Date: \_\_\_\_\_

Name of extension and location:

\_\_\_\_\_

Name of developer: \_\_\_\_\_

Name of contractor: \_\_\_\_\_

This is to certify that the referenced extension was constructed in accordance with Winchester Municipal Utilities approved plans, specifications, policy, and written instruction.

\_\_\_\_\_  
Company Representative

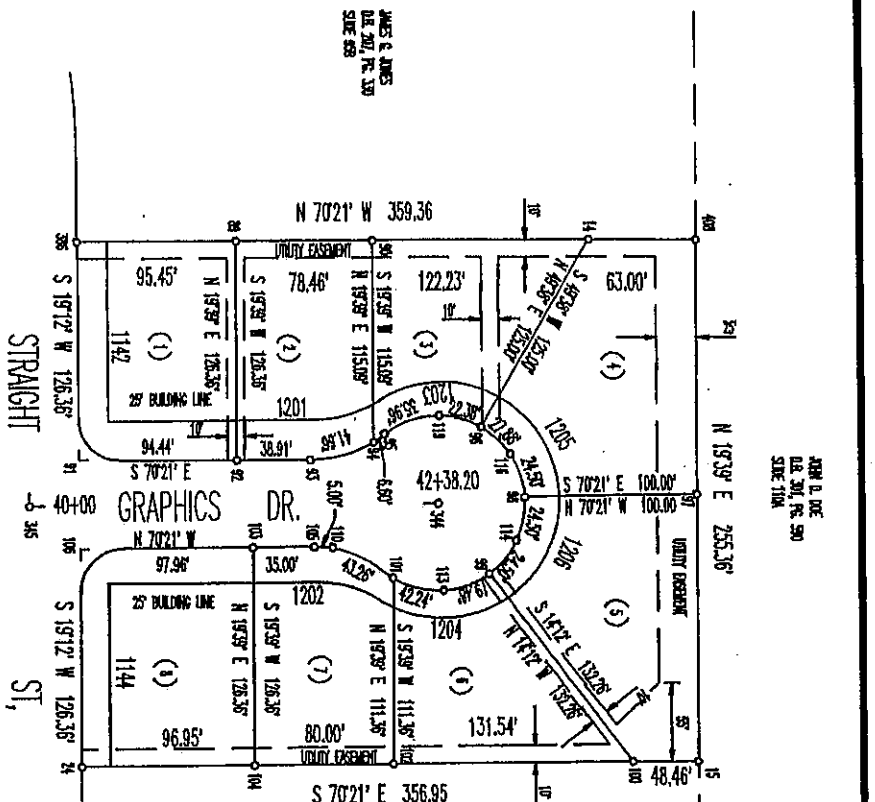
\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

Attest: \_\_\_\_\_

\_\_\_\_\_

(Figure 1-14)



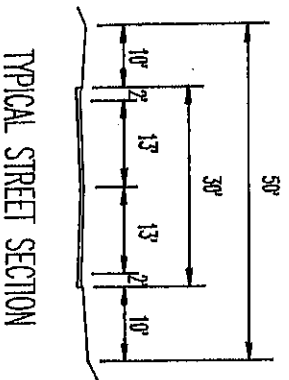
ARM L. ROE  
DE. 207, R. 30  
S1/4E 110A

JAMES & JAMES  
DE. 207, R. 30  
S1/4E 68

GEORGE L. BOONER  
DE. 280, R. 400  
S1/4E 158

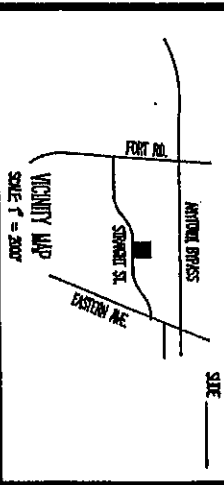
**"EXAMPLE"**  
N.T.C.

CHORD TABLE	
94-93	Ch-S 86.16' E 41.13'
119-95	Ch-S 86.37' E 35.19'
95-94	Ch-N 75.18' E 6.60'
96-119	Ch-S 53.11' E 22.19'
116-96	Ch-S 24.24' E 27.52'
98-116	Ch-S 65.37' W 24.25'
114-98	Ch-S 33.41' W 24.25'
98-114	Ch-S 61.46' W 24.25'
113-99	Ch-S 86.57' W 19.35'
101-113	Ch-N 57.41' W 41.00'
110-101	Ch-N 50.00' W 42.66'
105-110	Ch-N 89.28' W 5.00'



TYPICAL STREET SECTION

- NOTES**
1. Any gas located at all lot corners and located curb on lot lines extended.
  2. All utility easements are also recorded for drainage.
  3. Home numbers located near building line.
  4. Home numbers to be located at least on the west side of building front line.
  5. Medications of storm water always easements lying within the public R/W are the responsibility of the property owner and if the owner has within their easements any structures, they may not be extended or altered without first approval of Planning Commission.
  6. The responsibility for maintenance of storm water drains in the public R/W shall remain the responsibility of the local government and after the street is completed for maintenance purposes by the local government.



**OWNER'S CERTIFICATION**

I (we) do hereby certify that I (we) (as fee owner) the owner(s) of record of the property plat(s) shown, and property being a portion of the same property conveyed to me (we) (as fee owner) by deed dated \_\_\_\_\_ and recorded in Deed Book \_\_\_\_\_ page \_\_\_\_\_ of said county, Deak County Clerk's office, and do hereby accept this as my (our) record plat for the property.

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Date \_\_\_\_\_

**LAND SURVEYOR'S CERTIFICATION**

I do hereby certify that the survey shown herein was performed by me, or under my direction, by the method of random bearings and all necessary indicated bearings, distances and that the location, and method on corner shown. The uncompleted unobstructed corner of corners of the random bearings were \_\_\_\_\_ and the building and adjacent lines have been adjusted for closure. The level of the bearings shown herein is in accordance with \_\_\_\_\_.

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Date \_\_\_\_\_

**COMMISSIONER'S CERTIFICATION**

I do hereby certify that this record plat conforms with the regulations of the Medication-Deak County Planning Commission, and that it has been approved for recording in the office of the Deak County Clerk's office.

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Date \_\_\_\_\_

**RECORDING COMMISSIONER**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Date \_\_\_\_\_

**Deak County Clerk**

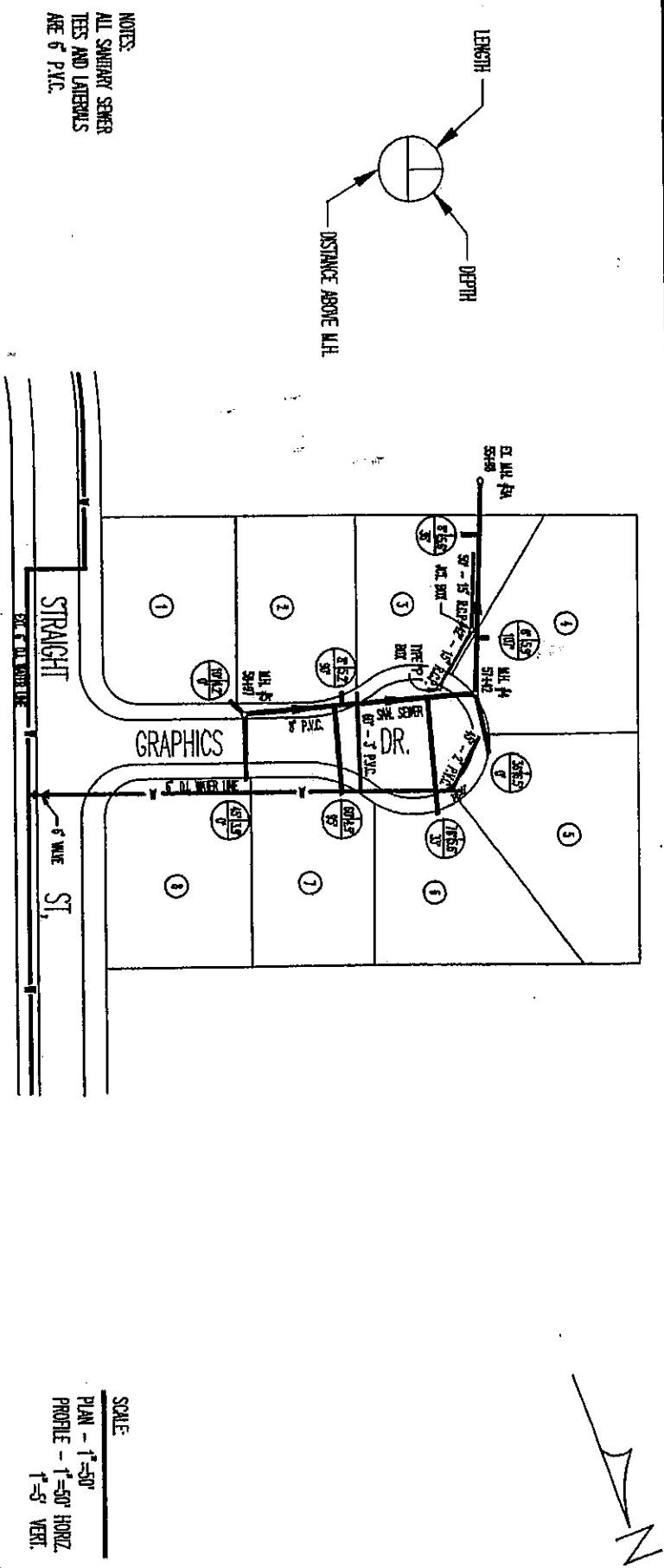
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Date \_\_\_\_\_

RECORD DRAWING  
PROGRESS ENTERPRISE  
UNIT 1

SCALE	1" = 50'	DWG. NO.	00-000	DATE	03-93
FIELD BOOK		DRAWN BY	ABC	CHECKED BY	DEF

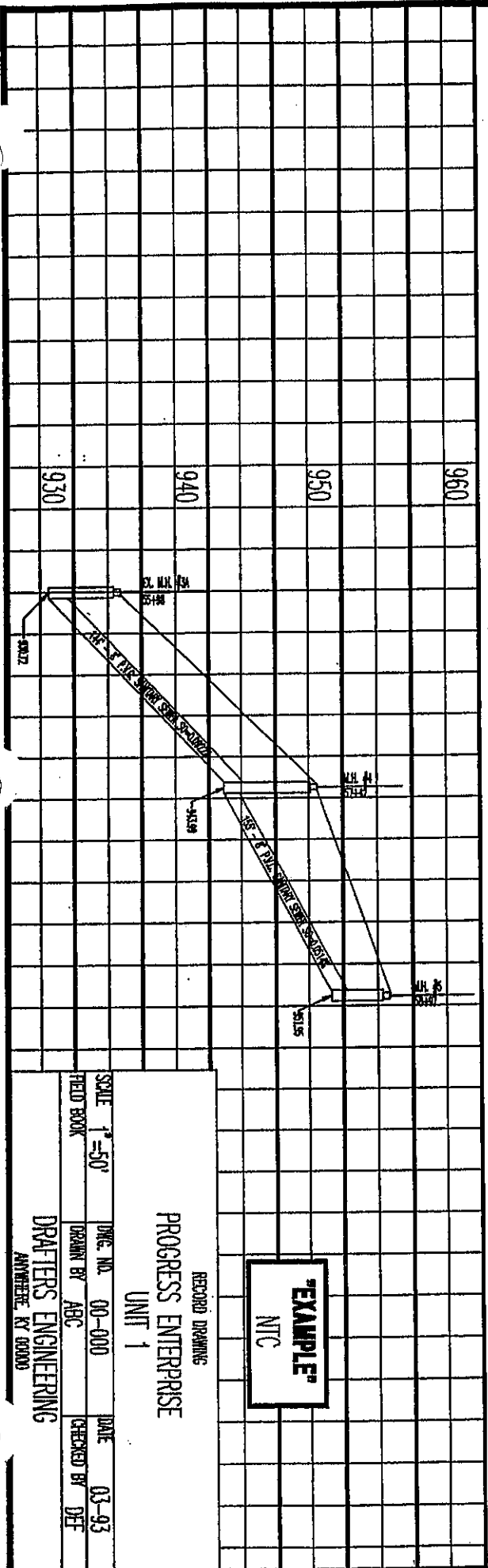
DRAFTERS ENGINEERING  
ANNWHERIE, KY 40000

(Figure 1-13)



NOTES:  
ALL SANITARY SEWER  
TEES AND LATERALS  
ARE 6" P.V.C.

SCALE  
PLAN - 1"=50'  
PROFILE - 1"=50' HORIZ.  
1"=5' VERT.



RECORD DRAWING  
PROGRESS ENTERPRISE  
UNIT 1

EXAMPLE  
NTC

SCALE 1"=50'	DWG. NO. 00-000	DATE 03-93
HEAD BOOK	DRAWN BY ABC	CHECKED BY DEF
DRAFTERS ENGINEERING ANNAPOLIS, KY 00000		

(Figure 1-15)  
WINCHESTER MUNICIPAL UTILITIES  
POLICY AND PROCEDURES

SECTION: 400

SECTION NUMBER: 403.1

EFFECTIVE DATE: 01-97

SUBJECT: WATER, SANITARY SEWER,  
AND FIRE LINE EXTENSION  
OBSERVATION FEES

RE: ORDINANCE NO. N/A

STATEMENT OF POLICY - Water, sanitary sewer, and fire line extension observation fees shall be charged to recover WMU's expenses for this service.

STATEMENT OF PROCEDURE - During construction, the WMU Commission shall require such observations as it deems necessary to ensure proper installation and testing. WMU shall be provided a minimum 24-hour notice in advance of any construction or testing activity. The cost of such observations shall be at WMU's actual cost (actual hourly rate plus overhead and mileage expenses) and shall not exceed four percent of the actual construction cost. The developer/owner will be billed by WMU through miscellaneous invoice for these services. The observation fees must be paid, by the developer/owner, prior to final acceptance of the project by the WMU Commission.

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Chairman - WMU Commission

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Date

WINCHESTER MUNICIPAL UTILITIES  
POLICY AND PROCEDURES

SECTION: 400

SECTION NUMBER: 406.1

EFFECTIVE DATE: 01-97

SUBJECT: WATER SYSTEM  
DEVELOPMENT CHARGE

RE: ORDINANCE NO. 14-90 and 14-104

STATEMENT OF POLICY - Water System Development Charges shall be assessed in accordance with Winchester City Ordinance 14-90. Water System Development Charges apply to all water line extensions in the WMU service area, the East Clark County Water District service area, and the Boonesborough Water Association service area. Extensions of the water system shall be in accordance with Policy 408.1. Water System Development Charges are assessed on meter size based on the following schedule:

Meter Size (inches)	Manufacturers Maximum Flow (GPM)	5/8-inch Equivalent Meter Factor	Equals Cost-of-service SDC
5/8	20	1.00	\$1,000.00
1	50	2.50	\$2,500.00
1-1/2	100	5.00	\$5,000.00
2	160	8.00	\$8,000.00
3	320	16.00	\$16,000.00
4	500	25.00	\$25,000.00
6	1,000	50.00	\$50,000.00
8	1,600	80.00	\$80,000.00
10	2,300	115.00	\$115,000.00

STATEMENT OF PROCEDURE - The Water System Development Charge shall be assessed based on the attached decision diagram. The Water System Development Charge shall be assessed at the time design and construction are approved by the WMU Commission. In accordance with City Ordinance 14-104, the Water System Development Charge shall be collected at the time the improvements are dedicated to WMU, or other provider of water, for ownership and perpetual maintenance.

  
Chairman - WMU Commission

1-16-97  
Date

WINCHESTER MUNICIPAL UTILITIES  
POLICY AND PROCEDURES

SECTION: 400

SECTION NUMBER: 407.1

EFFECTIVE DATE: 01-97

SUBJECT: WASTEWATER SYSTEM  
DEVELOPMENT CHARGE

RE: ORDINANCE NO. 14-90 and 14-104

STATEMENT OF POLICY - Wastewater System Development Charges shall be assessed in accordance with Winchester City Ordinance 14-90. Wastewater System Development charges apply to all sanitary sewer line extensions in the WMU service area, the East Clark County Water District service area, and the Boonesborough Water Association service area. Extensions of the wastewater system shall be in accordance with Policy 408.1. Wastewater System Development Charges are assessed on meter size based on the following schedule:

Meter Size (inches)	Manufacturers Maximum Flow (GPM)	5/8-inch Equivalent Meter Factor	Equals Cost-of-service SDC
5/8	20	1.00	\$1,000.00
1	50	2.50	\$2,500.00
1-1/2	100	5.00	\$5,000.00
2	160	8.00	\$8,000.00
3	320	16.00	\$16,000.00
4	500	25.00	\$25,000.00
6	1,000	50.00	\$50,000.00
8	1,600	80.00	\$80,000.00
10	2,300	115.00	\$115,000.00

STATEMENT OF PROCEDURE - The Wastewater System Development Charge shall be assessed based on the attached decision diagram. The Wastewater System Development Charge shall be assessed at the time design and construction are approved by the WMU Commission. In accordance with City Ordinance 14-104, the Wastewater System Development Charge shall be collected at the time the improvements are dedicated to WMU, or other provider of wastewater service, for ownership and perpetual maintenance.

  
Chairman - WMU Commission

1-16-97  
Date

(Figure 1-18)  
WINCHESTER MUNICIPAL UTILITIES  
POLICY AND PROCEDURES

SECTION: 400

SECTION NUMBER: 409.1

EFFECTIVE DATE: 01-97

SUBJECT: WARRANTY BOND FOR  
WATER, SANITARY SEWER  
AND/OR FIRE LINE  
EXTENSIONS

RE: ORDINANCE NO. N/A

STATEMENT OF POLICY - A Warranty Bond shall be required for all water, sanitary sewer, and/or fire line extensions that have been dedicated to WMU for ownership and perpetual maintenance. The Warranty Bond shall be in force for one (1) year from the date of dedication.

The purpose of the Warranty Bond is to ensure:

- Compliance with WMU standard specifications;
- That a workable water, sanitary sewer, and/or fire line extension is constructed; and
- That manufacturer's defects and/or construction deficiencies are repaired or replaced.

The value of the Warranty Bond shall not be less than 5% of the total construction cost of the facilities, as reported and certified by the developer, or \$2,000.00, whichever is greater.

STATEMENT OF PROCEDURE - Developers shall be required to obtain a Warranty Bond for all water, sanitary sewer, and/or fire line extensions beginning on the date of final acceptance for ownership to and perpetual maintenance by WMU, and extending for a period of one (1) year from the final date of acceptance for ownership to and perpetual maintenance by WMU.

\_\_\_\_\_  
Chairman - WMU Commission

\_\_\_\_\_  
Date

WINCHESTER MUNICIPAL UTILITIES  
WARRANTY BOND

KNOW ALL MEN BY THESE PRESENTS, That \_\_\_\_\_  
\_\_\_\_\_, as Owner/Developer, hereinafter called "Principal",  
and \_\_\_\_\_, a corporation, organized  
and existing under the laws of the State of \_\_\_\_\_, with principal offices at  
\_\_\_\_\_, as Surety, hereinafter called "Surety", are held  
and firmly bound unto the Winchester Municipal Utilities (WMU) as Obligee, hereinafter called  
"Obligee", in the amount of \_\_\_\_\_  
(words)

Dollars (\$ \_\_\_\_\_), for the payment of which, well and truly to be made, we hereby  
(numbers)

jointly and severally bind ourselves, our heirs, executors, administrators, successors and  
assigns firmly by these presents.

WHEREAS, the Principal has dedicated \_\_\_\_\_,  
(water, sanitary sewer, and/or fire line extension)  
hereinafter called the "Project" to Obligee, and Obligee has accepted said Project on \_\_\_\_\_  
\_\_\_\_\_, 199\_.

NOW, THEREFORE, THE CONDITION OF THE ABOVE OBLIGATION IS SUCH that, if the  
Principal shall well and faithfully do and perform the required maintenance and shall indemnify  
and save harmless the Obligee against all claims, loss or damage, and expenses of  
reconstruction or additional work required to restore the Project to it's acceptable condition  
within a period of one (1) year from the date of acceptance by Obligee of the Project, then this  
obligation shall be void; otherwise, it shall remain in full force and effect.

No right of action shall accrue on this Bond to or for the use of any person or corporation other  
than the Obligee named herein or the heirs, executors, administrators, successors, or assigns  
of the Obligee.

Should any proceedings be necessary to enforce this Bond, such sum as the Court may  
determine to be reasonable shall be allowed to Obligee as attorney's fees, in addition to other  
sums found due.

In the event that any actions or proceedings are initiated with respect to this Bond, the parties agree that the venue thereof shall be Clark County, State of Kentucky.

IN TESTIMONY WHEREOF, said Principal has signed this instrument at Winchester, Kentucky, in person or by agent duly thereunder authorized, and said Surety has caused its name to be hereunto signed by its duly authorized agent and its corporate seal hereto affixed, this \_\_\_\_\_ day of \_\_\_\_\_, 199\_

\_\_\_\_\_  
Principal  
By \_\_\_\_\_  
Title  
\_\_\_\_\_  
Surety  
By \_\_\_\_\_  
Attorney-in-Fact

(Figure 1-19)  
(Example Irrevocable Line of Credit)

RE: Irrevocable Line of Credit in lieu of Warranty Bond for:

\_\_\_\_\_  
Name of Owner

To: Winchester Municipal Utilities

\_\_\_\_\_ (hereinafter "Owner") has been issued an Irrevocable Line of Credit in the amount of \$\_\_\_\_\_, reserved exclusively for the guarantee of the completion of certain utility construction work and any repairs required thereon (hereinafter "the work") performed by \_\_\_\_\_ (hereinafter "Contractor") on the property of the Owner located at \_\_\_\_\_, or payment to Winchester Municipal Utilities (hereinafter "WMU") for the cost of the completion of such work or warranty repairs should it be necessary for WMU to accomplish such work or warranty repairs due to the failure of the Owner or the Contractor to accomplish same. Repayment to the Issuing Bank of any funds issued to WMU under this Irrevocable Line of Credit shall be the sole responsibility of the Owner at the then prevailing interest rates of the Issuing Bank.

The aforementioned Irrevocable Line of Credit shall not be utilized for any other purpose by the Owner for the duration of the warranty period. Termination of the warranty period and release of the Irrevocable Line of Credit shall occur only upon written notice from WMU to the Issuing Bank by certified mail, with a copy to the Issuing Bank and a copy to the Owner.

Claims against the Irrevocable Line of Credit may be made by WMU on the Issuing Bank any time hereafter if WMU shall have made written demand for completion of the work or warranty repairs to the Owner by certified mail, return receipt requested, and such written demand shall receive no response within fifteen (15) days. Copies of such requests for completion of the work or warranty repairs shall be submitted to the Owner, and shall also be transmitted to the Issuing Bank, attention of the signatory officer below, of this Irrevocable Line of Credit.

In the event that WMU is required to complete the work or make warranty repairs, it shall submit a claim to the Issuing Bank under this Irrevocable Line of Credit which shall be accompanied by the original copy of an invoice detailing the work completed under the aforementioned Contract which was not performed by the Owner or its Contractor.

The Owner and/or the Issuing Bank shall be jointly and severally responsible for any legal costs to WMU necessitated by any legal proceedings necessary to enforce the requirements of this Irrevocable Line of Credit in Lieu of Warranty Bond, including reasonable attorney's fees.

Any actions or proceedings necessary in order to enforce this Irrevocable Line of Credit in Lieu of Warranty Bond shall be brought in the Clark Circuit Court at Winchester, Kentucky.

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Signature of Authorized Officer of Issuing Bank

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Signature of Authorized Officer of Owner

(Figure 1-20)  
 Project Final Cost  
 Progress Enterprise (Unit 1)  
 Water & Sanitary Sewer  
 (Example Only)

	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
8" Ductile Iron Water Line	500 LF	11.50	5,750.00
8" Cast Iron Gate Valve	1 ea.	475.00	475.00
6" Ductile Iron Water Line	30 LF	9.50	285.00
6" Cast Iron Gate Valve	1 ea.	375.00	375.00
5 1/4" Valve Opn. F.H. w/6" valve	1 ea.	1,000.00	1,000.00
2" PVC 160 psi sleeve	116 LF	3.00	348.00
8" PVC Sanitary Sewer	600 LF	11.50	6,900.00
Concrete Manhole	2 ea.	800.00	1,600.00
6" PVC Sanitary Sewer	372.5 LF	12.50	4,656.25

TOTAL  
COST 21,389.25

**Individual Total Cost**

<u>WATER</u>	<u>SEWER</u>
\$5,750.00	\$6,900.00
\$475.00	\$1,600.00
\$285.00	\$4,656.25
\$375.00	-----
\$1,000.00	\$13,156.25
\$348.00	
-----	
\$8,233.00	