



PERMIT CENTER

DEVELOPER PUBLIC FACILITY EXTENSION (FAC) PROCESS SUMMARY

Informational Brochure

February 2010

Public Facilities Extension Application
Legal Owner Information Sheet
Fire Flow Information Sheet

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Customer Service Center

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CITY OF AUBURN PUBLIC FACILITY EXTENSION PROCESS

The following is an outline of the **Public Facility Extension Process** for Applicants. The process is referred to as a "**FAC**" and is required for all projects that install public sanitary sewer, water, storm sewer, and/or streets in the City of Auburn.

1. The Developer must submit the following:
 - A completed City of Auburn **Public Facility Extension (FAC) Submittal Packet**, which includes the Public Facility Extension (FAC) Application Checklist, Public Facilities Extension Application, Legal Owner Information Sheet, Fire Flow Information (if applicable), and Plan Review Checklist.
 - The **non-refundable application fee**, plus an **additional fee** for **each** City facility being modified.
 - **Ten (10) sets** of civil construction plans, stamped by a Professional Engineer, licensed in the State of Washington.
 - **Two (2) sets** of all applicable **engineering reports and calculations** (i.e. Storm Water Site Plan, Construction Stormwater Pollution Prevention Plan Geo-technical Reports, etc.), stamped by a Professional Engineer, licensed in the State of Washington.
2. City staff will review the submittal to make sure it is complete. **Incomplete Submittals and/or submittals containing plans with inadequate design will be returned to the Developer without further plan review.**
3. Once the submittal is determined by City staff to be complete, City Staff will proceed with the plan review. If the scope of the extension is beyond the City's normal expertise or if staff is not able to complete the review in a reasonable amount of time, it may be decided, by the City, to use consulting peer review services.

A letter, stating the amount of the **Facility Extension Fee**, and the **Public Facility Extension Agreement** will be sent to the Applicant during the review. The executed Public Facility Extension Agreement and forty percent (40%) of the required Facility Extension Fee and the Valley Regional Fire Authority (VRFA) Fee **must** be returned to the City before **final plan approval will be granted**. *(See Appendix A for additional explanation on the Public Facility Agreement and the Facility Extension Fee)*

4. Following completion of the initial plan review, redline plans and the Engineer's review comments will be returned to the Applicant and/or Applicant's Engineer, for corrections. *Additional plan reviews may be necessary depending on the corrections required.*
5. Plan approval may include the dedication of Right-of-Way and/or the provision of utility easement(s) for the facility extension(s). Additional legal documents needed may include a Stormwater Easement and Maintenance Agreement, and a Bill of Sale. The Applicant shall provide a legal description and an exhibit of the affected property, an updated title report or plat certificate (current within 30 days), and documentation of signatory authority (whether a representative, partnership or corporation). All legal

descriptions must be signed, stamped, and dated by a Professional Land Surveyor, licensed in the State of Washington.

The City will draft the required legal documents and return them to the Applicant for signatures. The signed documents shall then be returned to the City. If it is a dedication of right-of-way or the easement property rights are from a party other than the applicant, the documents will be recorded prior to the start of construction activities. If the easement property rights are from the applicant, the easements will be held until construction is complete. Once construction is complete, if changes were made that affect any documents, the corrections will be made and the documents executed, then recorded. If no changes are required, the documents will be recorded. If changes are required to the property rights from a party that is not the applicant, the replacement documents must be completed and the City must complete the relinquishment of the previously recorded documents. *(See Appendix B for specific formats required)*

6. When all plan reviews are complete, legal documents signed, and SEPA conditions satisfied, the City will be ready to grant final approval of the plans. A full set of plans on 4 mil mylar, stamped, signed (wet signature), and dated by the Engineer of Record must be submitted to the City by the Applicant or Applicant's Engineer for signature with . The approved mylars shall then be used to make all copies for use during construction. If Postmaster, Bonney Lake, or other agency signatures are required they are to be completed with a wet signature on the mylars prior to submittal to the City for approval. *(See Chapter 3.03 of the City of Auburn Design Standards or the Public Facilities Extension Submittal Packet for mylar requirements.)*
7. *Upon the signing of the approved mylars by the City, the Applicant or Applicant's Engineer will be notified by the City to pickup the signed mylar plans in order to make copies of the approved plans for their use and to return the mylars with the designated number of copies of the plans for the City's use, and the AutoCAD electronic files.*
8. If either plan review or construction activities become inactive, on the Applicant's part, for a period of six (6) months, the City may require the plans to be revised to meet current City of Auburn Design Standards and regulations. A new Public Facility Extension Agreement and additional fees may also be required.
9. Prior to beginning work, a **Pre-Construction Conference** must be scheduled. **Prior to scheduling**, the following requirements must be met:
 - Approval of civil plans
 - The remaining sixty percent (60%) of the Facility Extension Fee and any consulting costs for peer review must be paid in full.
 - A Performance Bond or Assignment of Funds in the amount of one hundred twenty-five percent (125%) of the City's estimated construction cost for work within the City Right-of-Way.
 - Proof of Insurance, naming the City of Auburn as an additional insured **on a separate endorsement**. (The Applicant or Contractor shall carry and maintain commercial general liability insurance with limits of not less than one million dollars (\$1,000,000.00) per occurrence for bodily injury, including death and one million dollars (\$1,000,000.00) per occurrence of property damage or alternatively, one million dollars (\$1,000,000.00) per occurrence combined single limit for bodily injury and property damage combined, and two million dollars (\$2,000,000.00) general aggregate.)

- Approved County Right-of-Way permits, if applicable
- King County Waste Water Treatment Division approval, if the FAC includes a sewer main extension. The City will apply after the plans are approved. King County approval takes an average of thirty (30) days.
- The Contractor must have a current version of the City of Auburn Construction Standards.
- A notarized copy of the Contractor's Department of Labor & Industries License is required.
- A City of Auburn Business License is required for all Contractors and Subcontractors doing work within Auburn City limits.
- An Emergency Call List for the Contractor and Subcontractors

To schedule the Pre-Construction Conference, contact the Development Administration Specialist at (253) 931-3010, at the City of Auburn Public Works Engineering Department, at least **five (5) business days** before the requested date.

10. After the Pre-Construction Conference has been held and all requirements are satisfied, as determined by the City, a **Notice to Proceed** will be issued.
11. **All construction will be performed in compliance with the approved plans and construction standards.**
12. The Applicant shall defend and hold harmless the City of Auburn, its elected and appointed officials, employees, and agents from any actions, causes of action, liabilities, claims, suits, judgments, liens, awards, demands, and damages of any kind, including property damages and personal injury or death.
13. The Developer may be eligible for a Payback Agreement. This agreement would allow for reimbursement of a portion of the construction costs from adjacent property owners, if they connect to the facility during the payback period. *(Please contact the Public Works Department, at 253-931-3010, for additional information.)*
14. When construction is complete and all work has been accepted by the City, and **before utility connection permits are issued**, the Applicant shall satisfy the following:
 - A Maintenance Bond or Assignment of Funds guaranteeing the serviceability of the work completed under the FAC for the maintenance period of usually one (1) year. (The minimum amount acceptable will be two thousand dollars (\$2,000.00) or ten percent (10%) of the City's estimated replacement costs, whichever is greater)
 - A Bill of Sale for the facilities installed. The City will record the approved document with the King County or Pierce County Recorder's Office.
 - Record Construction Documents –
 - a. The Applicant's Engineer or Surveyor shall prepare a paper set of the design plans, approved by the City, with updated information, marked in red ink that matches what was installed in field by the Contractor and as marked on the Contractor's construction records. This paper copy will be submitted to the City for review. Upon City acceptance of the paper set of record drawings, the Applicant or Applicant's Engineer shall be notified that they can come into the City to checkout the approved mylars.

b. The Applicant or Applicant's Engineer shall checkout the approved mylars from the City and update, using red ink, the information contained therein, so that it matches what was shown on the paper copy previously approved by the City. The Applicant or Applicant's Engineer will then return the updated mylars to the City. *(For more information reference the "Record Construction Document Packet" which is available from the Public Works Department.)* **Allow a minimum of two (2) weeks for review of final documents.**

- Concurrent with the return of the mylars to the City, a **final Storm Drainage Report and cover letter** will be submitted, outlining the changes made to the storm drainage system, which differ from the original report. An updated CD of the AutoCAD electronic files, showing field changes to public facilities, will also be submitted for City GIS records.
- Utility easements may need to be updated and re-extended, if changes have occurred during construction.
- The Developer Contribution Form, provided by the City, quantifying the cost of the Applicant installed utilities and streets, shall be submitted to the City.

15. When the conditions listed in item 14 are met, the City will accept the facility for operation and ownership, authorizing issuance of **utility connection permits**.

Two (2) months prior to the end of the maintenance period, usually one (1) year, the Applicant will be required to have all public sewer and storm lines cleaned and then videotaped by an approved firm. The City will compare the video to the previous video to insure that no substantial change has occurred. The City will then complete a final maintenance inspection of the facilities and notify the Applicant of any unsatisfactory materials or workmanship found. When the Applicant has corrected all noted defects, the Maintenance Bond will be released.

For additional information relating to the Public Facility Extension Process for Developers, please contact the City of Auburn Public Works, Engineering Department at 253-931-3010.



CITY OF AUBURN PUBLIC FACILITIES EXTENSION APPLICATION

To be completed by Applicant

Project Name: _____ **Date:** _____

Project Address: _____

A non-refundable application fee is required for the project and for each facility.

Project Details	Application Fees	Facility Length (LF)	City Verification Length (LF)
Project	_____	_____	_____
Public Water	_____	_____	_____
Private Water	NA	_____	_____
Public Sanitary Sewer	_____	_____	_____
Private Sanitary Sewer	NA	_____	_____
Private Street Storm Drainage	_____	_____	_____
Private On-site Storm Drainage	NA	_____	_____
Public Street	_____	_____	_____
Private Street	_____	_____	_____
Total	\$ 		

Private facility lengths shall not include fire sprinkler connections, irrigation systems, domestic service lines and/or traditional side sewer connections. Private facilities, except for private streets and the private storm systems contained within private streets, will not be charged an application fee or an extension fee and are included for information only.

Company Name: _____
Contact Person: _____
Address: _____

Phone No.: () _____ **Fax No.:** () _____ **Email:** _____

The applicant is advised that additional fees may be applied in the event the City determines the need to obtain consulting support services to assist the City when the scope of the extension is beyond the City's normal area of expertise or the City's ability to review within a reasonable time. In addition, Applicable fees for services provided by the Valley Regional Fire Authority may be applied at a later date.

Applicant/Agent Signature

Date

The above information will be utilized to prepare the Developer Public Facility Extension Agreement (FAC). The executed agreement and forty percent (40%) of the Facility Extension Fee will be required prior to approval of plans, in accordance with Section 2.02 of the Engineering Design Standards.

Receipt No.: _____
FAC No.: _____



**CITY OF AUBURN
LEGAL OWNER
INFORMATION SHEET**

*To be completed by Applicant
Please Print*

Project Name: _____ Date: _____

Indicate the *Legal Owner's Name* and the type of signature block that the owner uses for signing legal agreements, deeds, and easements that will be recorded. All billings and financial information will be sent to the address below, unless otherwise noted.

NOTE: Errors will cause a delay in permit approvals.

Owner's Name: _____ Individual Corporation
Contact Person: _____ Partnership L. L. C.
Address: _____ Other _____

Phone No.: () _____ Fax No.: () _____ Email: _____

Parcel No(s). _____ - _____
_____ - _____
_____ - _____

Legal Description/STR _____ 1/4, Section _____, Township _____, Range _____

Legal Description: Attach an 8 1/2 X 11 inch bond paper sheet

Please indicate where legal documents are to be sent for proper signature and execution:

Company Name: _____
Contact Person: _____
Address: _____

Phone No.: () _____ Fax No.: () _____ Email: _____

Please indicate where civil plans are to be returned for plan review corrections:

Company Name: _____
Contact Person: _____
Address: _____

Phone No.: () _____ Fax No.: () _____ Email: _____

Applicant/Agent Signature **Date**

FIRE FLOW INFORMATION
To be completed by Applicant

The applicant is required to provide information to the City of Auburn for the Valley Regional Fire Authority to define the specific fire requirements of the proposed building and for the Public Works Department to evaluate the development's compliance with the City of Auburn Comprehensive Water Plan.

- A. The building specific fire flow as defined by the International Fire Code is the flow rate of water supply, measured at 20 psi residual pressure, which is available for firefighting. The information requested below will be used to define the building specific fire flow, according to the International Fire Code table B105.1 (current adopted edition).

Minimum requirements (as per Auburn City Code 15.36A.061):

1. Single Family Residential	<u>Building Specific</u>
<3600 sq. ft.	1,000 GPM / 30 Minutes
>3600 sq. ft.	1,500 GPM / 2 Hours
2. Commercial/Multi-Family	1,500 GPM / 2 Hours

- B. The City's Comprehensive Water Plan identifies off-site water system improvements and system requirements that are necessary to meet customer supply demands and provide adequate fire protection throughout the water system. The improvements may need to be installed in the proposed development area in accordance with the following fire flow criteria:

Minimum requirements for fire flow:	<u>System Requirements</u>
1. Single-Family Residential	1,500 GPM @ 20 psi / 2 Hours
2. Commercial/Multi-Family	2,500 GPM @ 20 psi / 3 Hours

The submitted project information will also be used to evaluate and recommend fire hydrants and on-site water main requirements, in accordance with Auburn City Code. For additional information, please call:

Valley Regional Fire Authority
(253) 931-3060

City of Auburn, Public Works Department
(253) 931-3010

PROJECT INFORMATION

Project Name: _____
Site Address: _____

Applicant Agent: _____
Applicant Address: _____
Phone: () _____ **Applicant Email:** _____

Building Construction Type: _____
As defined by the International Building Code (Type VB, etc.)

Building Square Footage: _____

Type of Development: _____
Single-Family, Apartments/Multi-Family, Office, Warehouse, Number of Units

PLEASE ATTACH SITE MAP IDENTIFYING WATER SERVICE. INCLUDE SIZE OF EXISTING MAIN(S), LOCATION(S), CAPACITY AND PROPOSED ON-SITE WATER MAIN.

Applicant/Agent Signature _____
Date

FOR CITY USE ONLY	
Permit No. _____	
CITY SPECIAL CONDITIONS: _____	_____
	Date
VRFA SPECIAL CONDITIONS: _____	_____
	Date