

STANWOOD PUBLIC WORKS STANDARDS

CHAPTER 1

1.000 GENERAL STANWOOD PUBLIC WORKS STANDARDS AND SPECIFICATIONS

1.010 Standard Specifications

Design detail, workmanship and materials shall be in accordance with the current edition of the Standard Specifications for Road, Bridge and Municipal Construction, the APWA Amendments to Division One, and the Standard Plans for Road, Bridge and Municipal Construction, all written and promulgated by the Washington State Chapter of the American Public Works Association and Washington State Department of Transportation except where these standards provide otherwise.

The following specifications shall be applicable when pertinent, when specifically cited in the standards, or when required by a higher funding authority.

- A. Conditions and standards as set forth in the City of Stanwood Comprehensive Water System Plan, most current edition.
- B. Conditions and standards as set forth in the City of Stanwood Comprehensive Sanitary Sewer Plan and Wastewater Facilities Plan, most current edition.
- C. Conditions and standards as set forth in the Stanwood Comprehensive Plan 2004, including updates.
- D. Conditions and standards as set forth in the Stanwood Comprehensive Flood Plan, most current edition.
- E. Rules and regulations as adopted in the Stanwood Municipal Code.
- F. Conditions and standards as set forth in the Stanwood Remote Water System Plan, except where this plan is in direct conflict with the Growth Management Act.
- G. Criteria set forth in the Local Agency Guidelines as amended and approved by Washington State Department of Transportation.
- H. Conditions and standards as set forth in the Washington State Department of Transportation Design Manual as amended and approved by Washington State Department of Transportation.
- I. US Department of Transportation Manual on Uniform Traffic Control Device (MUTCD), as amended and approved by the Washington State Department of Transportation.
- J. DOT Construction Manual as amended and approved by Washington State Department of Transportation.
- K. Rules and regulations of the State Board of Health regarding public water supplies as published by the State Department of Health.

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- L. Conditions and standards as set forth in the most current edition of the State of Washington Department of Ecology Criteria for Sewage Works Design.
- M. Conditions and standards as set forth in the State of Washington Department of Labor and Industries.
- N. Design criteria of federal agencies including Department of Housing and Urban Development and the Federal Housing Administration.
- O. Requirements as outlined by the Puget Sound Stormwater Manual Technical Edition.
- P. Other specifications not listed above, may apply when required by the City of Stanwood.

1.020 Shortened Designation

The Stanwood Stanwood Public Works Standards shall be cited routinely in the text as the “Standards”.

1.030 Applicability

The City of Stanwood Public Works Standards shall govern all new construction and upgrading of facilities both in the right-of-way and on-site for transportation and transportation related facilities; storm drainage facilities; sewer and water improvements; and park, recreation and open space facilities.

1.040 Definitions and Terms

Average Daily Traffic or ADT - The average number of vehicles passing a specified point during a 24-hour period. Annual average daily traffic (AADT) denotes that daily traffic that is averaged over one calendar year.

Building Sewer or Side Sewer - Shall be that portion of the line beginning two feet outside the outer foundation wall of the structure to the sanitary sewer main.

City Engineer – The City Engineer, as referenced to in this document and in the Stanwood Municipal Code, shall be the same as the Public Works Director.

Developer - Any person; firm; partnership; association; joint venture; or corporation or any other entity responsible for a given project.

Director of Public Works - The Public Works Director or his duly authorized representative.

Easement - The right to use a defined area of property for specific purpose/purposes as set forth in the easement document, on a plat or short plat, or as required for purposes as set forth herein.

Engineer - Any Washington State licensed professional engineer who represents the developer.

Half street - Street constructed along an edge of development utilizing half the regular width of the right-of-way and permitted as an interim facility pending construction of the other half of the street by the adjacent owner. Half street improvement will only be allowed if the other half is to be constructed by the adjacent property owner within one year and the

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proposed improvement is bonded. Normally full street improvements will be constructed with the provision for latecomer's agreement.

Interceptor - Shall be the sewer that receives flow from a number of mains or trunk sewers, force mains, etc.

Lateral - Shall be that section of the sewer line extending from the City's main to the right-of-way or easement line (i.e., the building sewer) that has no other common sewers discharging into it.

SMC - Stanwood Municipal Code.

Lot of Street Frontage - The distance between the two points where the lot lines intersect the boundary of public street right-of-way.

Plans - The plans; profiles; cross sections; elevations; details; and supplementary specifications; signed by a licensed professional engineer and approved by the Public Works Director, which show the location, character, dimensions, and details of the work to be performed.

Private Sewer - Shall be that portion of the system located on private property where no easements are granted to the City. Maintenance of a private sewer shall be the responsibility of the property owner(s).

Private Street - Private vehicular access provided for by an access tract legal means to serve a no more than four dwelling units that is privately owned and maintained. Commercial villages and apartment complexes may be allowed to have private streets that serve as parking and ingress/egress, however they will conform to the standards set forth in Chapter 2.

Project - General term encompassing all phases of the work to be performed and is synonymous to the term "improvement" or "work".

Public Sewer - Shall be that portion of the system located within public rights-of-way or easements and which are operated and maintained by the City.

Public Street - Publicly owned and maintained street.

Right-of-Way - A general term denoting public land, property, or interest therein (e.g., and easement) acquired for or devoted to a public street, public access or public use.

Road - Used interchangeably with street.

Sewer Main or Trunk - Shall be a sewer that receives flow from one or more mains.

Street - Used interchangeably with road.

Use of Pronoun - As used herein, the singular shall include the plural and the plural the singular; any masculine pronoun shall include the feminine or neuter gender and vice versa; and the term "person" includes natural person or persons, firm, partnership, corporation or association, or combination thereof.

Utility - A company providing public service including, but not limited to, gas; oil; electric power; street lighting; telephone; telegraph; water; sewer; storm drainage; or cable television; whether or not such company is privately owned or owned by a governmental entity.

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1.050 Changes to Standards

From time to time, changes may be needed to add, delete, or modify the provisions of these Standards. These Standards may be changed and, upon approval of the Public Works Director, shall become effective and shall be incorporated into the existing provisions.

1.060 Severability

If any part of these Stanwood Public Works Standards, as established by ordinance, shall be found invalid, all other parts shall remain in effect.

1.070 Design Standards

- A. Detailed plans, prepared by a licensed engineer, must be submitted to the City for plan review and approval prior to the commencement of any construction. Applicant's engineer shall be a professional engineer, registered in the State of Washington. All plans must be signed and stamped by the applicant's engineer prior to submittal for plan review. Final plans shall be approved by the Public Works Director or City Engineer prior to the start of construction.
- B. Seven copies of the plans are required to be submitted along with a completed Site Development Permit Application and Site Development Checklist. See further requirements listed on the City's Site Development Checklist. All illustrations shall be on 24-inch x 36-inch sheet size. Original sheets shall be of good quality reproducible ink or mylar. Original illustrations of the approved plan shall become the property of the City of Stanwood. A reproducible copy of the drawing will be returned to the applicant's engineer.
- C. Plans and profile illustrations are required for all proposed transportation related improvements; street illumination; traffic signalization; storm drainage facilities; and sewer and water improvements. For specific minimum requirements see the City's Site Development Checklist. On occasion, the scope of a project (i.e., relocating hydrant) may not require engineered plans and can instead be handled via a right-of-way access permit. This option will be decided during site plan review.
- D. Specifications shall be required and submitted with the plans if General Notes do not adequately cover the project requirements.

1.080 Plan Review

All plans are to be submitted to the Stanwood Public Works Department. Any necessary easements or dedications shall be submitted for review along with the plans. City staff will make a cursory check of the plans against the Site Development Checklist. If the plans meet the minimum checklist requirements as to context, they will be routed to the appropriate City staff and the plan review process begins.

Initial review of the plans submitted normally requires three weeks. The engineer is then requested to submit the original illustrations for approval or is notified of additional required revisions. Additional review time will be required if revisions are necessary.

If plans require a second submittal, additional fees will be levied as established by resolution of the City Council. Second submittal shall mean the third and any subsequent submittal of

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construction illustrations, specifications, drainage calculations, and/or other information that requires additional plan checking pertaining to the construction of City facilities.

Approved plans will be returned to the engineer only after the plan checking fees have been paid.

1.090 Construction Control

Work performed for the construction or improvement of City roads and utilities whether by or for a private developer, by City forces, or by a City contractor, shall be done to the satisfaction of the City and in accordance with approved plans. It is emphasized that no work shall be started until such plans are approved. The City shall approve any revision to such plans before being implemented. Failure to receive the City's approval can result in removal or modification of construction at the contractor or developer's expense to bring it into conformance with approved plans.

1.100 Inspection

All work performed within the public right-of-way or easements, or as described in these Standards, whether by or for a private developer, by City forces, or by a city contractor, shall be done to the satisfaction of the City and in accordance with the Stanwood Public Works Standards, any approved plans and these Standards. Unless otherwise approved, the City must approve any revision to construction plans before being implemented.

It is the responsibility of the developer, contractor, or their agents to notify the City in advance of the commencement of any authorized work. A preconstruction meeting and/or field review shall be required before the commencement of work. Inspection fees shall be paid on or before the preconstruction meeting. Any necessary easements or dedications are required before plan approval.

It is the responsibility of the developer, contractor or their agents to have an approved set of plans and any necessary permits on the job site whenever work is being accomplished.

The City shall have authority to enforce these Standards as well as other referenced or pertinent specifications. The City will appoint project engineers, assistants and inspectors as necessary to inspect the work and they will exercise such authority as the Public Works Director may delegate.

All specific inspections, test measurements or actions required of all work and materials are set forth in their respective chapters herein. Tests shall be performed at the developer or contractor's expense. Inspection fees are established in the SMC 3.30.

Failure to comply with the provisions of these Standards may result in stop work orders, removal of work accomplished, or other penalties as established by ordinance.

A project is considered final when a letter of acceptance is issued by the City to the party responsible for the project.

No water meters shall be released for any lot or building served by a project until final acceptance has been granted.

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1.110 Fees

Fees, charges or bonding requirements shall be as established by the City Council by the passage of a resolution adopting a fee, charge and bonding requirement schedule except where specifically set forth in the Stanwood Municipal Code. The City Council shall further set the dollar penalty for failure to pay fee or charge in a timely manner. Fees shall be as set forth in SMC 3.30.

All plan check fees are due prior to the release of approved plans.

All inspection fees are due at the time of the preconstruction meeting.

In addition, there are various miscellaneous service and connection fees and charges. We strongly urge all applicants to request an estimate of these fees and charges from the City Public Works Department as soon as practical.

1.120 Permits

Before any person, firm or corporation shall commence or permit any other person, firm or corporation to commence any work to grade; pave; level; alter; construct; repair; remove; excavate or place any pavement; sidewalk; crosswalk; curb; driveway; gutter; drain; sewer; water; conduit; tank; vault; street banner; or any other structure, utility or improvement located over, under or upon any public right-of-way or easement in the City of Stanwood, or place any structure building; barricade; material; earth; gravel; rock; debris or any other material or thing tending to obstruct; damage; disturb; occupy; or interfere with the free use thereof or any improvement situate therein, or cause a dangerous condition, a right-of-way access permit shall be obtained. A separate permit shall be obtained for each separate project.

In the case of work contracted for by the Public Works Department, the signing of the contract shall constitute a right-of-way access permit.

Much of the work covered under these Standards will require multiple permit authority review and approvals. Several types of permits and approvals require prior approval from the authority before a building or other permit can be issued. Any questions regarding information about permits, approvals and agreements should be directed to the appropriate departments.

The following general categories describe some of the permits, approvals and agreements, along with issuing permit/code authority identified in parenthesis:

A. Environmental Review

1. For most projects, an Environmental Checklist must be completed by the applicant and submitted along with plans, specifications and other information when approval or permits are being requested for a project. The Planning Director conducts the environmental review and makes a SEPA Threshold Determination for the City of Stanwood.

B. Construction Permits

1. Land clearing, fill and grade permits are required for all construction projects. A strict inventory and erosion control plan is required for all land clearing and grading permits.

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2. Building permit (Building Division of the Public Works Department). A building permit is required for most all construction work including alteration, repairs and demolition. Demolition permits for structures greater than four thousand square feet require the submittal of an environmental checklist.
3. Right-of-way access permit (Public Works Department). A right-of-way access permit is required for any work within the right-of-way as outlined at the beginning of this chapter. Such work may include utilities work; lane closures; driveways; curbs; sidewalks; and haul routes. Permission to temporarily close a street or portion thereof for construction activities or special events is obtained through the right-of-way access permit.

C. Approvals and Other Permits

There are several other permits or approvals which may be required and referred to in these standards: site plan review, plat and short plat approvals and certificate of occupancy.

In addition, there are several other city approvals (land use) which may have to be obtained prior to the above listed permits and which may affect the standards as contained in this document including reclassification; conditional use; planned residential development; planned unit development; and shoreline substantial development permit.

1.130 Bonding

Bonds or other allowable securities may be required by the City to guarantee the performance of or maintenance of required work. The type and amount of security shall be per code, or if not specified, be at the discretion of the City. Types of securities include, but are not limited to, a bond with a surety qualified to do a bonding business in this state, a cash deposit, an assigned savings account, or a set aside letter.

The following are the most frequent bonds required:

- A. Performance Bond. No building permit shall be issued until all public improvements are completed and final acceptance granted or, with the approval of the Public Works Director, a performance bond as outlined above is posted with the City in an amount equal to 150 percent of the cost of the public works improvements is posted with the City. No certificate of occupancy shall be issued until all public works improvements are completed and approved unless otherwise allowed by the Public Works Director.
- B. Maintenance Bond. Prior to final Public Works approval, the permittee or the contractor for the permittee shall post with the City a maintenance bond for the guarantee of the public works improvements in an amount equal to 20 percent of the estimated cost of the improvements for a period of one year after the completed job is accepted by the City. Release of bond will occur one year from the date of City acceptance if the City has accepted all maintenance.
- C. Frontage Improvement Performance Bond. Prior to starting construction on site development permits for commercial and residential projects that include frontage improvements (i.e. curb, gutter, sidewalk, water main extensions, etc.), a

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performance bond must be posted with the City in an amount equal to 150 percent of the cost of the frontage improvement.

1.140 Utility Locations

- A. Utilities within a right-of-way or easement on new roads or in roadways where existing utilities are not in conflict, shall be located as shown in typical street sections on Transportation Standard Details. Where existing utilities are in place, new utilities shall conform to these standards as nearly as practical and yet be compatible with the existing installations. The Public Works Director shall approve deviations of location. Existing utilities shall be shown using the best information available. This verification may require exploration/excavation (potholing) if utilities are in conflict with proposed design.

The contractor/developer shall be responsible for utility locations in conjunction with their project until final Public Works approval is given.

- B. All new utilities located on right-of-way within a subdivision or on easements within a subdivision shall be installed underground by the utility owning said facility and new and existing facilities shall comply with provisions as set forth in these standards and as directed by the Public Works Director. Easements for public utilities shall be as set forth in franchise agreements between the City and the utility.

Utilities converted from overhead to underground on existing roadways may be located within the right-of-way.

- C. A right-of-way access permit is required of any utility, except City-owned facilities and utilities, who hold a franchise agreement with the City for any work done within the right-of-way and shall comply with all provisions of these Standards.

1.150 Easements

- A. Where public utilities and/or their conveyance systems cross private lands, an easement must be granted to the City. The Public Works Engineering Department will generally process, record and file all easements. If the property is platted the easement may be conveyed when the short plat or final plat is filed. A licensed land surveyor or engineering firm capable of performing such work must prepare all easements not shown on a plat.
- B. Width for permanent easements shall be 15 feet for a single utility and 20 feet for dual utilities. Construction easements shall be 30 feet minimum in total width, including the permanent easement. When trench depths dictate or where pipe diameter or vault widths exceed four feet, a wider easement may be required by the City Engineer.
- C. Easements are required to be submitted in draft, unsigned for review and approval prior to plan approval. Signed copies are required prior to plan approval. Any change in design which places an amenity, (i.e., water, sewer, sidewalk, etc.) outside of the easement may necessitate stopping of construction until plans and easements can be resubmitted and approved. Plan review fee shall be based on the rate as established for third submittal fee. Easements will be filed by the City upon satisfactory completion of the work.

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1.160 Latecomers Agreements

Any person who constructs a water, street, sewer, stormwater or other infrastructure extension at the direction of the City, in excess of that which is required to meet minimum standards or extends beyond the minimum requirement for improvement and will benefit properties abutting the new main, may, with the approval of the Public Works Director, enter into a contract with the City which will allow the developer to be reimbursed for that portion of the construction cost that benefits the adjoining properties and/or is in excess of the minimum standard. This contract is commonly termed a "Latecomers Agreement". The format for a Latecomer's Agreement must be submitted for review and approval prior to final plan approval to be considered. For other types of developments not requiring a final plat approval, the application shall be submitted within thirty (30) days after the City notifies the owner that the utilities are acceptable. Failure by the owner to submit a complete application prior to this deadline constitutes a waiver of the ability to request execution of a latecomer agreement with the City.

The developer is responsible for initiating, executing and, after City approval, filing the Latecomers Agreement. The agreement shall include a list of those properties which will benefit from the extension, a map outlining and designating these properties, legal descriptions as required by the City, and backup data supporting the costs submitted. The City will collect the latecomer's fee from persons wanting to connect to the water or sewer extension and subsequently see that the developer receives the payment. The City will collect a 10 percent administrative fee for handling each transaction.

1.170 Utility Extension

- A. Anyone who wishes to extend any City utility should contact the Public Works Department for an extension/connection fee estimate and any special extension requirements.
- B. Utility mains shall be extended to and through the extremes of the property being developed for loop closures and/or future development as determined by the City.

1.190 Traffic Control

- A. The developer/contractor shall be responsible for interim traffic control during construction on or along traveled roadways. Traffic control shall follow the guidelines of the WSDOT/APWA Standards. All barricades, signs and flagging shall conform to the requirements of the MUTCD.

City utilities constructed within Snohomish County right-of-way shall follow all traffic control requirements as set forth by Snohomish County Department of Public Works and MUTCD.

Signs must be legible and visible and should be removed at the end of each work day if not applicable after construction hours.

- B. When road closures and detours cannot be avoided the contractor/developer shall notify the Public Works Department. The City may require a detour plan to be prepared, submitted and approved prior to closing any portion of a City roadway.

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- C. A right-of-way access permit may be required before work in the road can commence. See requirements in this Chapter and contact the Public Works Department for specific permit information.

1.200 Call Before You Dig

All developers/contractors are responsible for timely notification of all utilities in advance of any construction in right-of-way or utility easements. The utilities on-call Underground Location Center phone number is 1-800-424-5555.

1.210 As-builts

As-builts shall be provided to the City per the Site Development Checklist prior to final plat approval for plats or before building occupancy approval for other site development permits. The as-builts shall include the following information:

- Each sheet of the as-built drawing plans shall include the following statement along with the engineer's professional stamp (signed and dated): "These plans are as-built drawings and the information shown accurately reflects field conditions as of this date _____."
- It shall be the contractor's responsibility to record the location, by centerline station, offset, and depth below pavement, of all existing utilities uncovered or crossed during his work as covered under this project.
- It shall be the contractor's responsibility to have his surveyor locate by centerline station, offset and elevation, each major item of work done under this contract. Items of work shall be defined to include such items as: Fittings, Valves, Pipe, Hydrants, Services, Manholes, Catch Basins, Vaults, Structures, PRVs, Air/Vacs, Blowoffs.
- Sanitary Sewer: Plans and profiles including line size, slope and length. All manholes shall include location, type, rim/invert elevations, inside and outside drops. Side sewer shall be located and compared with the TV report.
- Water: Size, length and type of material shall be shown.
- Drainage: Survey and volume computations for the retention/detention pond shall be prepared and stamped by a professional engineer. Information for the system shall include plans and profiles including line size, slope, length and location. All manholes and catch basins shall include location, type, and rim/invert elevation.
- Streets: Information shall include monument locations, slopes, roadway limits and profiles. Center line elevations every 50 feet. Center line slopes, bearings and curve data (vertical and horizontal). Gutter line elevations every 50 feet. Driveway locations and widths. Right-of-way location and widths. Location of illumination, service cabinets, junction boxes, and signalization.