

**NEW BUFFALO TOWNSHIP**  
**POLICY FOR ACCEPTANCE OF PUBLIC WATER AND SEWER SYSTEMS COMPLETED BY**  
**DEVELOPERS**  
**Updated 6/17/24**

**PURPOSE**

The purpose of this policy is to identify the process and requirements for developers to plan, design, construct and dedicate public water and sewer improvements in the Township. Developers interested should request a meeting with the Township Utility Superintendent and GRSD Sewer Authority Manager for sanitary sewer improvements to review these requirements prior to proceeding with any planning or design.

**ESCROW ACCOUNT**

Prior to submitting a submittal package for review, the Developer shall submit an application with payment to New Buffalo Township to set up an escrow account to be used to cover the costs for plan reviews.

**BASIS OF DESIGN, PLAN SUBMISSION, REVIEW, & APPROVAL**

**Basis of Design**

A basis of design including initial and future service areas and flows shall be developed in coordination with the Township and approved by the Township prior to development of plans.

**Submission of Plans**

The Developer or their Agent shall initiate the review process by submitting electronic files of the Michigan Department of Environment, Great Lakes, and Energy (EGLE) Permit application, along with plans and specifications sealed by a Professional Engineer in the State of Michigan, and proof that the escrow account is established (herein referred to as the submittal package). The Township's Engineer shall generally act as the central point of contact and all communication shall go through them unless indicated otherwise.

The submittal shall include an overview of the project at an appropriate scale. Design plans shall not exceed a scale of 1" = 50' (i.e. 1" = 40' is acceptable, 1" = 60' is not) with existing utilities appropriately designated. The plans shall be on State Plane Coordinates and include the north arrow and appropriate scale. The project shall be designed to comply with the following:

- Safe Drinking Water Act, PA 399, as amended
- AWWA Standards (most recent version)
- Recommended Standards for Water Works ("Ten State Standards")
- Applicable Federal, State, and Local Codes
- The Standard Plans and Details and any requirements deemed appropriate by the Township and the GRSD Sewer Authority.
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**Plan Review**

The Township's Engineer will endeavor to complete their reviews of the submittal package and respond within four weeks of receipt. The Township's Engineer shall incorporate the comments from the Township Utility Superintendent, GRSD Sewer Authority and the Township's Engineer into the submittal package review letter. The Township's Engineer shall distribute via email the submittal package review letter to the following:

- Developer
- New Buffalo Township Utility Superintendent
- GRSD Sewer Authority for sanitary sewer projects

If the submittal package review letter indicates a revised submittal package is required, then the revised submittal shall follow the above procedures until all review comments are resolved.

### **Permit Application to EGLE**

Once the submittal package is approved, the Developer will provide an electronic set and one paper copy of sealed plans and specifications and original permit application to the Township Engineer. (EGLE is transitioning to an all-electronic submittal process. No paper copies will be required after this transition) After obtaining the authorized signature on the permit application the Township Engineer will submit the original documents with all attachments to the EGLE and distribute an electronic copy of the cover letter as follows:

- 1-Copy to New Buffalo Township Utility Superintendent 1-Copy to Developer

### **EGLE Review & Approval**

The Township Engineer will act as the point of contact for plan review comments by the EGLE and subsequent approval. Should EGLE require revisions, the engineer will inform the Developer of the requirements. Revised package resubmission shall be as per the initial procedures indicated above. EGLE has agreed to distribute the permitted plans as follows.

- 1-Copy to Developer
- 1-Copy to the appropriate Township Engineer

**Construction SHALL NOT commence until the permit has been issued by EGLE and a preconstruction meeting has been conducted.**

### **PRE-CONSTRUCTION MEETING**

After a contractor has been engaged by the Developer, but before construction shall begin, the Developer's Engineer shall convene a pre-construction meeting at the Township Hall. Representatives of the contractor, GRSD Sewer Authority for sewer projects and the Township Utility Superintendent must attend. Representatives of other public agencies and utility companies shall be invited by the Township Engineer and may attend at their option.

The objective of the meeting is to:

1. Review the scope of the project, including construction plans and documents.
2. Review and coordinate the construction schedule of the project.
3. Establish construction review, inspection and testing points and milestones.

4. Confirm the issuance of all construction permits and approvals.
5. Identify any special concerns.

These requirements for construction, testing and acceptance shall be reviewed at the pre-construction meeting. The Contractor will submit a project schedule to all attendees at the pre-construction meeting.

Full-time inspection will be required, paid for by the Developer, for the duration of underground construction

### **NOTICE OF COMMENCEMENT**

The contractor shall be responsible for notifying the following:

1. Township Utility Superintendent, GRSD Sewer Authority and the Township Engineer at least 48 hours before construction is to begin. This provision shall also apply to the resumption of construction after a temporary halting of construction, except for holidays. Significant changes in the construction schedule shall be reported to the Township Utility Superintendent, GRSD Sewer Authority and the Township Engineer.
2. MISS DIG for marking all underground utilities before construction.
3. The Township, local emergency services, and public schools of any public or private road closures at least 48 hours before road closures begin. Notice shall also be provided when road closures end.
4. The testing of water mains shall be completed prior to roadway surfacing.

### **PERIODIC PROGRESS MEETINGS**

Periodic progress meetings shall be scheduled as part of the pre-construction meeting. Additional progress meetings may be convened by the Township as deemed necessary.

### **RESPONSIBILITY OF DEVELOPER'S ENGINEER**

The Developer's Engineer shall be responsible for the following:

1. Acceptance testing shall be conducted by the contractor and the Developer's Engineer. The Township Engineer and Township Utility Superintendent shall be notified of the time of the test a minimum of 24 hours prior to the test
2. Provide a certificate of completion for all testing, also a certificate of completion indicating that all construction conforms to the approved plans and specifications and that all construction is suitable for Township acceptance. A cover letter signed and sealed by a Professional Engineer certifying that the project has been built in accordance with EGLE permit, plans, and specifications shall be provided.

3. Provide a reproducible set of “record drawings” both paper and electronic, of the revised project drawings to show accurately the planned improvements as they were actually constructed. Record drawings shall contain the following:
  - a. Any underground or above ground utility improvements which have been revised from the approved construction plans must be shown in their actual location.
  - b. Lengths between all major connections (i.e. tees, crosses, bends, sleeves, etc.) shall be shown in the plan view with two tie downs to each.
  - c. Show in a detail drawing any hydrant, bend, water main offset, or other crowded water main arrangements that cannot be clearly dimensioned in the plan or profile views.
4. Provide AutoCAD drawings and GIS data for “as-recorded” project information.
  - a. GPS-located subservice infrastructure with a sub meter accuracy
  - b. Data captured in State Plane NAD 83 Michigan South (Intl Feet) standard coordinate system
  - c. Data delivered as geodatabase file in accordance with Township standards.
  - d. Data should include Install date, Material type, Pipe diameter, and Pipe invert elevations.
  - e. AutoCAD drawings must be in State Plane NAD 83 Michigan South (Intl. Feet) standard coordinate system.
  - f. Alternately, the developer’s Engineer can pay the Township to develop the above GIS deliverable from record information.

### **TERM FOR COMPLETION OF IMPROVEMENTS**

All developer improvements shall be completed within one year of Township Board approval, or within an alternative timetable approved in writing by the Township Board.

### **SUBMITTAL OF LIEN WAIVERS**

Waivers of lien satisfactory to the Township Attorney and the Township Engineer shall be furnished by the Developer to the Township before a final inspection will be made of the improvements. These documents must be obtained and approved by the Township prior to acceptance of the improvements.

### **FINAL INSPECTION**

The Township Engineer, GRSD Sewer Authority and the Township Utility Superintendent shall then make a final inspection of the improvements and shall compile a final “punch list” letter to the developer of all items requiring attention and/or correction.

### **TRANSMITTAL OF NOTICE OF ACCEPTANCE**

Once all items of the final punch list letter have been attended to or corrected to the satisfaction of the Township Engineer and Township Utility Superintendent, the Township Engineer shall submit an approval letter to the Township Board which may accept the project improvements by motion. Upon action by the Township Board, a notice of acceptance will be issued by the Township to the developer.

### **ACCEPTANCE OF PROJECT IMPROVEMENTS PRIOR TO COMPLETION**

The Township Board may accept a public improvement prior to the completion of a project if all underground improvements have been completed, and the developer has provided a guarantee of completion of the project. The Developer may post a cash escrow with the Township, a letter of credit, or other financial security in a form acceptable to the Township Board and Township Attorney in an amount equal to 125% of the estimated cost for completion of all required improvements, as estimated by the Township Engineer.

### **WARRANTY PERIOD**

The developer shall provide a warranty period of one year for all planned public improvements which shall begin upon acceptance of all public improvements by the Township.

The Township Board may require that an extended warranty be provided based on factors arising during construction, or because of exceptions granted to the developer.

All issues determined by the Township to be related to construction of the public improvements during the warranty period, shall be submitted to the developer by the Township in writing for attention or correction.

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