

NORTH BALDWIN UTILITIES

Procedural Guidance Governing Utility Infrastructure Additions

Effective May 3, 2011 / Last Reviewed July 5, 2023

1. Pre-Project Conference

Whenever development of a utility system infrastructure addition is proposed within the service area of North Baldwin Utilities (NBU), the party proposing the addition (Developer) shall contact NBU to identify applicable requirements and procedures regarding the proposed addition (Addition). As an early step of the infrastructure addition planning process, the Developer shall request a Pre-Project Conference with NBU staff. The objectives of the Pre-Project Conference will be to assure NBU understands the characteristics of the Addition and the Developer understands the procedures and requirements for accomplishment of the Addition.

NBU may not issue any certifications of service availability or capability prior to successful conclusion of the Pre-Project Conference. Any/all such certifications shall automatically expire on the first anniversary of issuance.

2. Preliminary Project Documents

Subsequent to the Pre-Project Conference and prior to accomplishment of any infrastructure elements of the Addition, the Developer shall submit to NBU one (1) set of preliminary plans, specifications, and project documents for the Addition. Such documents should fully reflect the requirements of the latest version of NBU's "Specifications for Utility Infrastructure" reviewable on NBU's website at www.northbaldwinutilities.com. These preliminary plans shall bear the seal and signature of the Alabama-registered Design Professional Engineer and be in sufficient detail to describe the Addition but shall not be required to constitute construction-quality plans.

The preliminary plans shall include and identify, at minimum:

- a. Vicinity map showing project location
- b. Graphic scale of not less than 1" = 100'
- c. Existing streets, utilities and easements on and adjacent to the project site, including size and width of each
- d. Proposed project layout using contours of vertical intervals of not more than five (5) feet, identification of all streets and easements, and delineation of any areas to be used for purposes other than single family dwellings
- e. Location of drainage ways, streams, lakes, wetlands and special features
- f. Proposed utility infrastructure layout inclusive of pipeline locations, sizes and type; location of valves, fire hydrants, manholes and special appurtenances; pump station siting, sizing, and characteristics; connections to existing utility infrastructure; and all other information to completely and adequately describe the proposed Addition
- g. Engineering Report, adequately detailed, signed and sealed by an Alabama-registered Professional Engineer, describing the project and inclusive of all technical/engineering analyses appropriate to identify and establish the requisite performance parameters and capability of proposed utility infrastructure

- h. Peak consumptive water demand, peak wastewater flow rate, and required fire flows at appropriate locations within the project
- i. Proposed Project Specifications, reflective of NBU minimum standards, addressing material requirements, construction methods and controls, quality assurance testing, and other industry standard items

Any proposed utility infrastructure intended for conveyance to NBU that is not located within a dedicated public right-of-way or property to be deeded to NBU shall be encompassed within a Utility and Ingress/Egress Easement granted to NBU. Each such Easement shall be a minimum of twenty (20) feet in width centered upon the utility, with the utility located not closer than five (5) feet from any boundary of such Easement, and extend continuously along the utility with direct access to the Easement from a dedicated public right-of-way. The form of the Easement shall be acceptable to NBU.

Upon receipt of appropriate Preliminary Project Documents, NBU shall review for general conformance with requirements. NBU shall provide the Developer opportunity to amend the Preliminary Project Documents submitted in order to remedy any unacceptable items.

Upon receipt of acceptable Preliminary Project Documents, NBU shall notify the Developer. Acceptance of Preliminary Project Documents shall automatically expire on the first anniversary of issuance.

3. Project Documents

Subsequent to Preliminary Project Document approval and prior to accomplishment of any infrastructure elements of the Addition, the Developer shall submit to NBU three (3) sets of final Project Documents for the Addition, one set full-size and two half-size sets, and one set of certified product Submittals. The Project Documents shall include construction-ready Plans and Specifications and reflect all NBU requirements. The appropriate signature and seal of the certifying Design Professional Engineer, registered in the State of Alabama, and the authorized signature of the Developer shall be affixed onto the documents. Project Submittals, bearing the approval certification of the Design Professional Engineer, shall describe all materials and equipment proposed for installation in the project.

Upon review and confirmation of the acceptability of the Project Documents, NBU shall issue authorization to the Developer to proceed with construction of the Addition. Such authorization shall automatically expire on the first anniversary of issuance should construction of the Addition not have commenced or the first anniversary of the Construction Completion Date set forth in the Project Documents.

Developer shall assure NBU is adequately advised of any/all activities to construct the Addition and shall endeavor to maximize NBU's opportunity to observe the work.

Developer shall ensure that no connections, modifications, adjustments, or other such actions, whether or not shown on the Project Documents, to NBU's existing utility infrastructure occur by forces under the Developer's control, either directly or indirectly, during the course of the construction of the Addition without timely and proximate prior notice to and consent of NBU. Such prohibited activities shall include the operation of any valve, and/or withdrawal of water from any fire hydrant, and/or discharge of any flow into any element of the NBU system.

4. Project Acceptance

Developer shall ensure that NBU is notified of and provided opportunity to participate in any/all inspections of elements of the Addition.

Developer shall ensure that no element or component of the Addition is physically connected to NBU's utility infrastructure or is enabled to receive flows therefrom and/or discharge flows thereto without the prior approval of NBU.

Upon completion of construction, the Developer shall submit two (2) full-size sets of the Final Project Plans accurately depicting the work "as constructed". Said Record Drawings shall bear the certifying signature and seal of a Professional Engineer registered in the State of Alabama. In addition, the Developer shall submit the following:

- Schedule of Values of all utility infrastructure elements of the Addition
- Acceptable Deed ready for recording conveying the Addition to NBU
- As applicable, acceptable easement documents ready for recording conveying all Addition easements to NBU
- Originals of all testing records, charts, reports, and documents bearing the certifying signature of the Professional Engineer; specific examples: pipeline hydrostatic test charts, bacteriological test reports.
- Warranty Bond on Surety acceptable to NBU guaranteeing the utility infrastructure of the Addition for a period of one year from date of NBU acceptance of the Addition.

NBU shall exercise its discretion to review the work and confirm the accuracy and adequacy of the project acceptance documents, including the Record Drawings. NBU shall provide the Developer opportunity to remedy any identified deficiencies – whether in the work, the Record Drawings, or the other project documentation. Upon successful completion of all work and receipt of acceptable project documents, NBU will formally accept the Addition for incorporation into the NBU system. The date of commencement of the One-Year Warranty Bond period shall be the date of this formal acceptance.

Prior to expiration of the Warranty Bond period, Developer shall conduct an Anniversary Inspection of the Addition to affirm continued conformance with project requirements. Accomplishment of such Inspection and satisfactory resolution of any project issues identified thereby shall be conditions to NBU acceptance of the Addition. Developer shall coordinate scheduling of the Anniversary Inspection with NBU to afford reasonable attendance opportunity.

As the circumstances of NBU and the Developer may dictate, utility services to and/or from the Addition, or elements thereof, may be initiated by NBU prior to formal and final acceptance of the Addition by NBU. Such prior services initiation shall be at the sole discretion of NBU as a courtesy to the Developer and shall not diminish the Developer's obligations to present an acceptably completed Addition, inclusive of required documentation. Subsequent non-performance by the Developer will jeopardize continuation of any such courtesy service.

The Developer will coordinate with NBU to fully initiate service to the Addition.



Jason M. Padgett, Chief Executive Officer