

CHAPTER 1 ADMINISTRATION

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GENERAL CONSIDERATIONS

1.00 Introduction

A. These Design Guidelines have been developed to serve as a baseline for improvements within the City of Winlock and the Urban Growth Area by other entities. The language in this document is to be used as a guideline during the design and construction process, and does not relieve the user of responsibility for public health and safety. These guidelines may use the words “standards” and “specifications” where referencing other documents.

1.01 Applicability

A. The guidelines addressed in this document will apply to construction and improvement activities that take place within the right-of-way, or that impact the water, sanitary sewer, storm sewer, sidewalk, street or transportation system, or other such activities within the City of Winlock (City) and the Urban Growth Area (UGA) (see definitions). These guidelines will be considered reasonable minimum regulations unless, a variance request is granted by the City.

B. At this time, the City and Lewis County have adopted an Interlocal Cooperation Agreement authorizing the City joint management of certain permitting inspections and regulatory authority over the activities within the UGA including those that pertain to water and sewer service. The guidelines addressed in this document are applicable to development projects affecting public utilities and infrastructure within the UGA. In addition, the guidelines may be enforced at the time of annexation by the City for all new construction and improvement projects undertaken when these guidelines were in effect. An exception may be made if the non-conforming utility or infrastructure remains under private ownership rather than being accepted by the City.

C. These guidelines will prevail in the event a conflict is found or identified with any other City practice or policy. However, the criteria contained herein shall not supersede any other legally constituted standards that are more stringent than these guidelines.

1.02 Definitions

Applicant - The applicant for any development and/or improvement permit, their successors, and/or assigns.

APWA – The American Public Works Association.

AWWA – The American Water Works Association.

Bond/Surety – Any document, instrument, or individual bound with and for the acceptable performance, execution, and completion of the work, and for the satisfaction of all obligations incurred.

City – The City of Winlock.

City Engineer – The City Engineer or duly authorized representative/consultant for the City.

Community Development Coordinator – The Community Development Coordinator or duly authorized representative for the City.

Community Services Director – The Community Services Director or duly authorized representative for the City.

Contractor – References to the “Contractor” in these guidelines shall generally mean a person or company hired by the property owner and/or development applicant that is licensed and bonded to perform the required work.

County - Lewis County.

Dedication – The deliberate appropriating of land by an owner(s) for any general and public uses, reserving to themselves no other rights than such as are compatible with the full exercise and enjoyment of the public uses to which the property is to be devoted. The intent to dedicate will be evidenced by the owner by the presentment for a filing of a final plat, short plat, or binding site plan that shows the dedication thereon. Acceptance by the public will be evidenced by written approval issued by the City of such document for filing with the County Auditor.

Deferral – A temporary delay from the installation of any or all requirements of these guidelines, issued by the City, based on the site-specific conditions of a project.

Department of Ecology (DOE) - The Washington State Department of Ecology.

Department of Health (DOH) - The Washington State Department of Health.

Department of Transportation, (DOT or WSDOT) - The Washington State Department of Transportation.

Design Guidelines – The City of Winlock Public Design Guidelines will be cited routinely in the text as the "Design Guidelines".

Developer – An individual, firm, corporation, association, syndicate, trust, other legal entity, their successors, and/or assign that initiates proceedings and or files application(s) for the development of land including but not limited to a subdivision, short plat, site development plan, improvement permit and/or utility extensions. The

Developer need not be the owner of record of the land.

Easement – The right granted by a property owner to another to make lawful and beneficial use of a defined area of their property for a specific purpose, created through an expressed or implied agreement.

Engineer or PE – Any professional engineer, licensed in the State of Washington.

Equivalent Residential Unit (ERU) – ERUs are used to calculate water and sewer capacity and related charges. The specific ERU value that is utilized for water and sewer is identified in the latest Water System Plan Update or Amendment as applicable. For purposes of these design guidelines, ERU's will be allocated as follows:

- Single family residence, including mobile homes: One ERU per living unit.
- Duplex (two-family residence), Triplex (three-family residence), Fourplex (four-family residence): one ERU per dwelling unit.
- Residential buildings containing more than four living units, commercial, industrial or other non-residential customers: ERU values shall be determined by dividing the estimated water use or sewer discharge by the specific ERU value applicable at the time of application for service. Capacity estimates shall be based on applicable published guidance by DOH or Ecology and/or an engineering analysis utilizing data from an analogous use(s).

Fire Department – Lewis County Fire District No. 15.

Frontage – The area between any lot lines that intersect the boundary of a street right-of-way, or the portion of a lot that directly abuts a street right-of-way

Frontage Improvements – All of the street pavement, curb, gutter, sidewalk, storm drainage, water and sewer utilities, power and communications cable undergrounding, street trees and street lighting, as specified by these design guidelines, located within any public right-of-way abutting the property boundary of a development.

Grading Permit – A permit issued by the City prior to the commencement of any filling, grading, clearing or other land disturbing activities.

Hearing Examiner – One who hears, decides, and adjudicates appeals arising from decisions made by the City.

Impervious Surface – Any surface that cannot be effectively and easily penetrated by water.

Improvements – Any act that improves the value of public, real and personal property, or that is necessary as a condition of development, including but not limited to: streets and roads complying with the development regulations, design guidelines and specifications adopted by the City; public utility and pedestrian facilities; streetlights; landscape features; sewer and waterlines; bridge structures; storm drainage facilities;

and traffic control devices as required to be installed as part of a subdivision, short subdivision, large lot subdivision, binding site plan or commercial/industrial development.

Local Improvement District (LID) – A public improvement provided to a specific area that benefits that area and that is usually paid for by a special assessment of a defined set of property owners benefiting from the improvement.

Manual on Uniform Traffic Control Devices (MUTCD) – The Manual on Uniform Traffic Control Devices, as published and amended by the U.S. Department of Transportation, Federal Highway Administration, as modified by the Washington State Department of Transportation.

New Development – "New development" is defined as any site action involving SEPA. This may include previous development on a site with consideration to cumulative impacts for the purpose of making a SEPA threshold decision.

Not to Scale (N.T.S.) – The drawing or detail may not be to a specific scale or drawn entirely at a uniform scale.

Planned Unit Development (PUD) – Provides for development using different "site specific" standards that permit greater flexibility and achieve a more appropriate design.

Plans – The plans, profiles, cross-sections, elevations, details, and supplementary specifications, signed by a professional engineer licensed in the State of Washington and approved by the City, showing the location, character, dimensions, and details of the work to be performed.

Private Street – A privately owned and maintained vehicular access tract serving private property.

Project – General term encompassing all phases of the work to be performed and is synonymous with the term "improvement" and/or "work".

Proposed Project – The term "proposed project" may be used to refer to an entire development or portion thereof.

Public Street – A publicly owned and maintained street.

Public Works Department or Department of Public Works – The City of Winlock Public Works Department.

Public Works Superintendent or Superintendent of Public Works – The Superintendent of Public Works, or duly authorized representative for the City.

Redevelopment – Any project designed to renew, restore, or revitalize an existing building, property or street. Re-development also includes expanded or increased development that required SEPA, or use or occupancy of a building or site that has been dormant for a period of more than five (5) years.

Right-of-Way (ROW) – A general term denoting public land, property, or interest therein acquired for or devoted to a public street, public access or public use.

Right-of-Way Permit – A permit issued by the City, authorizing disturbance, construction, occupancy or use of a City street or right-of-way.

Site Plan – A development plan for one or more lots showing the existing and proposed conditions of the lot(s), including topography; vegetation; drainage; flood plains; walkways; means of ingress and egress; circulation; utility services; structures and buildings; signs and lighting; berms, buffers, and screening devices; surrounding development; and any additional information that may be required.

Standard Specifications – The most recent edition of the Standard Specifications for Road, Bridge, and Municipal Construction, as published by the Washington State Department of Transportation (WSDOT) and the Washington State Chapter of the APWA, including Standard Plans for Road, Bridge and Municipal Construction; along with any amendments made thereto.

Surveyor – Any professional land surveyor licensed by the State of Washington.

Utility – A company providing public service including, but not limited to, gas, oil, electric power, street lighting, telephone, telegraph, water, sewer, or cable television, whether or not such company is privately owned or owned by a government entity.

Urban Growth Area (UGA) – The area outside the City limits that has been designated in the Winlock Comprehensive Plan for future expansion of the City.

Variance – A modification of the terms of this title that may be granted because of the unusual shape, exceptional topographic conditions or other extraordinary situation or condition in connection with a specific piece of property, where the literal enforcement of this title would involve practical difficulties and cause undue hardship unnecessary to carry out the spirit and intent of this title.

Winlock Municipal Code (WMC) – The latest version of the Winlock Municipal Code. This document includes the laws and ordinances that govern the City as adopted by the City Council.

1.03 General Guidelines, Specifications and Other Criteria

A. These Design Guidelines are supplemented by the following criteria. The following

list is not all inclusive and other specifications, standards and criteria not listed shall apply when required by the City. In the event of any conflict in the provisions or interpretations of specifications and/or standards, as they may relate to any issue, the strictest provision or interpretation, as determined by the City, will prevail.

1. Design detail, workmanship and materials will be in conformance with the most recent edition of the Standard Specifications, except where these City guidelines provide otherwise. Materials proposed for use in construction of publicly owned or maintained utilities must be in conformance with approved material standards in place at the time of submittal.
2. Conditions and standards as set forth in the most recent edition of the City of Winlock Water System Plan.
3. Conditions and standards as set forth in the most recent edition of the City of Winlock General Sewer Plan.
4. Conditions and standards as set forth in the most recent edition of the City of Winlock Stormwater Management Plan.
5. Conditions and standards as set forth in the Winlock Comprehensive Plan.
6. Conditions and Standards as set forth in the most recent edition of the Winlock Development Regulations.
7. Rules and regulations as adopted in the Winlock Municipal Code.
8. Criteria set forth in the Local Agency Guidelines, as amended and approved by the Washington State Department of Transportation.
9. The most recent edition of the City and County Design Standards for the Construction of Urban and Rural Arterial and Collector Roads promulgated by the City Engineers Association of Washington.
10. U.S. Department of Transportation Manual on Uniform Traffic Control Devices (MUTCD), as amended and approved by the Washington State Department of Transportation.
11. DOT Construction Manual, as amended and approved by Washington State Department of Transportation.
12. Rules and regulations of the State Board of Health regarding public water supplies, as published by the State Department of Health.
13. Conditions and standards as set forth in the most recent issue of the State of Washington Department of Ecology "*Criteria for Sewage Works Design*".

14. Conditions and standards as set forth by the State of Washington, Department of Labor and Industries.
15. Design criteria of federal agencies including Department of Housing and Urban Development and the Federal Housing Administration.
16. The most recent edition of "*A Policy on Geometric Design of Highways and Streets*", by the American Association of State Highway and Transportation Officials (AASHTO)
17. The most recent edition of "*Pedestrian Facilities Guidebook*" by OtaK.

1.04 Severability

- A. If any part of these Design Guidelines is found invalid, all other provisions will remain in effect.

1.05 Appeals

- A. Appeals proposing deviations from technical standards must demonstrate the following: (1) no negative impact to public health and safety; (2) no negative impact to the environment; (3) no negative impact on the City's ability to safely and cost-effectively operate and maintain public utilities and infrastructure; (4) conformance to applicable rules and regulations; and (5) methods and materials of equal or higher quality to the standard from which deviation is desired.

1.06 Frontage Improvements

A. General

1. Any permit authorizing a development or redevelopment within industrial, residential, and commercial zones will require that the Developer or property owner be responsible for construction or installation of frontage improvements. Frontage improvements shall include sidewalk, curb and gutter, streetlights, water, sewer and storm drains in accordance with the requirements of these Design Guidelines.
2. Frontage improvements will be installed in such a manner as to provide continuity for future frontage improvements along adjacent properties.
3. All costs associated with frontage improvements shall be born by the applicant and work must be performed by a licensed and bonded Contractor.

B. Exceptions

1. If, in the opinion of the City, the existing frontage features are properly installed, in good condition, operational, and not hazardous to public health, safety, or welfare, the development will be exempt from frontage improvement standards.
2. When frontage improvements are a continuation of existing improvements that no longer meet current design guidelines, the proposed improvements may be allowed to maintain continuity if approved by the City.
3. The following types of development will be exempt from the frontage improvement requirements:
 - a. Any addition to and/or remodeling of an existing single-family residence or duplex.
 - b. Development of one existing lot for one single-family home or one duplex housing unit where the lot does not have existing frontage improvements abutting the property. Legacy lots are not given exemption under this section.
 - c. Any conversion or change in use of a building where the area being converted is less than 1,000 square feet and the change in use is not likely to result in 25% more vehicle trips during the peak traffic hours. Trip generation rates will be determined on the basis of the methodology set forth elsewhere in these guidelines.
 - d. Remodeling of an existing building if no change in use or additional gross floor area results.

C. Deferrals

1. For all projects that are granted a deferral of any frontage improvement, the property owner of record will be required to enter into an agreement with the City to install the deferred improvements at a future date, not to exceed three (3) years from the date of the deferral. The deferral agreement will be recorded with the property to ensure the City's ability to enforce the deferral regardless of changes in property ownership and will be enforceable as allowed by law. The property owner will execute and record a covenant document, as supplied by the City, ensuring participation of the subject property owner(s) in the construction of frontage improvements. The City may require bonding as a condition for a deferral.
2. Any redevelopment project, regardless of location, that is necessitated by fire, flood, other natural disaster, or act of the public enemy will be granted a deferral from the installation of frontage improvements under the following conditions:
 - a. The redevelopment project is of the same size, type, and usage as existed on the property prior to the damage.
 - b. There are no negative impacts to the health, safety, or welfare of the public or environment that will be created or perpetuated by the delay of the frontage improvements.

- c. If the property is located on a street requiring mandatory frontage improvements, the deferral will be for a period of three (3) years from the time of completion of the redevelopment project. At that time, the property owner will install the deferred improvements to Design Guidelines.

1.07. Variances

- A. Purpose. Any applicant may seek modification of the provisions of these Design Guidelines where it appears that extraordinary conditions of topography, access, location, shape, size, drainage or other physical features of the site or adjacent development exists.
- B. Application Procedure. Any development plan that includes a request for a variance to one or more of the requirements of these Design Guidelines must be accompanied by a statement detailing any such variance(s) and the reasons therefore. Variance requests must include the technical aspects of a specific project that necessitates the need for a variance. A variance from the Design Guidelines will not be granted based solely on financial or convenience issues. Upon receiving a variance request, the City will review the information presented and make a determination as to the merits of the request. Upon completion of the review, the petitioner will be notified in writing of the decision.
- C. Conditions. No variance will be authorized that would have the effect of granting a special privilege not shared by other properties in the same vicinity. To grant a variance(s), the City will determine whether the following conditions have been met:
 - 1. There are exceptional or extraordinary circumstances or conditions that apply only to the property referred to in the application and not to other properties in the vicinity. These include, but are not limited to, size, shape, topography, location, or surroundings. The granting of the application is necessary for the preservation and enjoyment of substantial property rights of the petitioner.
 - 2. The granting of the application will not, under the circumstances of the particular case, adversely affect the health or safety of persons residing or working in the neighborhood of the property referred to in the application and will not be detrimental to the public welfare or injurious to property or improvements in the neighborhood or adversely affect the Comprehensive Plan.

1.08 Latecomers Agreements

- A. Any person who constructs a water or sewer main extension or other public improvement in excess of that which is required to meet minimum City of Winlock Design Criteria and the needs of the development, may, with the approval of the City Council, enter into a contract with the City which will allow the Developer to be reimbursed for the portion of the construction cost that benefits other adjoining properties and/or is in excess of the minimum standards. This contract is commonly termed a "Latecomers Agreement."

1.09 Plan Review

- A. Four copies of plans must be submitted to the City for review along with a completed Plan Checklist. All necessary easements, dedications, contracts, agreements or bonds will be submitted for review along with the plans. The City will check the plans for completeness. If plans meet the minimum checklist requirements for completeness, the plans will be routed to appropriate City staff and the plan review process will begin. Two plan reviews will be conducted at no additional charge as part of the plan review process.
- B. If plans require a third submittal, additional fees may be levied as established by the City. "Third Submittal" will mean the third and any subsequent submittals of construction drawings, specifications, drainage calculations or other information requiring additional plan checking pertaining to public facilities or any applicable construction or development in the right-of-way. New review comments provided by the City, that are not related to changes/corrections from the engineer will not trigger "Third Submittal" requirements.
- C. Upon approval of the plans, the applicant will be requested to submit the original drawings for signature by the City, or their duly appointed representative. Approved plans will be returned only to the applicant and only after all applicable fees have been paid. The plan approval will typically be valid for one (1) year. During that time, the project proponent will not be responsible to update the plans in accordance with any new Design Guidelines that may be developed, other than as necessary to preserve the health and welfare of the public. If a project has not been initiated and substantially completed upon plan expiration, any new requirements that have been adopted by the City will be applicable.

1.10 Enforcement

- A. **Inspection.** All construction or work within the scope of this code and all construction or work for which a permit is required will be subject to inspection by the City or duly appointed designee, in accordance with and in the manner provided by this code.

It is the responsibility of the Contractor to notify the City two (2) business days in advance of the commencement of any authorized work. Failure to provide sufficient advance notice as noted in these guidelines may lead to a delay in the start of construction. In such cases, the City accepts no liability for construction delays.

All specific tests and inspections required by these Criteria or necessitated by the unique nature of a project will be performed at the Contractor's expense. In addition, one re-inspection will be granted at no cost. Non-compliant or unsatisfactory work may result in additional inspection(s) and additional fees as established by

resolution.

- B. **Construction Control.** Work performed for the construction or improvement of City streets and utilities whether by or for a private Developer, by City forces, or by a Contractor hired by the City, will be done in accordance with approved plans. No work is to begin until such plans have been approved. The City and the City Engineer/Consultant must approve any revision to such plans prior to implementation. Failure to receive prior approval of plans and/or revisions may result in removal or modification of construction at the expense of the Contractor or Developer.
- C. **Violations.** It is unlawful for any person, firm, or corporation to erect, construct, enlarge, alter, repair, move, improve, convert, equip, use or maintain any frontage improvements/public utilities or cause or permit the same to be done in violation of this code.
- D. **Abatement.** All frontage improvements and infrastructure that are determined after inspection by the City, to not comply or meet minimum standards as defined in these Design Guidelines, will be abated by repair, rehabilitation or removal. A Correction Notice may be issued by the City to define the work that must be adjusted.
- E. **Appeals.** In order to provide for reasonable interpretation of the provisions of this code and to hear appeals provided for hereunder, appeals must initially be addressed to the City.

1.11 Permits

A. General

1. Much of the work covered under these Design Guidelines will require multiple permit authority review and approvals. Several types of permits and approvals require prior approval from the authority before a building or other permit can be issued. Any questions regarding information about permits, approvals and agreements should be directed to the City
2. The issuance or granting of a permit or approval of plans, specifications, and computations will not be construed to be a permit for, or an approval of, any violation of any of the provisions of this code or of any other ordinance of the jurisdiction. Permits appearing to give authority to violate or cancel the provisions of these Design Guidelines or other ordinances of the jurisdiction will not be valid.
3. The issuance of a permit based upon plans, specifications, and other data will not prevent the City from thereafter requiring the correction of errors in said plans, specifications, and other data, or from preventing operations being carried on when in violation of these Design Guidelines or of any other ordinances of this

jurisdiction.

4. The City may, in writing, suspend or revoke a permit issued under the provisions of this code whenever the permit is issued in error or on the basis of incorrect information supplied, or in violation of any ordinance or regulation or any of the provisions of these Design Guidelines.

B. **Right of Way Permit.** A Right-of-Way Permit will be obtained from the City before any person, firm or corporation will:

1. Commence any work to alter, construct, or repair any facilities within a public right-of-way or easement, including but not limited to: pavement, sidewalk, utilities, conduits, vaults, or any other structure, utility or improvement located over, under or upon a public right-of-way or easement in the City, or;
2. Place any structure, building, barricade, or materials tending to cause a dangerous situation or obstruct, damage, or disturb the free use of the right-of-way or any improvement situated therein.
3. A separate permit will be obtained for each separate project. The timeline for a Right-of-Way Permit will depend upon the needs of the project. However, the City will also factor the health, safety, and welfare of the community when determining the allowable time for a permit to remain valid. In no case will Right-of-Way Permits be issued for longer than one (1) year. Upon expiration of a permit, a new permit request may be submitted for consideration, by the City.

C. **Building Permit.** Building permits for new construction of single-family subdivisions will not be issued without final approval of the City. For commercial projects, building permits may be issued upon completion and acceptance of the required fire protection facilities. A construction bond will be required for the remaining improvements. A *Certificate of Occupancy* will not be issued until final City approval is given for all improvements.

1.12 Construction Documents

A. Detailed construction documents prepared by a licensed engineer must be submitted to the City for review and approval prior to the commencement of any construction. Applicant's engineer will be a Professional Engineer registered as such in the State of Washington. All plans must be signed and stamped by the applicant's engineer prior to submittal for plan review. The City will review all submittals for general compliance with these Design Guidelines. An acceptance by the City does not relieve the applicant or the applicant's engineer from the responsibility of ensuring that all facilities are safe and that calculations, plans, specifications, construction, and as-built drawings comply with normal Engineering Standards, these Design Guidelines, and all applicable Federal, State, and local laws and codes.

- B. Plan and profile drawings are required for all proposed transportation-related improvements; street illumination; traffic signalization; storm drainage facilities; or sewer and water improvements. For specific minimum requirements, see the Plan Checklist at the end of this chapter. On occasion, the scope of a project (i.e., installation of a driveway, replacement of sidewalk, or replacement of sanitary side-sewer) may not require engineered plans and can be handled via a Right-of-Way Permit, as determined by the City.
- C. Final plans must be signed and approved by the City prior to the start of construction. The applicant will provide the City with two full sized copies, 22" x 24", and two 11" x 17" copies with no disclaimers. An electronic or digital copy in an AutoCAD-readable format will be submitted with the mylar plan set. It is the Contractor's responsibility to ensure that a signed and approved set of plans and all necessary permits are on the job site whenever work is being performed.
- D. The City must also approve any subsequent revisions to the plans deemed significant. Failure to secure City approval for plan modifications may lead to corrective actions undertaken at the expense of the Developer. The City may seek reimbursement for staff and material costs associated with any re-work necessitated by unapproved modifications.
- E. Materials proposed for use in construction of publicly owned or maintained utilities must be in conformance with approved material standards in place at the time of submittal. Alternate materials will not be evaluated or considered during the plan review period.
- F. Specifications will be required and submitted with the plans if General Notes do not adequately cover the project requirements.

1.13 Drafting Standards

- A. Design drawings will be submitted on clean, legible blue or black line format free of photographs or stick-ons. Half-size drawings may be submitted for design review if prior authorization is granted by the City. Half-size drawings will be 11" x 17" and will be in a format that can be scaled using a standard engineer's scale. Minimum nominal text size will be 1/8".
- B. The General Notes provided in the Standard Details and applicable Standard Details must be included on all plans. City will provide an electronic version of Standard Details for a nominal fee.
- C. Street drawings will be either 1" = 5', 1" = 10', 1" = 20', or 1" = 30' horizontal with vertical not to exceed 1" = 10'. Utility drawings may be accepted at 1" = 50' or 1" = 40' if they are legible and able to be microfilmed. No engineering plans will be accepted with architect's scale.

- D. Plans will show all existing and proposed monuments. All monuments will be described using current City coordinates. Coordinate Datum is NAD 83-91 (Washington State South Zone). Centerline of roadways, easements (with type and dimensions), and other pertinent data will be referenced to existing monuments.
- E. All existing features (pipes, curbs, power poles, etc.) are to be produced with a small pen or half tones. Proposed features will be distinguished by a larger or bolder line weight.
- F. Different line types and symbols will be used to distinguish different features.
- G. It will be noted that the preceding guidelines should not be construed to be the only requirements for completed drawings, rather an outline of minimum requirements for submitting complete drawings for the City's review. Particular care should be exercised in the preparation of the plans to ensure their completeness and clarity that will facilitate a timely City's review.

1.14 Fees

- A. Fees, charges or bonding requirements will be as established by an ordinance passed by the City Council except where specifically set forth in the WMC. The City Council will further set the dollar penalty for failure to pay said fee or charge in a timely manner by passage of such ordinance.
- B. All plan check fees are due prior to the release of approved plans and all inspection fees are due at the time of the pre-construction meeting. In addition, there are various miscellaneous service and connection fees and charges. Applicants may request an estimate of these fees and charges from the City.
- C. Prior to physical connection to and use of City water and sewer systems, all Public Works improvements must be completed and approved and all applicable fees paid.

1.15 Bonding

- A. Bonds or other allowable securities may be required by the City to guarantee the performance or maintenance of required work. The type and amount of security will be consistent with the required work and approved by the City Attorney. . Types of securities include, but are not limited to, a bond with a surety qualified to do a bonding business in this State, a cash deposit, an assigned savings account, or a set aside letter.
- B. No development permits will be issued until all required improvements are reflected in the approved civil engineering plans. Upon completion of building construction and with the approval of the City, appropriate surety for improvements may be accepted and a performance bond posted with the City. The performance bond must be in an amount equal to 150 percent of the estimated cost of the improvements.

1.16 Utility Locations

- A. Existing utilities within a right-of-way or easement on new roads or in roadways where existing utilities are not in conflict will be located in accordance with these Design Guidelines as approved by the City. Where existing utilities are in place, new utilities will conform to these Design Guidelines as nearly as practical and yet be compatible with the existing installations. All deviations of location must be approved by the City. Existing utilities will be shown using the best information available. This verification may require exploration/excavation (potholing) if utilities are in conflict with proposed design. The Contractor/Developer will be responsible for utility locates in conjunction with their project.
- B. All new utilities other than those located on private property will be installed underground by the utility owning said facility and as set forth in these Design Guidelines and/or in the applicable Franchise Agreement.
- C. A Right-of-Way Permit is required of any utility, except City owned facilities and utilities, with a Franchise Agreement with the City for all work done within the right-of-way. The utility will comply with all provisions as set forth in these Design Guidelines.

1.17 Easements

- A. Where public utilities and/or their conveyance systems cross private lands, an easement must be granted to the City. The Developer must process, record and file all easements. If the property is platted, the easement may be conveyed when the short plat or final plat is filed. All easements not shown on a plat, must be prepared by a land surveyor or engineering firm, licensed by the State of Washington, and able to perform such work. Easements shall provide for unrestricted access.
- B. Easement widths will typically be twenty (20) feet for each utility. Construction easements will be a minimum of thirty (30) feet wide, including the permanent easement. Under special circumstances, the City may require alternate easement widths. Utilities shall be installed no closer than seven (7) feet from the edge of the easement.
- C. Easements are required to be submitted in draft form, unsigned, for review and approval prior to plan approval. Signed copies are required prior to final acceptance of the project and issuance of Certificate of Occupancy. Any change in design that places an amenity, i.e., water, sewer, sidewalk, etc., outside of the easement may necessitate stopping of construction until plans and easements can be resubmitted and approved. Easements will be filed by the City upon satisfactory completion of the work.

1.18 Annexation Agreement Requirement

- A. Owners of properties lying outside City boundaries must sign an Annexation Agreement that legally commits their property to eventual annexation prior to being served by City utilities. This Annexation Agreement requirement will be applied to all extensions of City utilities to areas outside the City limits.

1.19 Traffic Control

- A. The Contractor/Developer will be responsible for traffic control during construction on or along traveled roadways. Traffic control will follow the guidelines of the Standard Specifications. All barricades, signs, coning and flagging will conform to the requirements of the MUTCD. A traffic control plan will be submitted for review by the City prior to the start of construction. All necessary and/or required traffic control devices will be in place prior to the beginning of project construction, or on a daily basis during project construction. Signs must be legible and visible and will be removed at the end of each work day if not applicable after construction hours.
- B. City utilities constructed within the Lewis County right-of-way will follow all traffic control requirements set forth by the Lewis County Department of Public Works and MUTCD.
- C. When road closures and detours cannot be avoided, the Contractor/Developer will notify the City a minimum of two (2) business days in advance. The City may require that a detour plan be prepared and submitted for approval prior to closing any portion of a City roadway or street. The owner/Developer/Contractor will notify the Fire Department of potential road closures.

1.20 Call Before You Dig

- A. All Contractors/Developers are responsible for timely notification of all utilities in advance of any construction in the right-of-way or utility easements. The Underground Utilities Location Center telephone number is 1-800-424-5555. A minimum of two (2) business days advance notice is required. The Contractor/Developer must provide separate notification to any utility not participating in or using the Underground Location Center.

1.21 Record Drawings

- A. After the improvements are completed and approved, a set of "record drawings" shall be submitted to the City as a permanent record. Record drawings shall be submitted on static-free 4-mil mylar with permanent image, and three (3) sets of copies. Sheet sizes will be 22" x 34". No sepia will be accepted. Final acceptance of development will not be granted until record drawings are accepted by the City. The City may withhold plat approval or utility service for failure to comply with record drawing requirements.

1.22 Plan Checklist

A. The Plan Checklist on the following pages provides a list of the information that is to be included on the plans submitted to the City for review. The list is not all-inclusive and is intended as a general guide for reference purposes. Not all items listed will apply in all situations. The checklist should be completed by the applicant and included with all plan submissions.

PLAN CHECKLIST

STANDARD ITEMS: WATER, SANITARY SEWER, STORM, SEWER, STREET, LIGHTING & SIGNALS

CHECK BOXES AS APPLICABLE

- Vicinity Map
- Legend (Line Types and Symbols)
- North Arrow
- Scale Bar
- Datum – Bench Mark Elevation and Location
- Title Block:
 - Title:
 - Date:
 - Design By:
 - Checked By:
 - Drawing Number (if applicable)
 - Signature Approval Block (see above example)
 - Sheet Number of Total Sheets
 - Revisions & Revising Dates
- Section, Township and Range
- Engineer/Land Surveyor Stamp (signed & dated)
- Plan Submitted on 22" x 34" sheet (mylar)
- Detail Sheet(s) (describing applicable work)
- "Call Before You Dig" note
- General Notes and Construction Notes
- Traffic Control Plan (per MUTCD)
- Coordinates

APPROVED FOR CONSTRUCTION	
BY _____	DATE _____
CITY OF WINLOCK	
APPROVAL EXPIRES: _____	

PLAN PORTION STANDARD ITEMS

- Adjacent Property Lines, Ownership and Addresses
- Edge of Pavement, Width and Pavement Type
- Right-of-Way Dimensions and Right-of-Way Lines Labeled
- Sidewalk and Width
- Match Lines with Station and Match Reference
- Existing Utilities (above ground and below ground)
- Easements, Existing, Proposed, Type, and Dimensions (if applicable)
- Define Survey Baseline vs construction baseline (if applicable)
- Street Names and names of other significant topographic features

PROFILE PORTION STANDARD ITEMS

- Existing Ground Profile
- Scale (horizontal and vertical)
- Stationing
- Vertical Elevation Increments
- Profile Grades
- Existing and Proposed Utilities
- Existing and Proposed Structures

SANITARY SEWER

Plan View

- Station and Offset Shown at Each Proposed Manhole
- Manholes Numbered With Type Designation and Invert and Rim Elevations
- Flow Direction (with arrow on pipe)
- Depth at Property Line (if applicable)
- Distance from Water Lines (if applicable)
- Type, Size and Length of Pipe from Center of Manhole to Center of Manhole
- Station for Sewer laterals at Property Line
- Force Main and Appurtenances with Station and Offset
- Standard Detail References

Profile View

- Manholes Numbered, with Type Designation and Invert Elevations Showing Direction In and Out
- Rim Elevation
- Pipe Slope (decimal form FT./FT.)
- Type of Pipe
- Size of Pipe
- Length of Pipe (in L.F.) From Center of Manhole to Center of Manhole
- Existing Utilities Crossings
- Force Main and Appurtenances With Stations and Offsets

WATER

Plan View

- Fire Hydrants
- Vacuum and Air Release Valves When Required
- Tees, Crosses, Elbows, Adapters and Valves, Meter Station and Offset
- Distance from Sanitary or Storm Sewer (if applicable)
- Type, Size, and Length of Pipe Between Fixtures
- Blocking end and/or rodding detail
- Standard Detail References

Profile View

- Existing and Proposed Utility Crossings
- Fittings With Stations and Elevations
- Show Valves With Stations and Elevations
- Type, Size and length of Pipe Between Fittings

STORM SEWER

Plan View

- Station and Offset at each Manhole/Catchbasin
- Numbered Manhole/Catchbasins w/ Type and Size
- Manhole/Catchbasin Rim Elevations
- Flow Direction with Arrow on Pipe or Channel
- Type, Size and Length of Pipe
- Stormwater Detention Facility (pond dimensions with elevations)
- Control Structure with Orifice Size and Elevation
- Emergency Overflow Location and Elevation
- Design High Water Elevation
- Standard Detail References

Profile View

- Station and Offset at Each Manhole/Catchbasin
- Invert Elevations on Manholes/Catchbasins Showing Direction of Flow
- Manhole/Catchbasin Type and Size

- Rim Elevation
- Type, Size and Length of Pipe (in linear feet)
- Pipe Slope (decimal form FT./FT.)
- Existing and Proposed Utility Crossings
- Stormwater Detention Facilities
- Control Structures

EROSION CONTROL DRAWING

- Construction Entrance Detail
- Silt Fences and Traps
- Mulching and Vegetation Areas
- Clearing and Grubbing Limits
- Existing and Finished Grade
- Details and Locations of all BMPs Recommended
- Location and Details of Temporary Sediment Ponds

STREET

Plan View

- Centerline and Stations
- Proposed Survey Monument Locations
- Roadway and Restoration Sections (if applicable)
- Flow Direction Arrows at Curb Returns Showing Grade
- Spot Elevations on Curb Returns
- PC, PT, PI Stationing of Horizontal Curves
- Curve Information Delta, Radius, Length and Tangent
- BCR and ECR (Begin Curb Radius, End Curb Radius)
- Identify all Field Design Situations by Notes
- Match Existing Features Noted by Station with Elevation
- Typical Roadway Sections and Pavement Types
- Pavement Markings Noted by Station and Offset
- Sidewalks
- Driveway Entrances
- Station at Center of Street
- Width, Type (AC, PCC), Note Applicable City Standard Detail
- Curb and Access Ramps
- Standard Detail References

Profile View

- Vertical Information PVC, PVI, PVT, AP, Low Point, High Point
- Show Grades in Decimal Form (FT./FT.) with (+ and -) Slope
- Super Elevated Roadway Segments

ILLUMINATION

- Station and Offset of Fixtures
- Pole Type, Including Manufacturer and Model Number
- Mounting Height, Arm Length, Anchor Bolt Size and Pattern
- Power Source
- Wire Size, Type, Conduit
- Luminaire Type, Lamp Wattage
- Location of Service Disconnects
- Line Loss Calculations
- J-Box Location

SIGNALS

- Station and Offset of Signal Base, Cabinets, Ped. Lead, Loops, Etc.

- Wiring Schedule**
- Signal Heads and Mounting Assembly**
- Detection Loops**
- Opticom**
- Control Cabinet, Size and Layout**
- Power Source**
- Conduit**
- Wire Size and Type**
- Construction Notes**
- J-Box Schedule**
- Pedestrian Signal Type with Push Button**
- Controller Type, Configuration, and Wiring Schematic**

Project Category: _____

Reviewed By: _____ **Date:** _____

Checked By: _____ **Date:** _____