5. PROJECT SUBMITTAL, APPROVAL AND PRE-CONSTRUCTION REQUIREMENTS

5.1 Project Submittal Requirements

All projects that require new potable water, gravity sewer, lift station with force main and/or reclaimed water facilities shall require the submittal of design drawings for the Palm Beach County Water Utilities Department (WUD) review and approval prior to construction. In addition, if existing WUD owned potable water, wastewater and/or reclaimed water facilities are required to be relocated as part of a project then design drawings are required to be submitted for WUD to review and approved prior to relocating those facilities. No construction can begin on any facilities associated with WUD until the project has been approved, see Subsection 5.2 – Approval Requirements, and a pre-construction meeting has been conducted, see Subsection 5.3 – Pre-Construction for those requirements.

Each drawing submitted must be on 24" x 36" size sheets and to an engineer scale. WUD prefers all design plans to be 1" =30' horizontal (1" =3' vertical) although will accept 1" =40" horizontal (1" =4' vertical) on design plans with no more than two (2) piping systems. All gravity sewer profile sheets shall not exceed 1" =40" horizontal (1" =4' vertical) in scale. Lift station site plan shall be 1" =10' horizontal and enlarged/detailed plans, when required, shall not exceed 1" =10' horizontal in scale unless otherwise previously approved by WUD. WUD reserves the right to limit the engineering scale and/or require separate design drawings for potable water and wastewater for legibility, design clarity and future archiving purposes. If separate potable water and wastewater design drawings are required, then potable water only drawings must state "Water Only" with the wastewater only design drawings to state "Sewer Only". Each plan sheet must contain a location map with section, township and range identified. If multiple design sheets are required a key map shall be required to identify that sheet's location within the overall project.

When making an initial project submittal WUD requires specific documents to be submitted for review. Therefore, all initial project submittals must include at a minimum the following:

(a) Two (2) engineer signed & sealed design sets of potable water, wastewater and/or reclaimed water plans as applicable. Each set shall include the current WUD Standard Details Sheets that are applicable to the project. No individual Standard Details are allowed to be altered and/or removed from the Standard Detail sheet. The engineer of record is only permitted, at their discretion, to "cross out" any detail on that sheet that they deem not required for the project. Each set of design plans must include a cover sheet.
(b) If the proposed project is within Wellfield Protection Zones #1 and/or #2 those zones must be shown and identified on the design plans.
(c) One (1) set of paving and drainage plans.
(d) One (1) original approved Fire Marshal Plan indication minimum flow requirements as applicable.
(e) Two (2) sets of landscape plans showing proposed WUD facilities including proposed and/or existing PBC Utility Easements.
(f) One (1) copy of a preliminary plat if applicable.
(g) One (1) Approved Site Plan by local Zoning Authority as applicable.
(h) DEP/PBCHD Water application and/or DEP Wastewater application as applicable. If a DEP Wastewater application is for a private lift station Section (2) – Owner of

Collection/Transmission System on page 10 of 11 must be completed by the developer. WUD will add a second page 10 of 11 with Section (2) – Owner of Collection/Transmission System being approved by WUD. If the project is located north of Lake Worth Road Section (3) – Wastewater Facility Serving Collection/Transmission System is to reflect the East Regional Wastewater Treatment Facility information and requires the City of West Palm Beach approval. The engineer of record is responsible for obtaining the current plant numbers from the City of West Palm Beach prior to submitting the DEP Wastewater form for WUD approval.

(i) Lift station engineering calculations with tie-in pressure letter as applicable.
(j) A Wastewater Discharge Survey questionnaire for each non-residential building.
(k) Level 1 Environmental Site Assessment for all projects unless otherwise deemed not required by WUD.
(l) WUD Plan Review Fee payment based on the current Uniform Policies and Procedures Manual (UPAP), Chapter 6 – Fees.
(m) Developer (property owner) name and contact information.

5.2 Project Approval

All projects that require new potable water, gravity sewer, lift station with force main and/or reclaimed water facilities, and/or are relocating existing WUD owned potable water, wastewater and/or reclaimed water facilities require WUD approval. WUD requires a minimum of three (3) sets of design plans to be submitted for WUD approval. WUD will keep two (2) sets for WUD use and return the additional set(s) for the engineer's use. If the project requires a DEP/PBCHD Water and/or Wastewater permit, then a minimum of five (5) sets of plans are required to be submitted for approval. WUD will keep two (2) sets for WUD use, the Health Department will keep two (2) sets for their use and the additional set(s) for the engineer's use. If the project requires wastewater approval from the City of West Palm Beach, then WUD requires a minimum of six (6) sets of design plans to be submitted for WUD approval. WUD will keep two (2) sets for WUD use, the City of West Palm Beach will keep one (1) set for their use, the Health Department will keep two (2) sets for their use and the additional set(s) for the engineer's use.

When submitting DEP/PBCHD Potable Water and/or DEP Wastewater applications a minimum of three (3) each is required for WUD approval. WUD will make a copy of the WUD approved application for their files and return all originals to the engineer of record for their use with the Health Department to keep two (2) of each for their use. If the project requires the City of West Palm Beach approval, then a minimum of four (4) each of the DEP Wastewater application is required for WUD approval. WUD will make a copy of the WUD approved application for their files and return all originals to the engineer of record for their use with the City of West Palm Beach to keep one (1) for their use along with the Health Department to keep two (2) for their use.

Once the project is approved by WUD the approval is valid for one (1) from the date of approval for a WUD pre-construction meeting to be conducted even if DEP/PBCHD permitting is required. If the one (1) year approval date has lapsed without a pre-construction meeting being held it will then be at WUD discretion to allow the approved plans to be used for construction and subsequently revalidate the WUD approval. If new WUD Standard Details have been issued prior to the one (1) approval lapsing WUD will require at a minimum the project to be revised to include the latest WUD Standard Detail Sheets prior to revalidating the approval date.

Once the project has been approved and the engineer of record and/or developer then require modifications to the WUD approved project plans an additional WUD Plan Review Fee may be required depending on the proposed modifications at WUD discretion. If an additional WUD Plan Review Fee is required is shall be $750.00 the minimum Plan Review Fee required and must be paid prior to WUD approving the revisions. If the approve WUD plans are revised the engineer is required to submit two (2) sets of revised plans with one (1) of the sets having the proposed revisions highlighted in yellow for WUD review. Once the proposed revisions are acceptable to WUD the engineer is required to submit a minimum of three (3) signed & sealed copies of each revised sheet with one (1) set of each having the final revisions highlighted in yellow for WUD approval.

5.3 Pre-Construction Package Requirements

All projects require a WUD pre-construction meeting prior to any construction beginning on any new or existing WUD facilities unless otherwise determined by WUD. The meeting shall be held at the WUD Central Regional Operations Center (CROC) unless another meeting location was previously approved by WUD Construction Services Department (Inspections).

The pre-construction package must be completed per WUD requirements prior to WUD Plan Review accepting the pre-construction package and forwarding the package to WUD Construction Services Department (Inspections) at which time the engineer of record can schedule the required pre-construction meeting.

The pre-construction package shall consist of the following as applicable:

(a) Valid set of plans approved by PBCWUD and the approved design plans in electronic format on a CD or flash drive that includes the PDF files of the AutoCAD drawings at 24” x 36” in size.
(b) WUD Wastewater/Fire line Service Initiation Fees paid for projects with only wastewater and/or fire line facilities.
(c) Copy of approved PBCHD and/or DEP Water and/or Wastewater Permits
(d) Approved Land Development Permit for on-site work or letter from the developer acknowledging “Construction at the developer’s own risk”.
(e) Approved State of Florida Department of Transportation (FDOT) Utility Permit, or PBC Land Development Utility Permit, or City Utility Right-of-Way Permit, or approval from private road owner (i.e. H.O.A.) along with a copy of the appropriate Maintenance of Traffic (MOT) plan.
(f) One (1) copy of the cost estimate for potable water, wastewater and reclaimed water with separate cost breakdown for each as applicable to the project.
(g) Copy of the State License for the Underground Utilities Contractor or Plumber License for projects that include water services and/or sewer laterals. A General Contractor License is acceptable for projects only installing potable water mains, gravity sewer mains, wastewater force mains and/or reclaimed water mains.
(h) Copy of manufacturer acceptance on the Corrosion Barrier Applicator.
(i) WUD Inspection Fee payment based on the current Uniform Policies and Procedures Manual (UPAP), Chapter 6 – Fees.
(j) Three (3) copies of the FPL transformer layout that shall also include any electrical conduits to the transformer and from the transformer to the building(s).
(k) Three (3) copies of the parking/street lighting plans.

(l) Three (3) copies of the WUD approved Materials List singed by both the engineer of record and Underground Contractor/Plumber. Each item proposed to be used on the approved Materials List is required to be indicated by the Contractor. Note once construction begins any item on the approved Materials List can be used even though not previously indicated.
(m) Three (3) copies of shop drawings for aerial crossing piles, caps and fan guards.
(n) Three (3) copies of each WUD sanitary sewer manhole on the project. Each shop drawing is required to have an approval stamp from the engineer of record and contractor.
(o) Five (5) copies of shop drawings for lift station wet wells and valve vaults, air release vaults/manholes, oil/grease interceptors, grease traps, sand/oil interceptors and check valve vaults.
(p) Five (5) copies of lift station pump books that include shop drawings of the lift station pump, control panel and generator/pumping unit when applicable.
(q) Two (2) sets of landscape plans for WUD Plan Review and WUD Inspection files.
(r) Applicable Drainage District Permit (i.e. LWDD, NPBID, etc.).
(s) Pilot bore plan for directional drill installation. The pilot bore plan shall include WUD required items as outlined in Section 2, Section 3 and/or Section 4 of the WUD Minimum Design and Construction Standards as applicable.

Additional pre-construction package items may apply if any unique project parameters are defined during WUD review of the pre-construction package.