Project Development Guide

The review of proposed water and wastewater extensions is performed in conjunction with the City of Steamboat Springs and other core agencies. Engineered water and sewer utility plans are required for any proposed water or sewer main extension whether public or private. Drawings for system extensions shall be prepared in conjunction with a development and/or permit application and by an engineer registered in the state of Colorado.

The following core agencies consistently review, meet to discuss, and provide comments on most development and permit applications within the District:

- Mount Werner Water and Sanitation District
- Planning and Community Development Department
- Public Works Engineering Division
- Fire Protection District
- Routt County Regional Building Department
- City Attorney's Office

The intent of the following guide is to provide a general outline and timeline for required submittals, project milestones, and to help you coordinate and complete a successful and compliant project within the Mount Werner Water and Sanitation District. All proposed water and wastewater extensions are to be in accordance with the full requirements of the latest edition of the Mount Werner Water Rules, Regulations, and Standard Specifications.

Water and Sanitary Sewer Construction Drawing Requirements

Detailed construction drawings for system extensions shall be prepared for District review in conjunction with the development and/or permit application and through the City View permit/plan portal. All submitted plans must be in accordance with the latest edition of the Mount Werner Water District's Rules, Regulations, and Standard Specifications. Refer to Appendix B for full list of required construction drawing requirements.

1) A preliminary engineered utility plan is required and will be reviewed in context to the other submitted plans such as site, grading, drainage, and landscaping plans.
    a. Engineered water and sewer utility plans are required for any water or sewer main line extension, whether public or private. Construction plans shall be prepared by a Professional Engineer registered in the State of Colorado.

    b. Minimum Plan Set Requirements:
        I. Site Plan
        II. Grading Plan
        III. Water and Wastewater Plan and Easements
        IV. Wastewater and Water Main Profile Sheet
        V. Detail Sheet
        VI. Dry Utility Plan (w/Wet Utilities Shown)

VII. Landscape Plan (w/Wet Utilities and Easements Shown)
VIII. Profile of existing mains impacted by grading.
IX. Plat and Dedications (if applicable)

2) Mount Werner Water will review development, permit applications and submittals within 10-20 working days depending on the project scope and provide initial comments. The District will recommend approval of the development plan in conjunction with the City of Steamboat and the Routt County Building Department after all issues are resolved.

3) For multi-unit developments a Request for Water and Sewer Services and Waiver and Acknowledgement (Appendix H) must be signed and recorded with real property records of Routt County and a copy provided to Mount Werner Water prior to approval of the development plan.

4) Easements, Plats, and Agreements must be executed, and Plant Investment Fees paid in full prior to approval of a building permit. Follow the Plant Investment Fee link to download the self-calculating form and return to Mount Werner Water for review.

5) Once all documents are received and approved, a Project Kick Off and Pre-Construction Meeting will be scheduled if applicable.

Construction

1) Addenda and modifications to the drawings and specifications take precedence over the original documents and shall be re-submitted to the District and uploaded to the applicable permit via CityView. Addenda and modifications to original approve permit documents are subject to a one-week review and approval through the proper channels before work changes can occur. Reference the Changed Conditions or Deficient work section of the Standard Specifications.

2) Should there be a conflict within the specifications or on the drawings, the District shall maintain the ultimate authority to decide the best path forward for completion of acceptable water and sewer infrastructure.

3) Completion of Testing and Quality Control in conjunction with MWW staff.

Request for Preliminary Acceptance

a. Joint inspection with MWW staff generating punch list for any deficiencies.

b. Within 30 days of preliminary acceptance, provide record drawings in PDF and .DWG format of all water and sewer infrastructure included in the project with appropriate locations, coordinates, appurtenances, elevations, and profiles. Prepared by modifying

approved engineered project drawings to as built conditions and labeling record drawings in top/middle and side of drawings.

c. If revisions are required, revised record drawings are to be provided within 14 days of notification.

d. Summary of required record drawing contents listed below. For full requirements of final submittal contents reference Standard Specifications.

   i. **Cover Sheet with Appurtenances Tables**: All Surface level appurtenances (e.g., valve boxes, manholes, cleanouts, fire hydrants, PRV's, air release valves, curb stops, sewer stubs, locate stations, etc.) are to be described, located, and surveyed using state plan coordinates.

   ii. **Profiles and Elevations:** All below grade sewer mains fittings surveyed for GPS data prior to backfill.

   iii. **3 Point Tie Sheets:** including all appurtenances.

   iv. **Daily Observation Logs, Water & Sewer Testing Summary, Photos and Video.**

   v. **Statement by the Engineer:** signed and stamped letter by Engineer of Record indicating all water and sewer work completed to Mount Werner Water Specifications

e. Once the preliminary inspection is complete, deficiencies corrected, and all documents are accepted, the project will be granted written preliminary acceptance which allows for the service lines to buildings and service provided and begins the 1-year warranty period.

Final Acceptance is granted upon request after the 1-year preliminary acceptance period and based on a final inspection and completion of all remaining punch list items. Written final acceptance will be delivered.

APPENDIX B

Mount Werner Water Construction Plan and Specification Requirements
for Water and Sewer Main Extensions
Revised 2024

Detailed construction drawings must be prepared for all proposed system extensions for District review and approval through the CityView permit portal. All drawings must be in accordance with the latest edition of the Mt. Werner Water Standard Specifications, Rules, and Regulations. No utility work shall be performed without the approval of the District and having acquired the relevant permits. Names and phone numbers for the Owner, Developer, Engineer of Record and Surveyor must be included with the construction drawing set. The following are the minimum items that must be included in the construction plans and specifications for water and sewer main extensions.

1.0 Construction Drawing Sheets

Each individual sheet in the drawing set must at a minimum contain the following contents:

- ☐ Size: all sheets are to be 24” X 36”
- ☐ Stamped Plans – all sheets shall be signed and stamped electronically by the Engineer of Record
- ☐ Scale: must be listed with a bar scale and not to be greater than 1” =100’ on any sheet
- ☐ North Arrow – all sheets must have the north arrow oriented toward the top or right of the sheet
- ☐ Legend of Symbols
- ☐ Key Map
- ☐ Benchmarks
- ☐ Project Datnum
- ☐ Date
- ☐ Project name, number if applicable and other relevant project information
- ☐ Title block

2.0 Title Sheet shall contain:

- ☐ Name of Project
- ☐ Development/Project Name, Filing Number, and Legal Description
- ☐ Sheet Index
- ☐ Vicinity Map
- ☐ Legend of Symbols
- ☐ Agency List
- ☐ Name and Address of Developer, Owner, and Engineer of Record
- ☐ Professional Engineers Seal and Signature

3.0 Note Sheet and Notes Section(s) shall contain:

- ☐ General Construction Notes
- ☐ Water Notes: including minimum 7-feet of cover
- ☐ Sewer Notes: including minimum 4-feet of cover

☐ Note stating all water and sewer construction shall be per Mount Werner Water Standard Specifications, latest edition

4.0 Base Mapping, Existing Conditions/Demolition Plan Requirements:

☐ Show all existing contours at 2-foot intervals per Mount Werner Water datnum across the site and beyond the identified project site limits accurately reflect existing drainage patterns. Include date of survey and text labeling of all key features
☐ Show existing drainage and water features and identify any limits of wetlands
☐ Existing landscaping, trees, vegetative cover types and other natural features
☐ Location of existing buildings and structures
☐ Show all existing easements
☐ Show dimension of full width of roadway corridors, lane markings, edge of pavement, shoulders, curbs, valley pans, roadside swales, and sidewalks identifying pavement and soft surfaces
☐ Include all existing wet and dry utilities including location, size, and type, not limited to waterlines, water valves, hydrants, sanitary sewer, manholes, curb stops, clean outs, storm drainage facilities, telephone, gas and electric.
☐ Benchmark locations identified
☐ Cleary identify existing items to be removed, removed and replaced and items to be protected in place
☐ Identify capped and abandoned service lines
☐ All items listed above shall be identified at least 100 feet beyond project limits
☐ Legend

5.0 Utility Plans Overall

☐ Locations, alignment, and dimensions of dedicated streets, easements (including ownership, reception numbers, etc.) and rights of way.
☐ Lots to be served
☐ All existing or proposed utilities with correct sizes and material
☐ All existing utilities to be shaded black
☐ All existing key features such as vaults, manholes, storm drainage, traffic islands, etc.
☐ Proposed alignment of the water and sewer mains and services; location of all existing and proposed appurtenances (valves, fire hydrants, fittings, vaults, manholes, cleanouts, taps
☐ Dry utilities that may pose a conflict or be impacted by the proposed construction
☐ Scale and contours at 2-foot interval or smaller
☐ Legend

6.0 Utility Plans – Water

☐ Locations, dimensions, ownership, and recording information of existing easements, streets, and right of ways
☐ Location and dimensions of proposed easements and dedication information
☐ Lot lines, labels, and lots to be served
☐ Proposed alignment, sizes, material, length of mains, services and ownership information,

- ☐ Include location of all fittings and appurtenances (valves, bends, tees, fire hydrants, reducers, etc.). Include appurtenances numbering per Mount Werner Water system mapping numbering system
- ☐ Water main line profile with key details such as elevations, slopes, existing and proposed grade, top of pipe elevations on all fittings, etc.
- ☐ Include pipe centerline stationing, vertical alignment of main or service line and all fittings, appurtenances, showing existing and proposed utility crossings with top of pie and bottom of pipe elevations at all crossings
- ☐ Curb stop locations (within 5 feet of property line)
- ☐ Hydrant bury line elevations
- ☐ Stub elevation at lot line
- ☐ Identify fire service and landscaping lines, backflow prevention devices
- ☐ Legend

6.1 Utility Plans - Sewer

The sanitary sewer plans shall contain all components of the water utility plans and including

- ☐ Stationing for manholes
- ☐ Cleanout locations

7.0 Detail Sheets

- ☐ All details shall be Mount Werner Water Standard details and must conform to District specifications
- ☐ Detail sheets containing non-standard details shall be signed and stamped by a Colorado Professional Engineer

8.0 Record Drawings

Within 30 days of a request for preliminary acceptance a certified set of electronic 24x36 as-constructed documents shall be submitted to the District for review. The submittal is prepared by modifying the approved engineered project drawings to as built conditions, labeled record drawings in the top and middle, and shall be submitted as a PDF and AutoCad .dwg files. The submittal must be in accordance with all requirements stated in Section 4: Engineering Services. Record documents will be returned until an acceptable submittal per District requirements is received.

Items that need to be updated include, but are not limited to:

- ☐ Pipe size or slope
- ☐ Pipe or fitting material
- ☐ Pipe location (bearing and distance), separation distance from other utilities or structures
- ☐ Manhole rim elevations and pipe inverts (in and out) of sewer manholes
- ☐ Cleanout locations and inverts (in and out)
- ☐ Utility easement locations
- ☐ Accurate three-point ties and locations for all hydrants, valves, curb stops, PRV's, manholes, cleanouts, blow offs, bends, tees, and underground facilities
- ☐ All surface level appurtenances (e.g., valve boxes, manholes, cleanouts, fire hydrants, PRV's, air release valves, curb stops, cleanouts, sewer stubs, locate stations are to be located and surveyed using State Plane Coordinates, Lambert Project Colorado North Zone using the City of Steamboat Springs Control Network. All below grade watermain fittings (bends, tees, reducers, etc.) shall be surveyed for GPS data prior to backfill. The coordinate values for

controls within the District are per Exhibit A and Table A. The N, E, and Z coordinates are to be included on the record documents and listed in an appurtenances table for water and sewer facilities.

- ☐ Any new site or utility feature shall be added to the plans and called out

Development Timeline

Mount Werner Water

Project Conception

Pre-Application Meeting (if applicable)

Returned for Corrections

Initial Submittal

Complete Water and Sanitary Sewer Construction Package

Submittal Review

Review complete submittal within 10-20 days of initial submittal

Agreements and Fees

Submitted for review and finalized in conjunction with submittal review process. Executed and paid in full prior to project approval

Addenda and modifications

Preliminary Acceptance

Quality Control and Testing Complete; Inspection performed; Punch list identified, and Record drawings received.

Construction

Project kick off → Construction → Quality Control and Testing

Project & Permit Approval

Move to approve in conjunction with City of Steamboat Springs within 10-20 days of receiving submittal once all corrections addressed

One Year Warranty Period

Final Acceptance

1 year warranty period, punch list and final inspection complete