

Procedure for Review, Approval, and Administration of Sewer Service For New Structures South of Well Line Road

PURPOSE

This procedure is developed in support of ECUA Policy Sec. 27 - 3 (Septic tank abatement in new single family, multi-family, and non-residential development - Criteria) and Escambia County Land Development Code Section 7.19.00 (Sewage collection and disposal). The procedure provides a detailed description of the steps involved in ECUA's review, approval, and cost sharing in the construction of sewer collection and transmission facilities for new structures south of Well Line Road.

The ECUA Engineering Department will work closely with the Developer and his Engineer to minimize review time. The complete and accurate submittal of all required information is the best assurance of an expeditious review.

APPLICABILITY

This procedure is applicable only to those projects that meet all of the following conditions:

- 1 - New single family, multi-family and non-residential structures.
- 2 - New structures south of Well Line Road.
- 3 - New structures or lots for which traditional mound or septic tank systems are permissible as determined by the Escambia County Health Department.

DETERMINATION OF FEASIBILITY

The process of reaching a determination of feasibility or non-feasibility requires close coordination between the Developer, his Engineer, and the ECUA Engineering staff. The process can be completed efficiently and without delay to the proposed development if it is approached in a timely and methodical manner.

Initial Letter Request

Recognizing that there are certain areas within the Septic Tank Exclusion Zone that are so remote from the existing ECUA sewerage system as to be obviously impractical to require connection. ECUA will accept for review and comment requests for a preliminary determination of feasibility. The request may be in the form of a letter outlining the proposed use of the property. A map indicating the location of the property should be included along with any pertinent information such as the estimated number of lots in a proposed subdivision or the estimated water/wastewater demand/flow from a commercial development.

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If the initial letter request results in a preliminary determination of feasibility in which there is compelling evidence of the impracticality of connecting the project to the ECUA sewerage system, ECUA will provide a letter to the owner/developer indicating ECUA's consent to pursue the development of the project utilizing onsite treatment (septic tanks). The final determination of the use of septic tanks would then be by the Escambia County Health Department in accordance with their rules.

If the preliminary determination of feasibility indicates there is a reasonable chance that the project can be connected to the ECUA sewerage system, the owner/developer should proceed to a Conceptual Submittal as outlined below.

Conceptual Submittal

The developer must submit a conceptual plan and cost estimate for use by the ECUA Engineering Department in assessing the feasibility of provision of ECUA sewer service to the proposed development. The following information must be included with the conceptual submittal.

- 1 - a letter from the Escambia County Health Department documenting the permissibility of mound or septic tank systems for each lot within the proposed development.
- 2 - a conceptual development plan depicting how and at what cost the Developer anticipates achieving connection to the ECUA sewer system. The plan must be supported by sufficient topographical information to confirm the physical feasibility of the proposed sewer system. For platted subdivisions the conceptual development plan must bear the signature and seal of a Professional Engineer registered in the State of Florida.
- 3 - an estimate of the cost for the proposed project. This estimate will be presented in the form of a per-lot or per-unit cost and will include all professional surveying and engineering fees in addition to the construction cost for the project. As with the conceptual plan, the estimate of cost must bear an Engineer's signature and seal for platted subdivision projects.

Feasibility Analysis

Upon receipt of a complete conceptual submittal package, ECUA Engineering staff will promptly review the information submitted and assess the feasibility of provision of sewer service to the parcel. The ECUA Engineering staff will reach one of the following four conclusions.

- 1 - **The project is feasible for connection to the ECUA sewer system but is not expected to exceed a cost of \$2,250 per unit to develop.** If this is the case, the ECUA Engineering staff will provide a letter to the Developer suggesting that he may proceed with development of his project with no financial participation by ECUA. If the Developer perceives in the early stages of the conceptualization of his

project that the total sewer cost will not exceed \$2,250 per lot, he may, (and is encouraged to), forgo the feasibility determination process as outlined in here.

- 2 - **The project is feasible for connection to the ECUA sewer system and is expected to exceed a cost of \$2,250 per unit to develop.** If this is the case, and the amount of ECUA financial participation above \$2,250 is within the ECUA staff's prerogative, the Developer will be notified that he may proceed with design development for the project. The recommended level of staff authority for agreeing to fund costs of sewer service exceeding \$2,250 per unit is up to \$1,000 per unit (total cost of \$3,250 per unit), not to exceed an aggregate of \$150,000 (i.e., 150 units @ \$1,000 per unit).
- 3 - **The project is feasible for connection to the ECUA sewer system, will exceed a cost of \$2,250 per unit to develop, and the amount of ECUA financial participation above \$2,250 is greater than the ECUA staff's prerogative.** If this is the case, ECUA staff will prepare a recommendation to the ECUA Board. Should there be approval by the Board, the Developer will be notified that he may proceed with the design development for the project.
- 4 - **The provision of sewer service to the project is found to be not feasible by the ECUA staff or Board.** If this is the case, ECUA staff will provide a letter to the Developer allowing him the opportunity to pursue septic tank permits for the proposed development through the Escambia County Health Department.

DEVELOPMENT REVIEW PROCESS

After determination of feasibility is complete, the project will proceed with the Development Review Process as described in the most recent edition of the ECUA Engineering Manual.

After receipt of approved plans and permits from the ECUA Engineering Department, but prior to commencement of construction, the Developer must provide to the ECUA a copy of his contractual agreement for construction of the wastewater facilities. In order to be considered eligible for partial reimbursement by ECUA the Developer's contract with the utility Contractor must meet certain requirements. The contract amount must be determined by 1) the lowest of no fewer than three comparative estimates or bids provided by the Developer and/or 2) by a comparison of the Developer's documented construction cost with historic construction cost data maintained by the ECUA.

The construction cost will be reviewed for consistency with the preliminary estimate of costs upon which the determination of feasibility was based. Should the construction cost be less than or equal to the preliminary estimate of costs on which the determination of feasibility

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was based, ECUA will provide written notice that the Developer may proceed with construction. Should the construction cost exceed the preliminary estimate of costs upon which the determination of feasibility was based, ECUA will review its determination of feasibility and either will provide the Developer written notice that the Developer may proceed with construction or will give the Developer written authorization to apply to the Escambia County Health Department for septic tank permits.

CONSTRUCTION

Construction shall be completed in accordance with the Procedures set forth in the most recent edition of the ECUA Engineering Manual.

ECUA ACCEPTANCE

Conditions for ECUA acceptance of a completed project shall be as specified in the most recent edition of the ECUA Engineering Manual.

REIMBURSEMENT OF CERTAIN COSTS OF CONSTRUCTION

ECUA shall reimburse the Developer for a portion of the cost, including professional costs such as engineering or surveying, of the construction of wastewater collection facilities to serve the development. Expenditures incurred by the Developer in obtaining a determination of feasibility will not be eligible for reimbursement unless the project is determined to be feasible for ECUA participation. The amount of reimbursement shall be determined by subtracting the sum of \$2,250 from the average cost per lot or parcel of the cost of construction of wastewater facilities and multiplying the remainder by the number of lots or parcels in the development for which septic tanks are permissible.

The cost of construction of wastewater facilities shall be determined by ECUA based on the approved construction cost as determined by ECUA, as revised by any change orders approved by ECUA during the course of the work. Only those change orders resulting from unforeseen site conditions will be considered for approval by ECUA.

Prior to reimbursement, the developer shall submit to ECUA a certified statement of itemized construction costs, together with written evidence that all such costs have been paid and "as-built" drawings documenting the location and condition of the completed facilities.

RESOLUTION
NO. 05-06

A RESOLUTION
TO BE ENTITLED

A RESOLUTION ADJUSTING THE THRESHOLD FOR
FINANCIAL PARTICIPATION UNDER THE SEPTIC TANK
ABATEMENT PROGRAM.

BE IT RESOLVED BY THE EMERALD COAST UTILITIES AUTHORITY:

Section I. Purpose. The purpose of this Resolution is to adjust the threshold for the financial participation under the septic tank abatement program.

Section II. Findings. The Emerald Coast Utilities Authority (ECUA) finds that adjusting the threshold for ECUA's financial participation under the septic tank abatement program as set forth herein is just and equitable and in accordance with all legal and other obligations of ECUA.

Section III. Amendment of Section 27-2. Section 27-2 of the ECUA Code is amended by the deletion of the provisions which are ~~lined through~~ and the addition of the provisions which are underlined:

Sec. 27-2. Water and wastewater system expansion -- Criteria.

The following provisions shall govern the design, construction and payment of the cost of construction of certain water and wastewater mains and lift stations to be accepted by ECUA.

* * *

B. Reimbursement for Certain Costs of Construction:

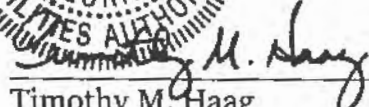
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4. If a development is eligible for reimbursement under the *ECUA Procedure for Review, Approval, and Administration of Sewer Service for New Structures South of Well Line Road*, ECUA shall reimburse the developer for a portion of the cost of construction of wastewater collection facilities to serve the development. Expenditures incurred by the developer in obtaining a determination of feasibility shall not be eligible for reimbursement unless the project is determined to be feasible for ECUA participation. The amount of reimbursement shall initially be determined by subtracting the sum of ~~\$2,250.00~~ \$2,750.00 from the average cost per lot or parcel of the cost of construction of wastewater collection facilities and multiplying the remainder by the number of lots or parcels in the development for which septic tanks are permissible. The initial \$2,750.00 sum shall be adjusted in January, 2006 and each January thereafter.

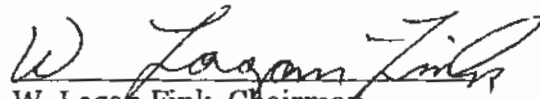
This adjustment shall be computed by multiplying \$2,750.00 by the first Cost Construction Index (CCI) published by *The Engineering News-Record* in the month of January of that year, and dividing the product by the CCI published in April, 2005 (i.e., 7.355). The result so obtained shall be rounded to the nearest \$50.00. This adjustment shall be effective the date the CCI is first published each January.

Section IV. Effective Date. This Resolution shall take effect upon adoption.





Timothy M. Haag
Acting Executive Director



W. Logan Fink, Chairman

Adopted on: May 26, 2005

Prepared by: Bradley S. Odom, Esq.

RESOLUTION
NO. 99-8

A RESOLUTION
TO BE ENTITLED

A RESOLUTION PROVIDING FOR PARTIAL REIMBURSEMENT OF COSTS OF CONSTRUCTION OF CERTAIN WASTEWATER COLLECTION SYSTEMS SOUTH OF WELL LINE ROAD; AMENDING RESOLUTION NO. 90-11, AS AMENDED; PROVIDING AN EFFECTIVE DATE

BE IT RESOLVED BY THE ESCAMBIA COUNTY UTILITIES AUTHORITY:

Section I. Amendment of Resolution No. 90-11. Resolution 90-11, as amended, is amended by the addition of the following language which is underlined:

The following provisions shall govern the design, construction and payment of the cost of construction of certain water and wastewater mains and lift stations to be accepted by ECUA.

A. Design and Construction.

1. In new development to which direct connection cannot be made from existing water or wastewater mains, the developer shall install water and wastewater mains and lift stations to serve the development. If required by ECUA, the developer shall design and construct such facilities so as to also serve anticipated growth in the vicinity of the development.
2. The developer shall submit preliminary plans to ECUA for a determination by ECUA as to whether the developer shall be required to construct oversize facilities or increase the depth of any gravity main to serve anticipated growth. Such determination shall be based on the master plan of ECUA for water and wastewater system expansion, land use plans of other units of local government, the anticipated demands which development will place upon the utility systems of ECUA and other factors as may be appropriate.
3. If, based on the foregoing criteria, ECUA determines that it is advisable that oversize facilities be constructed or that the depth of any gravity main be increased in order to serve anticipated growth the developer or engineer of record shall be notified to

proceed with the design of such facilities.

4. Design and construction shall be in accordance with criteria established by ECUA and shall be subject to approval of ECUA.
5. The developer shall submit to ECUA "as-built" plans of such facilities.

B. Reimbursement for Certain Costs of Construction.

1. Except as provided in paragraph 2 below, ECUA shall construct or shall reimburse the developer for the cost, including professional costs such as engineering or surveying, of construction of any water or wastewater force main ten (10) inches or more in diameter, gravity wastewater main eighteen (18) inches or more in diameter, or lift station having a design flow greater than 950 gallons per minute.

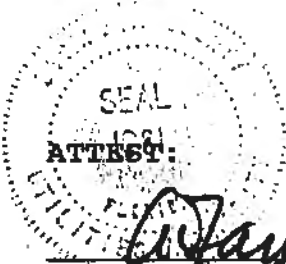
2. The developer shall be responsible for the cost of providing the following facilities:

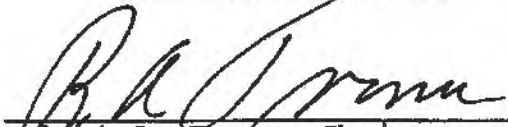
- a. Water Mains - Six (6) inch diameter, or such greater size as may be required to serve the proposed development, including at least one connection at the property line for looping to the water distribution system of ECUA. (Water mains of less than six (6) inch diameter may be permitted on an exceptional basis in accordance with good engineering practice and if at least one water main of not less than six (6) inch diameter is available to provide fire protection.)
- b. Wastewater Force Mains - Adequate capacity to serve the proposed development.
- c. Wastewater Gravity Mains - Eight (8) inch diameter, or such greater size as may be required to serve the proposed development, at such depth as may be required to permit service to the proposed development by gravity connection.
- d. Lift Stations - Adequate capacity to serve the proposed development.

- e. Water and Wastewater Service Laterals - To the point of connection at the property line.
 - f. Such mains as may be necessary to connect to the water or wastewater system of ECUA.
3. If ECUA requires the developer to construct any water or wastewater main of greater size or length or at greater depth or of a different character ECUA shall reimburse the developer for the difference between the cost of construction of those facilities which ECUA requires the developer to construct and the cost of construction of facilities which would be required to meet the criteria set forth in paragraph 2 above.
4. If a development is eligible for reimbursement under the ECUA Procedure for Review, Approval, and Administration of Sewer Service for New Structures South of Well Line Road, ECUA shall reimburse the developer for a portion of the cost of construction of wastewater collection facilities to serve the development. Expenditures incurred by the developer in obtaining a determination of feasibility shall not be eligible for reimbursement unless the project is determined to be feasible for ECUA participation. The amount of reimbursement shall be determined by subtracting the sum of \$2,250.00 from the average cost per lot or parcel of the cost of construction of wastewater facilities and multiplying the remainder by the number of lots or parcels in the development for which septic tanks are permissible.
- ~~4~~ 5. The amount of reimbursement under paragraphs 3 or 4 above shall be determined by ECUA and shall be based on construction cost data maintained by ECUA or on the lowest of no fewer than three comparative estimates or bids provided by the developer, and shall include additional professional costs such as engineering and surveying. Such estimates or bids shall be in sufficient detail to clearly identify those additional construction costs, if any, incurred by the developer in order to comply with such requirements of ECUA.

5. 6. Prior to reimbursement the developer shall submit a certified statement of itemized construction cost, together with written evidence that all such cost ~~is eligible to be~~ has been paid, and shall submit all final documentation, including "as-built" drawings, in accordance with the ECUA Engineering Manual.

Section II. Effective Date. This Resolution shall take effect upon adoption.




Robert A. Tronu, Chairman


A. E. Van Devel, Jr., Executive Director

Adopted on: 7-29-99

Prepared by: Robert W. Kievit

RWK:skh:June 30, 1999