

ADMINISTRATIVE REQUIREMENTS FOR WATER, SANITARY SEWER, AND FIRE LINE EXTENSIONS

100 General

This section outlines the administrative requirements and submittals required for water, sanitary sewer, and/or fire line extensions within the area served by Winchester Municipal Utilities (WMU).

101 Design Review Submittal Documents

Prior to commencement of construction of developments, the developer and/or the design engineer acting for the developer, must submit various applications, plans, plats, and design documents for review and approval. All of the documents listed herein must be submitted to the WMU Engineering Department for review.

102 Application for Plan Review for Water, Sanitary Sewer, and Fire Line Extensions

Prior to the construction of any water, fire protection, or sanitary sewer line or related facilities which are to become part of the WMU system, an application for plan review must be made in writing to WMU. The form of the application is illustrated in **Figures 1-1 and 1-1.1**.

103 Plans and Specifications

The plans and specifications for the proposed line extensions to the water or sanitary sewer system, and related facilities which are to be used in such extensions, signed by a registered engineer, shall be submitted with the application. The plans and specifications should be prepared and reviewed by the designer for compliance with the requirements outlined within Winchester Municipal Utilities **Policy 408.1**, **Figure 1-2**, and this manual prior to submission for review.

The Department for Environmental Protection in Frankfort, Kentucky requires plans prepared and stamped by a registered engineer. However, plans and specifications cannot be submitted to the Department for Environmental Protection until design/construction approval of the proposed development has been granted by the WMU Commission.

104 Easement Descriptions or Preliminary Plat

When a planned development project is proposed, the procedure for subdivision approval as set forth in the Winchester-Clark County Subdivision Regulations shall be followed in its entirety. A preliminary plat and final plat, both approved by the

planning commission, shall be required for every planned development project. The project shall be developed according to the approved final plat. A copy of the plat of the proposed development, as approved by the Winchester-Clark County Planning and Zoning Commission, and recorded in the Clark County Clerk's Office, together with currently planned extensions thereof, whether or not approved, must accompany the application.

Easements shall be provided for assigning a permanent easement and right of way for utility purposes, to lay, construct, install, maintain, inspect, operate, change the size of, replace, rebuild, connect with, alter, repair, and / or remove utility pipelines, together with appurtenances thereto, across, through, over, under and upon the real estate upon which the sanitary sewer and / or water line extensions are constructed.

Easements shall provide a clear demarcation of the limits of ownership and maintenance for said extensions. Easement descriptions shall be submitted using a metes and bounds legal description starting from a point of beginning, then tracking the outline of the property's boundary lines until there is closure in the legal description. All easements shall be granted to the City of Winchester, Kentucky.

If the proposed development or extension is not adjacent to existing lines which the development will extend from, plans indicating the routing for the proposed lines outside of the development area shall be provided with the application. Without exception, all "Off Site" easements shall be obtained, signed and recorded prior to connecting to WMU maintained structures.

105 Design Review of Submittals

105.1 Review of Application

The application package will be evaluated by the WMU Engineering Department to determine the proposed development's conformity with the overall sanitary sewer and water distribution master plans, the effect on system capacity and compatibility with existing infrastructure systems. If in special cases, the WMU Commission should require review by outside engineers, the reviewing engineers shall be selected by the WMU Commission, and the cost of such review shall be paid by the applicant.

105.2 Review of Plans & Specifications

The plans and specifications shall be reviewed by the WMU Engineering Department to determine their compliance with WMU design and construction standards. WMU policy allows up to thirty (30) days for reviewing plans and specifications for proposed development.

Following the review, if design and construction approval cannot be recommended to the WMU Commission, one set of the submitted plans and specifications shall be returned to the developer/engineer, with a listing of the variances or deficiencies noted on review.

105.3 Fire Department Review

During the initial review of development plans, the WMU Engineering staff will submit the plans of the proposed development to the Winchester Fire Department (WFD) or the Clark County Fire Department (CCFD), for review. Fire Hydrants shall be located in conformity with the requirements of the respective fire department.

Any deficiencies noted, or changes requested by the fire department will be noted on the review plans.

Should there be no changes in fire hydrant location, or any additional fire hydrants be required, the CCFD or WFD will provide documentation to the WMU Engineering Department indicating their acceptance of the hydrant locations as planned. This document will be retained by the WMU Engineering Department, but will be available for review by the developer and/or design engineer.

105.4 Correction/Modification of Plans and Specifications

When plans and/or specifications have been returned for variances or deficiencies, the developer and/or the design engineer acting for the developer shall have the plans and/or specifications corrected to WMU standards, and shall re-submit two complete sets of the corrected documents for a second review. Up to an additional thirty (30) days should be allowed for this and any subsequent reviews.

When all comments or deficiencies, if any, have been corrected to WMU standards, the owner/developer shall furnish two (2) sets of plans and specifications in their final form to the WMU Engineering Department.

The two (2) sets of approved documents will be retained by WMU for the use of the Engineering Department staff during the construction of the development infrastructure.

106 Design/Construction Approval of Development Plans

106.1 WMU Commission Design/Construction Approval

Acceptable plans and specifications that meet WMU design requirements will be presented to the WMU Commission by the General Manager, along with the

Engineering Department's recommendations concerning any system capacity issues, at the next regular meeting of the WMU Commission. WMU Commission meetings are held on the first and third Thursday of every month. Occasionally WMU Commission meetings may be cancelled or postponed. The WMU website will reflect the date and time of the meetings.

The WMU Commission will then either grant or deny design/construction approval for the proposed development.

After design/construction approval is granted by the WMU Commission, the plans and specifications shall be submitted to the Kentucky Department for Environmental Protection for their review and construction approval. WMU staff will provide the approval letter to the owner/developer to be forwarded to the Kentucky Department for Environmental Protection as part of their submittal package.

Design/construction approval by the WMU Commission is valid for a period of one (1) year from the date of approval. Should the construction of the utilities infrastructure not be completed and dedicated to WMU for perpetual ownership, operation and maintenance within the allotted time, the developer must submit a request for, and be granted, re-approval of the development before it will be accepted into the utility system.

106.2 Department for Environmental Protection Design Approval

All sanitary sewer extensions must be reviewed and accepted by the Kentucky Department for Environmental Protection in Frankfort, Kentucky prior to commencing work. A copy of the WMU Commission design/construction approval letter must be submitted with the plans and specifications to the Department for Environmental Protection for approval.

Through an agreement between the Kentucky Department for Environmental Protection and the Winchester Municipal Utilities, the Kentucky Department for Environmental Protection will accept WMUs approval of water lines that comply with the following limitations:

1. Projects with an overall length of less than 10,000 contiguous feet.
2. Water lines no greater than 12 inches in diameter.
3. Upon completion, all projects shall meet all drinking water quality standards as set forth in 401 KAR Chapter 8.

Although the agreement is in place granting WMU approval authority for projects as identified in this paragraph, the projects shall comply with the provisions of 401

KAR 8:100 and KRS Chapter 224, and are subject to review by the Kentucky Department for Environmental Protection without notice.

The duration of the design approvals of the Department for Environmental Protection and WMU will not be concurrent, nor are the requirements identical. The developer is responsible for complying with both sets of requirements, with the more restrictive of the two being generally applied.

NOTE: The WMU Commission and / or the Kentucky Department for Environmental Protection design approval are required prior to actual construction of the proposed project.

107 Inspections

During construction, the WMU Commission, shall perform, or cause to be performed, such inspections as it deems necessary to assure proper installation, including a final inspection.

The owner/developer, developer's contractor, developer's agent or employee shall notify the WMU Engineering Department forty-eight (48) hours before the actual work on the project shall commence, and shall keep WMU informed as to the progress of the project in order to allow WMU a reasonable opportunity to inspect the construction prior to backfilling.

Should the owner/developer, developer's contractor, developer's agent or employee fail to keep WMU so notified and informed, result in work being covered before WMU has a reasonable opportunity to inspect the same, such failure shall result in such tests or inspections, including uncovering of the work, as may be necessary to satisfy the WMU Commission that the installation meets the required standards.

Such additional inspections and/or tests, including uncovering of the work if necessary, shall be performed at no cost to WMU, even if the additional tests and inspections indicate the work to have been properly installed.

Such inspections by WMU shall not relieve the design engineer of his responsibility to inspect the construction to his satisfaction. The design engineer must submit a Letter of Certification to the WMU Commission stating that the development was constructed in compliance with the approved Plans and Specifications of the development. Both that letter and the WMU Commission's Letter of Certification will be submitted to the Department of Environmental Protection certifying that the development was constructed in compliance with the approved Plans and Specifications of the development.

108 Post-construction Submittals

The following administrative items must be submitted, and all listed fees paid, following construction and prior to the water, sanitary sewer or fire line extensions being placed in service.

108.1 Letter of Dedication

A letter of Dedication shall be provided to the WMU Commission upon completion of the construction of the infrastructure for the development.

This document allows the developer to dedicate his project to WMU for perpetual ownership, maintenance, and operation, including a one-year warranty period. An example letter is illustrated in **Figure 1-3**.

108.2 Engineer's Certification

An Engineer's Certification Form shall be provided to the WMU Commission upon completion of the construction of the infrastructure for the development.

This document is to be submitted by the Engineer that designs the development certifying that the development infrastructure which is proposed for dedication and acceptance into the WMU system has been constructed in compliance with the approved Plans and Specifications. An example letter is illustrated in **Figure 1-4**.

108.3 Contractors Certification

A Contractor's Certification Form shall be provided to the WMU Commission upon completion of the construction of the infrastructure for the development.

This document is to be submitted by the Contractor that constructed the water and/or sanitary sewer infrastructure, certifying that the development infrastructure which is proposed for dedication and acceptance into the WMU system has been constructed in compliance with the approved Plans and Specifications. An example letter is illustrated in **Figure 1-5**.

108.4 Easements

Water and sewer line easements require descriptions that will be compatible with WMU's format. The developer will bear all expense of developing the easement descriptions. An example of the easement is shown as **Figure 1-6**.

Easement descriptions shall be submitted using a metes and bounds legal description starting from a point of beginning, then tracking the outline of the

property's boundary lines until there is closure in the legal description. All easements shall be granted to the City of Winchester, Kentucky.

The easement descriptions shall be transmitted to the WMU Engineering Department for review. Following review, WMU Counsel will prepare the easements in final form. The easements must be signed and recorded prior to dedication of the development.

108.5 Final Development Cost

The developer shall furnish the actual construction cost of the infrastructure extensions and/or improvements to the WMU Commission to allow them to incorporate the extensions and/or improvements into the asset, depreciation and accounting system. The total constructed cost of water and sanitary sewer lines plus appurtenances is required. An example is provided in **Figure 1-7**.

108.6 Field Observation Fee

During construction, the WMU Commission, shall perform or cause to be performed, such inspection as it deems necessary to assure proper installation of the utilities infrastructure, including a final inspection, and IN ACCORDANCE WITH Winchester Municipal Utilities Policy 403.1 (**Figure 1-8**), the actual cost of such inspections, not to exceed four percent (4%) of the actual construction cost of the infrastructure extensions and/or improvements, shall be paid by the owner/developer. All field inspection fees will be billed to the developer by miscellaneous invoice and must be paid prior to final acceptance of the infrastructure by the WMU Commission.

108.7 System Development Charges

All System Development Charges related to water and sewer, based on the schedule set forth in WMU Policy Number 406.1 Water System Development Fees (**Figure 1-9**) and 407.1 Wastewater System Development Fees (**Figure 1-10**), shall be paid at such time as service is requested by the owner/developer after final acceptance of the development into the WMU system by the WMU Commission.

108.8 Reproducible Drawings

Record drawings of the completed development shall be submitted to WMU for review and approval prior to final acceptance by the WMU Commission. A set of reproducible drawings on mylar film fabric and a set of drawings on digital media, as described in Section 200, are required.

108.9 Warranty

A one (1) year warranty shall be provided to WMU, for all aspects of the completed project or portion thereof offered for acceptance by the WMU Commission. The warranty will begin at the date of the final acceptance by the WMU Commission.

The warranty will be secured by a Warranty Bond, or such other security as the WMU Commission shall find acceptable. The warranty security shall be in the amount of five percent (5%) of the actual construction cost, or two thousand dollars (\$2,000.00), whichever is greater.

109 Final Acceptance of Water, Sanitary Sewer, and Fire Protection Extensions

109.1 WMU Commission Final Acceptance

Upon completion of all items and payment of all fees listed under section **108 Post-construction Submittals**, the General Manager, with the concurrence of the Engineering Department, will recommend at the next regularly scheduled meeting of the WMU Commission, that the Commission accept and approve the dedication of the water and/or sewer extension(s) as requested by the owner/developer. The owner/developer will be provided written notice of this acceptance. An example correspondence is illustrated in **Figure 1-11**.

110 Final Inspection and Termination of Warranty

In the thirty (30) day period preceding the date set for expiration of the one-year warranty, a warranty inspection of the development infrastructure dedicated to WMU will be conducted by the Engineering Department personnel. The owner/developer will be notified, in writing, of any deficiencies, and shall have the deficiencies corrected. **See Figure 1-12** for an example of warranty inspection correspondence.

Should the defective items not be corrected, repaired or replaced within thirty (30) days following written notification, the owner/developer and the issuer of the warranty bond will be notified, in writing, that the warranty is being extended pending final warranty repairs on the project.

A further thirty (30) days following such notice will be allowed for warranty repairs. At the end of that period, if repairs have not been accomplished, WMU may then elect to address the warranty items by means of its own forces or by means of contract forces. The cost of such repairs will be billed to the owner/developer by miscellaneous invoice. Should the miscellaneous invoice for such work not be paid within thirty (30) days of tender by certified mail, the warranty bond will be called for payment. Example correspondence is illustrated in **Figure 1-13**.

Upon completion of all warranty items listed under the final inspection (if any), and, if required, the payment of any miscellaneous invoice issued under the terms listed above, the warranty will be deemed satisfied and shall terminate. The owner/developer will receive written notice of the date of warranty termination. An example is shown as **Figure 1-14**.

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.

Chairman - WMU Commission

WMU Commission Approved

1 / 16 / 97

Date

Figure 1-1.1

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) _____ acknowledge
of _____

(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 MUNICIPAL UTILITIES POLICY AND PROCEDURES

SECTION: 400

SECTION NUMBER: 408.1

EFFECTIVE DATE: 11-96

SUBJECT: EXTENSION OF WATER
AND/OR SANITARY SEWER
LINES

RE: ORDINANCE NO. N/A

STATEMENT OF POLICY - Water and sanitary sewer services shall be designed and constructed to the satisfaction of the WMU Commission such that the water and/or sanitary sewer lines shall be extended to the nearest property line of the last property or lot to be served.

A water and/or sanitary sewer main extension shall be required where there does not exist a WMU owned water and/or sanitary sewer main within 100 feet of the property or lot to be served or where, in the opinion of the Utilities Engineer, there is potential for further extension.

A water and/or sanitary sewer main extension shall not be required where there exists a WMU owned water and/or sanitary sewer main within 100 feet of the property or lot to be served and where, in the opinion of the Utilities Engineer, there is no potential for further extension. A WMU water service line shall be installed from the water main to the property line or easement limit. A WMU sanitary sewer service lateral shall be installed from the sanitary sewer main to the property line or easement limit.

All water mains, WMU water service lines, sanitary sewer mains, and WMU sanitary sewer service laterals, shall be in a dedicated easement or in a public right-of-way. In no case shall a building water service line or a building sanitary sewer service lateral extend across any property which is not part of the property to be served.

Effective with the date of this policy, connections of lots or properties to private water mains or private sanitary sewer mains shall not be permitted.

DEFINITIONS - Water Main - All water mains shall be a minimum of six (6) inches in diameter and shall conform to the WMU standard specifications and details for water lines. A fire hydrant shall be installed at the end of all water mains. Water mains are owned, operated, and maintained by WMU.

WMU Water Service Line - All WMU water service lines shall be a minimum of 3/4 inch in diameter and shall conform to the WMU standard specifications and details for water service connections. WMU water service lines shall transport water from the water main to the water meter. WMU water service lines are to be used by no more than two entities and each entity shall have its own water meter.

Service lines serving two entities shall be 1 inch in diameter. The length of a WMU water service line shall not exceed 100 feet. A water meter setting shall be installed at the end of all WMU water service lines. WMU water service lines and water meter settings are owned, operated, and maintained by WMU. The water meter is the limit of WMU's responsibility.

Building Water Service Line - All building water service lines shall be a minimum of 3/4 inch in diameter and shall conform to the Kentucky State Plumbing Code. Building water service lines shall transport water from the water meter to the building served. Building water service lines are to be used by one entity only. Building water service lines are owned, operated, and maintained by the property owner.

Private Water Main - A water main serving one or more buildings; and for which there is no record of dedication to WMU; and/or for which there is no recorded or platted easement in favor of WMU; and/or which is not maintained by WMU; and/or which crosses a separate tract of land other than the one being served; and/or which exceeds 100 feet in length on the tract of land which is not being served; and which is at some point connected to a waterline which is owned and maintained by WMU.

Sanitary Sewer Main - All sanitary sewer mains shall be a minimum of eight (8) inches in diameter and shall conform to the WMU standard specifications and details for sanitary sewers. A manhole shall be installed at the end of all sanitary sewer mains. Sanitary sewer mains are owned, operated, and maintained by WMU.

WMU Sanitary Sewer Service Lateral - All WMU sanitary sewer service laterals shall be a minimum of six (6) inches in diameter and shall conform to the WMU standard specifications and details for sanitary sewer service laterals. WMU sanitary sewer service laterals shall transport sewage from the property line or easement limit to the sanitary sewer main. WMU sanitary sewer service laterals shall be used by one entity only. The length of a WMU sanitary sewer service lateral shall not exceed 100 feet. A clean-out shall be installed at the end of all WMU sanitary sewer service laterals. WMU sanitary sewer service laterals are owned, operated, and maintained by WMU. The clean-out is the limit of WMU's responsibility.

Building Sanitary Sewer Service Lateral - All building sanitary sewer service laterals shall be a minimum of four (4) inches in diameter and shall conform to the Kentucky State Plumbing Code. Building sanitary sewer service laterals shall transport sewage from the building served to the WMU sanitary sewer service lateral. Building sanitary sewer service laterals are to be used by one entity only, except as established in Section 14-141 of the Code of Ordinances of the City of

Winchester. Building sanitary sewer service laterals are owned, operated, and maintained by the property owner.

Private Sanitary Sewer Main - A sanitary sewer main serving one or more buildings; and for which there is no record of dedication to WMU; and/or for which there is no recorded or platted easement in favor of WMU; and/or which is not maintained by WMU; and/or which crosses a separate tract of land other than the one being served; and/or which exceeds 100 feet in length on the tract of land which is not being served; and which is at some point connected to a sanitary sewer which is owned by WMU; except as defined by City of Winchester Code of Ordinance 14-141.

STATEMENT OF PROCEDURE - Developers, builders, or property owners desiring WMU water or sanitary sewer service for a property or lot that currently does not have a WMU owned water and/or sanitary sewer main within 100 feet of the property or lot to be served shall submit to WMU a plan or schematic of the proposed connections. WMU shall review said plan or schematic to ensure its compliance with this policy.

If an extension of water and/or sanitary sewer service is required, plans and specifications shall be submitted in accordance with Policy No. 401.1. Connection to the sanitary sewer system by force main sewer shall constitute an extension. System development charges (SDCs) and all applicable tap fees shall apply on all water and sanitary sewer extensions.

If an extension of water and/or sanitary sewer service is not required, water and sanitary sewer tap fees shall be paid in accordance with Policy Nos. 104.1, 201.1, and 202.1.

Chairman - WMU Commission
WMU Commission Approved
January 16, 1997

Date

FIGURE 1-3

DEVELOPER'S LETTER OF DEDICATION
(On Developer's Letterhead)

Date / /

Winchester Municipal Utilities
Board of Commissioners
150 N. Main Street
P. O. Box 4177
Winchester, KY 40392-4177

Dear Commissioners:

(Developer's Business Name, or Individual, if applicable) hereby offer(s) for dedication the *(water)*, *(fire protection)*, and/or *(sanitary sewer)* line extension(s) for *(Name of Development or Extension)* to Winchester Municipal Utilities.

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

Very truly yours,

Developer/Owner *(Authorized Signature)*

Description of Project:

(Describe details of project, i.e., length and size of water mains; number of fire hydrants; length, material, and size of sewer lines; number of manholes; capacity of lift stations; etc. Use additional sheets as necessary)

FIGURE 1-4

**ENGINEER'S CERTIFICATION FORM
FOR WMU'S WATER & SANITARY SEWER EXTENSIONS
(On Engineer's Letterhead)**

Date: / /

Name of Development or Extension and location: _____

Name and Address 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 Winchester Municipal Utilities approved plans, specifications, policy, and written instruction.

Name of Engineer

Firm Name

Address

SEAL----->
(Transferable Ink)

Attest: _____

FIGURE 1-5

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

Date: / /

Name of Development or Extension and location: _____

Name and Address of contractor: _____

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

Authorized Company Representative

Title

Attest: _____

**FIGURE 1-6
(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 1-7

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

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

FIGURE 1-8

**WINCHESTER MUNICIPAL UTILITIES
POLICY AND PROCEDURES**

SECTION: 400

SECTION NUMBER: 403.3

EFFECTIVE DATE: 06-20

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.

Notwithstanding the provisions as stated above the WMU Commission may waive, by an affirmative vote of the full WMU Commission in open session, observation fees for qualifying projects that are publicly owned by federal, state or local governmental agencies.

Chairman - WMU Commission
WMU Commission Approve
June 6, 2020

Date

Figure 1-9

WINCHESTER MUNICIPAL UTILITIES
POLICY AND PROCEDURES

SECTION: 400

SECTION NUMBER: 406.3

EFFECTIVE DATE: 06-20

SUBJECT: WATER SYSTEM DEVELOPMENT
CHARGE

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 is approved by the WMU Commission. In accordance with City Ordinance 14-104, the Water System Development Charge shall be collected at the time water connection fees are paid to WMU, or other provider of water.

Notwithstanding the provisions as stated above the WMU Commission may waive, by an affirmative vote of the full WMU Commission in open session, Water System Development Charges for qualifying developments that are publicly owned by federal, state or local governmental agencies.

Chairman - WMU Commission
WMU Commission Approved
June 6, 2020

Date

FIGURE 1-10

**WINCHESTER MUNICIPAL UTILITIES
POLICY AND PROCEDURES**

SECTION: 400

SECTION NUMBER: 407.3

EFFECTIVE DATE: 06-20

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 Boonesboro 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 is approved by the WMU Commission. In accordance with City Ordinance 14-104, the Wastewater System Development Charge shall be collected at the time wastewater connection fees are paid to WMU, or other provider of wastewater service.

Notwithstanding the provisions as stated above the WMU Commission may waive, by an affirmative vote of the full WMU Commission in open session, Wastewater System Development Charges for qualifying developments that are publicly owned by federal, state or local governmental agencies.

Chairman - WMU Commission
WMU Commission Approved
June 6, 2020

Date

FIGURE 1-11

(Example Correspondence)



*WINCHESTER
MUNICIPAL
UTILITIES*

*P.O. BOX 4177, 150 N. MAIN STREET
WINCHESTER, KY 40392-4177
PHONE: (859) 744-5434
FAX: (859) 745-4146*

Date:

Developer
Address
City, State Zip Code

Dear Developer:

***Subject: Development Name
Water and Sanitary Sewer System Improvements
Dedication of Facilities***

The WMU Commission, at its regular meeting on August 6, 2020, accepted for ownership and perpetual maintenance, the water and sanitary sewer line extensions for the referenced project.

The one year warranty period for the improvements begins with the dedication date.

Should you have any questions or need additional information, please contact a representative of the Engineering Department at (859) 744-5434.

Respectfully,

WMU Representative
Title

Pc: WMU Project File

FIGURE 1-12

(Example Correspondence)



*WINCHESTER
MUNICIPAL
UTILITIES*

*P.O. BOX 4177, 150 N. MAIN STREET
WINCHESTER, KY 40392-4177
PHONE: (859) 744-5434
FAX: (859) 745-4146*

Date

Name of Developer
Address
City, State, ZIP

RE: *Warranty Items*

Dear Developer:

After reviewing this project, we identified the following warranty items:

1. (Description of Item)
2. (Description of Item)
3. (Description of Item)
4. (Description of Item)

Please arrange to have the listed items addressed within the next thirty days.

For correction of sub-surface items, please provide 24-hour notice so that we may view the correction(s) prior to it (their) being covered. For warranty repairs to items which are visible without excavation, you may notify our office upon completion of the repairs.

We appreciate your cooperation in addressing these matters in a timely manner.

Should you have any questions, please contact our office.

Respectfully,

WMU Representative
Title

Pc: WMU Project File

FIGURE 1-13

(Example Correspondance)



*WINCHESTER
MUNICIPAL
UTILITIES*

*P.O. BOX 4177, 150 N. MAIN STREET
WINCHESTER, KY 40392-4177
PHONE: (859) 744-5434
FAX: (859) 745-4146*

Date

Name of Developer
Address
City, State, ZIP

RE: *Warranty Items Past Due*

Dear Developer:

After reviewing this project, we find the warranty items stated in our letter of (date) are incomplete.

Until these items are corrected to WMU's standards, this project will remain under warranty and the warranty bond will remain in effect.

Should the items not be addressed within the next thirty (30) days, WMU may elect to repair the deficiencies with our own forces on a time and materials basis, or to have the repairs performed by an outside contractor. In either event, your firm will be billed for the cost of repairs by miscellaneous invoice.

Should the miscellaneous invoice remain unpaid for a period of thirty (30) days following its issuance, we will act against the surety for the warranty bond for payment.

Should you have any additional questions concerning this matter, please contact our office.

Respectfully,

WMU Representative
Title

cc: Surety Bond Issuer

Pc: WMU Project File

FIGURE 1-14

(Example Correspondance)



WINCHESTER
MUNICIPAL
UTILITIES

P.O. BOX 4177, 150 N. MAIN STREET
WINCHESTER, KY 40392-4177
PHONE: (859) 744-5434
FAX: (859) 745-4146

Date

Name of Developer
Address
City

RE: Completion of Warranty Period

Dear Developer:

Following a final warranty inspection of this project, we have found no deficiencies on the project.

or

A field inspection has found the items listed in our correspondence of (date) have been properly addressed.

Therefore, the warranty on the water and/or sanitary sewer infrastructure for this development is complete as of (date).

We appreciate your cooperation in helping us provide infrastructure services for our community.

Should you have any questions, please contact our office.

Sincerely yours,

WMU Representative
Title

Pc: WMU Project File