



## **WATER MAIN EXTENSION PROCEDURE** (As authorized by Bellingham Municipal Code BMC 15.08)

A main extension is required whenever property within the water service zone is developed and that property does not abut a water main, or when existing abutting water main is not adequate to provide the required water pressure or flow rate.



### **PETITION FOR WATER MAIN EXTENSION**

- A. The person desiring a main extension shall petition the Director of Public Works requesting permission to extend the City's water system, using the "Application For Public Facilities Construction" form.
- B. The Director of Public Works shall review the request, and if the requested extension is determined to be desirable, shall provide the petitioner with the design requirements for the extension. If the requested main extension is determined to be an undesirable extension of the water system, the petition shall be denied.

### **DESIGN OF WATER MAIN EXTENSION -- CONSTRUCTION PERMIT**

- A. Upon receipt of the design requirements from the Department of Public Works, the petitioner shall cause the plans and specifications for the extension to be prepared. All design and construction drawings and specifications shall be in accordance with engineering standards adopted by the Department of Public Works. The completed design and specifications, having a valid professional engineer's seal and endorsement, shall be submitted to the Department of Public Works for review and approval.
- B. The project for main construction will be carried out in accordance with the provisions of a contract entered into between the City and the petitioner. In the discretion of the Director of Public Works, appropriate security may be required covering construction performance and guaranteeing the construction after completion for a period of one year.
- C. All extensions of water mains shall be subject to the payment of a hydrant fee. The hydrant fee assessed for each linear foot of main extension or portion thereof is \$3.00. Whenever the installation of a hydrant is required by the Director of Public Works during the course of a water main extension, the established value thereof may be applied to reduce any hydrant fees due for that extension.
- D. After approval of the design and construction details, the Department of Public Works shall provide the petitioner with an estimate of the construction inspection fee. A permit for construction will be issued after the inspection fees and estimated main connection charges have been deposited with the Finance Director.

## **CONSTRUCTION OF WATER MAIN EXTENSION**

- A. The petitioner shall contract with a contractor to install the main extension as approved by the Department of Public Works. The contractor shall be licensed to perform the construction.
- B. The Department of Public Works shall inspect the installation of the water main to insure compliance with the specifications. The charges for such inspection, including administrative and overhead charges, shall be withdrawn from the construction inspection fee deposited with the Finance Director. At such time as the Director of Public Works determines the remaining funds are not adequate to provide necessary inspection for the project, the petitioner shall be notified and an estimate of additional inspection fee required will be provided. The additional fees shall be deposited with the Finance Director prior to depletion of the funds on deposit. The City reserves the right to reject any installation not inspected and approved by the Department of Public Works. Any monies unexpended from the inspection fee upon completion of the project shall be returned to the petitioner.
- C. Upon satisfactory completion of all required tests and acceptance of the main extension, the Department of Public Works shall cause the extension to be connected to the City system. All costs incurred in the connection, including overhead and administrative charges, shall be paid by the petitioner. Any adjustment of the actual cost of installation because of variance between the estimate and the actual cost shall be refunded upon completion of the job to the petitioner, or by payment by the petitioner to the City of any additional expense above the estimate.
- D. When a main extension is to serve a new single-family residential area, individual services shall be installed by the developer to supply each proposed building site. These services shall be installed to City standards. All fees and charges for installation of the services shall be paid at the time a plumbing permit is obtained.



## **"AS-BUILT" CONSTRUCTION DRAWINGS REQUIRED**

- A. Upon completion of a main extension, the petitioner shall provide the Department of Public Works a reproducible mylar drawing that accurately indicates the main extension and appurtenances as actually installed, in plan and profile.
- B. No main extension will be accepted until satisfactory "as-built" drawings are provided.

## **ENERGIZING MAIN EXTENSIONS**

No main extensions shall be energized other than for test purposes by duly authorized personnel until the main extension has been accepted by the City and all fees and charges have been paid. If energizing a main is necessary to restore service to existing customers, fire hydrants will not be activated until acceptance of the main extension.

## **PAYMENT FOR WATER MAIN**

- A. Water mains laid in public rights-of-way or easements and connected to City mains may be paid for by:
  - 1. The person benefiting from the installation; or
  - 2. The City; or
  - 3. A local improvement district, as provided by law.
- B. The City may, in accordance with State law, grant the person constructing a new water main the right to partial reimbursement from other abutting property owners benefited by the improvement. Such reimbursement shall be administered by the City and shall be subject to reasonable overhead and administrative charges by the City.

**NOTE:** The information provided in this handout is accurate as of the date shown. It is only a brief summary of the information contained in the City ordinances. Therefore, it is a good idea to check with counter staff and the ordinances to assure that your proposal complies with ordinance requirements.