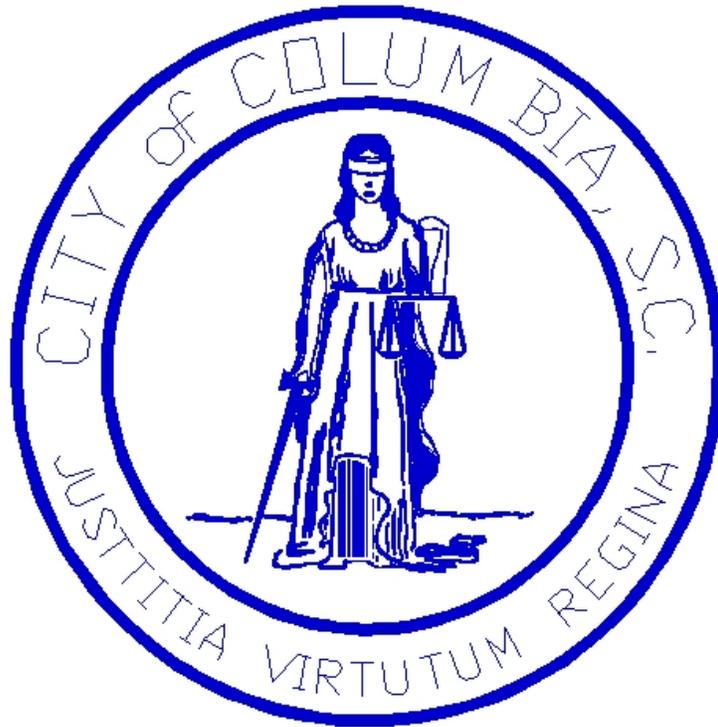


DEVELOPMENT PROJECT INFORMATION GUIDE



CITY OF COLUMBIA DEPARTMENT OF UTILITIES & ENGINEERING

P.O. Box 147

Columbia, SC 29217

Phone: (803) 545-3400

Fax: (803) 733-8674

Website: www.columbiasc.net

Greetings,

This document is intended to provide general information to developers, consulting engineers, project managers, builders and contractors regarding procedures for approval and acceptance of new water and/or sanitary sewer facilities into the City of Columbia's utility system for operation and maintenance. It should be used in conjunction with the City of Columbia's Regulation Manual that outlines and provides minimum standards for the design and construction of water and sanitary sewer systems.

We hope the information provided is helpful. As always, you may contact our office at (803) 545-3400 with questions or concerns.

Sincerely,

John J. Dooley, Jr.

John J. Dooley, Jr., P.E.
Director of Utilities & Engineering

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Section I: Duties of Developer, Consulting Engineer, City and the Contractor

DUTIES OF DEVELOPER:

- ★ Responsible for executing or obtaining the property owner's signature on all legal documents (Deeds, Form 2, Declaration of Covenant, Agreements, etc.) required by the City for the project. The originally executed documents must be returned to the City for acceptance and processing.
- ★ Responsible for construction of utilities (by Contractor) in accordance with the City's regulations, the City-approved plans, and terms and conditions of the City Engineer's approval letter.
- ★ The Developer, through his Contractor, is responsible for providing proof of insurance prior to beginning construction.
- ★ The Developer is responsible for construction of all individual services off the on-site and off-site mains.
- ★ Responsible for making application for service and paying the appropriate fees.
- ★ Responsible for insuring that there are no encroachments of permanent structures within the City's easements.

DUTIES OF CONSULTING ENGINEER:

- ★ Research tax maps, flood maps, public records, City's records for availability of existing utilities, zoning records, etc. to efficiently plan project and prepare drawings.
- ★ Responsible for plan preparation and submittal.
- ★ Responsible for advising the Developer of project development process with the City and estimating time required to complete the entire process.
- ★ Responsible for preparing all drawings, incl. record drawings, plans, easement plats, encroachment permits and recordable property plats for fee-simple acquisitions.
- ★ Responsible for adhering to all conditions in the approval letter and conducting final inspections of systems to be deeded to the City for operation and maintenance. Must provide copy of approval letter to the contractor.
- ★ Responsible for estimating the size of meters needed for the proposed development.
- ★ The Consulting Engineer is responsible for obtaining a copy of the City's Regulations and following the regulations as they apply to the proposed development.
- ★ Preparation and certification of record drawings.
- ★ Responsible for submitting the final package to DHEC to request the permit to operate.

DUTIES OF THE CITY:

- ★ Review plans and addresses obvious requirements which need to be met for the proposed project.
- ★ Inspect construction of systems on behalf of the City to insure compliance with regulations and approved plans.
- ★ Inspect construction of utilities in the City streets to insure compliance with regulations and encroachment permit.
- ★ Prepare legal documents necessary for transfer of systems to the City, i.e., deeds, easements, agreements, Declaration of Covenants, Releases, etc.
- ★ Verification of the availability of utility services for the property to be served.

DUTIES OF THE CONTRACTOR:

- ★ Call in a 48-hour work notice.
- ★ Mandatory on-site pre-construction meeting with the City's Utility Inspector. Must maintain contact with inspector throughout construction. Must also have on site: the approved plans, approval letter, DHEC Construction Permit and any encroachment permits, if applicable.
- ★ Must provide proof of insurance when performing work within a public road right-of-way or a private easement.
- ★ Contractor must provide a 72-hour notice to all property owners before beginning work on property other than the developer.
- ★ Responsible for installation of approved utility lines, restoration and maintaining sediment and erosion control throughout construction.
- ★ Responsible for all testing such as pressure testing, setting up sample points for bacteriological testing, air testing for sewer and compaction test for roads.
- ★ Must provide a signed Lien Waiver and grant a 2-year warranty period from the date DHEC issues a permit to operate the utility or City acceptance of a new street.

Section II: Submittals and Reviews

PLAN PREPARATION

- ★ Reference is made to Part I of the City of Columbia's Regulations for detailed requirements.
- ★ Gather file information, i.e., property ownership, tax map numbers of subject property and other off-site properties to be affected, availability of services, provide indication of existing lines sizes and record drawing verification (i.e. city file#, project name, etc.).
- ★ Advise Developer of procedures and time involved for project development.
- ★ Consult with the City's Subdivision Reviewer and/or City Engineer for assistance.
- ★ Advise Developer to apply for a Water Main Extension Agreement or Sanitary Sewer Main Extension Agreement with the City, if applicable.
- ★ Fire hydrant flow test will be performed by City staff at a cost of \$175.00. Please allow two (2) weeks for test results. See attached Fire Hydrant Test Request form.
- ★ Pretreatment Agreements/Grease Traps are required for projects with kitchens and automotive operations.
- ★ Follow City's Plan Preparation Checklist and Regulations.

PLAN SUBMITTAL AND APPROVAL

- ★ Submit two (2) sets of plans with a short cover letter for connection or construction plan review. See attached checklists.
- ★ Use checklist to make sure that package is complete. Checklist must be submitted with package.
- ★ Include all necessary Encroachment Permits and/or off-site easement plats with the package.
 - Encroachment Permits must be in the City's name as Permittee.
 - An Encroachment Permit must be submitted for each main line tap, utility crossing and/or railroad crossing.
 - Off-site easement plats for utility crossing on property not owned by the Developer.
- ★ Delegated Construction Permit Review Program. See attached checklist.
 - Please include all items for review and submittal to DHEC for Construction Permit.
- ★ The City's Ordinance allows **30 days** for plan review and approval.
- ★ Upon review and approval of plans, an Approval Letter will be transmitted to the Planning/Zoning Office of the appropriate public office with copies to the Consulting Engineer and Developer of the project. The Delegated Construction Permit Package will be forwarded to DHEC for application of the construction permit.
- ★ **PLEASE READ the Approval Letter and follow the provisions outlined.**

INSURANCE

- ★ The Developer, through his Contractor, is responsible for providing proof of insurance prior to insurance of a construction permit.

Section III: Pre-Construction Requirements– Off-Site Easements/Easement Plats / Releases / Encroachments

OFF-SITE EASEMENTS:

- ★ Always obtain permission to survey where off-site easements are required for extension of the main from the City's existing utility to the proposed development site.
- ★ The City prepares the Off-Site Easements then submits them to the Developer or Consulting Engineer to acquire the proper signatures.
- ★ Return the original, executed easements to the City for acceptance and recording.
- ★ The easements are prepared in the City's name as Grantee. Therefore, any agreements between the Property Owner and the Developer regarding monetary compensation and/or special conditions must be written in a separate agreement between the Developer and the Property Owner.
- ★ Do not alter the easement language without first obtaining approval from the City.
- ★ Easements must be obtained prior to construction.
- ★ All easements are "exclusive" to the City.

EASEMENT PLATS:

- ★ REFERENCE: Checklist for Preparing Easement Plats for the City of Columbia attached.
- ★ Prepare on 8½" x 14" (legal size) paper.
- ★ Submit one (1) reproducible original and three (3) blueprints to the City for preparation of the easements.
- ★ Do not show proposed utility on the easement plat.
- ★ Always use centerline distances.
- ★ Easements parallel to road rights-of-way are generally ten (10) feet in width; otherwise, easement widths are fifteen (15) feet in width or greater depending upon the line size.

EASEMENT RELEASES:

- ★ Prepare separate plat on 8½” x 14” (legal size) paper depicting the portion of the easement to be abandoned; also show new easement for relocation of utility.
- ★ Requires City Council approval.
- ★ Releases cannot be processed until the new utility is constructed and conveyed to the City within new easements.

ENCROACHMENTS (EASEMENTS & UTILITY RIGHTS-OF-WAY):

- ★ An encroachment permit must be obtained for new utility construction that crosses an existing right-of-way of another utility (power line r/ws, transmission line r/w, railroad r/ws, etc.).
- ★ A representative of the utility company will be invited to the “mandatory project meeting”.
- ★ A copy of the construction plans and exhibit showing the proposed encroachment must be submitted to the affected utility company at the same time as submitted to the City.
- ★ The City will approve the development plans subject to approval of the proposed encroachment by the affected utility company.
- ★ It is required that the City give tentative approval to proposed encroachments and agreements prior to submission to utilities/railroads to insure that the special conditions are acceptable.

ENCROACHMENTS (PUBLIC ROAD RIGHTS-OF-WAY):

- ★ Right-of-way encroachment permits will be processed only after plans have been reviewed and approved by the Subdivision Plan Reviewer.
- ★ Must submit an original encroachment permit application with five (5) copies of the exhibit showing the proposed encroachment.
- ★ Encroachment Permits must be in the City’s name as Permittee.
- ★ The City has a new requirement for submittal of encroachment permit applied for through the City. The Developer is required to sign a Liability, Hold Harmless and Indemnification Agreement. Any permit application not including the Agreement will not be considered complete and thus will not be processed. See attached copy.
- ★ The time required to receive a right-of-way permit can be lengthy and varies by agency. The Developer and Consulting Engineer are encouraged to allow adequate time in their schedule for the encroachment permitting process consulting.

The following is a list of local, state and federal agencies commonly requiring encroachments for utility projects. This list may not be all-inclusive:

- | |
|--|
| SCE&G (Encroachment Agreement)
SC Pipeline Corp. (Encroachment Agreement)
Santee Cooper (Encroachment Agreement)
Central Electric Cooperative (Encroachment Agreement)
CSX Railroad and Norfolk Southern Railroad (Encroachment Agreement) |
|--|

Section IV: Bonding Process

The Developer must enter into an Agreement for Completion of Subdivision Improvements (bond agreement) with the City of Columbia (if development is in the city limits) or County where the proposed development is located. A copy of the standard format is attached for the developer's use in preparing the agreement. After the project has been approved and all off-site easements and encroachment permits have been obtained, the project can be submitted for processing under bond.

- ★ The Developer or Consulting Engineer must submit a copy of the property deed and bonded plat to the Project Coordinator for review and approval.
- ★ The bonded plat must also be submitted to the appropriate Planning Department for review and approval. See attached preparation guidelines.
- ★ Developer must provide the following for project located with in the City limits only:
 - Engineer's certification of the work completed and to be completed with cost to complete.
 - Copy of the contract between the Developer and the Contractor.
 - Agreement for the Completion of Subdivision Improvements.
 - Bond or Irrevocable Standby Letter of Credit in the amount of 150% of the cost of the work to be completed.
- ★ After the bonded plat has been approved, the easement for bonding the project is written and submitted to the Developer for execution. The developer is responsible for providing an original, City or County stamped, approved plat for processing the project.
- ★ Also, provide an 11"x17" reduced copy of the approved plat to attach to the bonded easement document to be recorded.
- ★ A Declaration of Covenant must be signed by the Property Owner (Developer, if owner) at this time for projects located outside of the city limits.

Section V: Inspections and Field Work

- ★ The Developer through his Engineer is responsible for conducting final inspections of systems to be deeded to the City for operation and maintenance.
- ★ The Developer is responsible for installing and maintaining all individual services on the off-site and on-site mains until such time as a water meter is installed. City forces will not be able to install the meter should the service become inaccessible or is not visible. It will be the developer's responsibility to rectify the situation at his own expense, including but not limited to the payment for a new tap fee.
- ★ All field changes should be reported to the City's Utility Inspector for approval.

- ★ The City's Utility Inspector performs inspections on behalf of the City to ensure compliance with regulations and approved plans.

Section VI: Record Drawings

- ★ The Consulting Engineer is responsible for preparation of Record Drawings accurately depicting the "as-built" locations of utilities constructed. Two (2) sets of Record Drawings must be submitted for review by both the Project Coordinator and the Utility Inspector. See attached Record Drawing Checklist.
- ★ Form # 2: This form must be signed by the Developer and the originally signed form returned to the Project Coordinator.
- ★ Form # 3: This form is a Lien Waiver and must be signed by the Contractor who installed the pipe. The originally signed form along with a list of materials must be returned to the Project Coordinator.
- ★ Submit the Sanitary Sewer Acceptance Letter if sewer is provided by entity other than the City of Columbia.
- ★ Completed Record Drawing Checklist.
- ★ Copy of the deed to the property.
- ★ Bacteriological testing will begin upon receipt of the above-mentioned items. Testing will take a minimum of three (3) days and requires two (2) samples approved consecutively. The City's Utility Inspector will then flow the fire hydrants for final approval and acceptance.

Section VII: Deeds (Utility Deeds) – Water Lines, Sanitary Sewer Lines, Etc.

- ★ Upon receipt of the approved Record Drawings, the City will prepare the Deeds for transfer of the utility system to the City.
- ★ The current, legal owner of the property must sign the Deed (which is a legal document).
- ★ A Mortgage Release for the Deed is required for execution by any mortgage holders of record.

Section VIII: Deeds (Fee-Simple Deeds – PRV Sites, Pump Station Sites and Streets)

PRV and Pump Station Sites

- ★ Upon receipt of a recordable, property plat (boundary survey) prepared on 8½” x 14” paper, the City will prepare the deed.
- ★ Access to PRV and Pump Station Sites must be separated from adjoining lots and conveyed to the City.
- ★ The area of the PRV or pump station site must be approved by the City Engineer.

Streets (Final Plat)

- ★ The Final Plat must be approved by both Engineering and the Zoning Department. Please submit one (1) copy to Engineering and four (4) copies to Zoning for review and approval. Upon approval, submit one (1) recorded copy to Zoning and one (1) reduced 11”x17” copy to the Project Coordinator. See attached preparation guidelines.
- ★ The Final Plat must show street widths, diameters of cul-de-sacs, and total linear feet of all streets.
- ★ Streets must have names.
- ★ Streets must meet the City’s requirements and pass all required field inspections for acceptance.
- ★ Streets to be dedicated to the City must adjoin another public right-of-way. Note on plat that the streets are to be dedicated to the City of Columbia for public use.
- ★ Ownership of any alleyways, private streets or landscape zones must be identified.

Section IX: Application for Service

- ★ City acceptance of utility system(s). The City will issue ownership, operation and maintenance letter (O&M letter) for submittal with final package to DHEC.
- ★ DHEC granting permit(s) to operate. The Consulting Engineer of record must submit the final package to DHEC requesting the permit to operate.
- ★ Declaration of Covenant signed and the originally signed document to be returned to the Project Coordinator for recording.
- ★ Owner’s application for service and payment of appropriate fees.



**INFORMATION AND/OR
SERVICE NEEDED:**

CONTACT:

ANNEXATION	Mr. Chip Land Annexation Administrator Phone: (803) 545-3220
FIRE HYDRANT TEST	Mr. Owen Livingston Utilities & Engineering Phone: (803) 545-3268
PLAN REVIEW PLAN CHANGES/ALTERNATE ROUTES CONSTRUCTION NOTICES TO CITY ENCROACHMENT PERMITS (STATE, COUNTY & CITY)	Subdivision Plan Review Mr. Howard Boyd Phone: (803) 545-3290 <i>or</i> Mr. Robbie Curlee Phone: (803) 545-3265
PRE-TREATMENT AGREEMENTS WATER MAIN/SANITARY SEWER MAIN EXTENSION AGREEMENTS	Ms. Dee Bennett Operations Division Manager Phone: (803) 545-3230
CURB CUTS/ENTRANCE DRIVES/PARKING LOTS	Mr. Jerry Thompson Inspections Phone: (803) 545-3420
INSURANCE FOR CONSTRUCTION PURPOSES PROJECT STATUS DECLARATION OF COVENANT RECORD DRAWINGS REVIEW	Ms. Lisa Mills Project Coordinator Phone: (803) 545-3292 <i>or</i> Ms. Susan Leitner Administration Division Manager Phone: (803) 545-3250
EASEMENTS EASEMENTS PLATS BONDED PLATS/EASEMENTS FOR BONDING RELEASE AND ABANDONMENT OF EASEMENTS ENCROACHMENT AGREEMENTS (UTILITY R/W CROSSINGS) BOUNDARY SURVEYS FOR PUMP STATIONS & PRVS	Ms. Gale Nash Real Estate Division Manager Phone: (803) 545-3231
INSPECTIONS FIELD CHANGES DURING CONSTRUCTION (MINOR) PLAN CHANGES/ALTERNATE ROUTES	Mr. Jeff Jeffers Construction Management Phone: (803) 545-3372
APPLICATION FOR SERVICES TAPS & METERS FEES AVAILABILITY OF WATER/ SEWER SERVICE COPIES OF RECORDED DRAWINGS NEW ADDRESSES INSIDE THE CITY LIMITS	Mr. Denny Daniels Asst. Administration Div. Mgr. Utilities & Engineering Phone: (803) 545-3243
FLOODPLAIN MANAGEMENT	Mr. Ali Kahn Floodplain Manager Phone: (803) 545-3386



City of Columbia UTILITIES & ENGINEERING

Fire Hydrant Test Request

Please complete the form below for each flow test requested and return with the required payment of \$175.00 per request (checks payable to City of Columbia) to:

City Engineer
Department of Utilities & Engineering
P.O. Box 147
Columbia, SC 29217
Phone: (803) 545-3400

Name: _____ Company: _____ Date: _____

Address: _____ Date Info. Needed: _____

County: _____

Phone Nos: _____ (work) _____ (office)
_____ (cell) _____ (fax/email)

Charge: \$175.00 per requested flow test

Project Name: _____

TMS No. _____

Area/Location of Request :

City of Columbia _____

Richland County: ___ Northeast ___ Southeast ___ Northwest ___

Lexington County _____

Reason for request: _____

Location of specific hydrant desired to be tested: _____

hydrant # (if known): _____

Address to send flow test data: _____ (if different from above)

Extra copies sent to: _____

Items below to be completed by City Engineer of City of Columbia:

Assigned to: ___ Water Distribution ___ Technical Services ___ Other

Date Conducted _____ Payment Received: _____

Attach Results

_____ Field Visit Required _____ Existing System Data _____ Date of Last Test

Date _____ Initials _____

Note:

- **ACTUAL FLOW TEST WILL NOT BE PERFORMED UNTIL THE \$175.00 PAYMENT IS RECEIVED.**
- **Data will be returned to the above address within five (5) working days.**



City of Columbia

UTILITIES & ENGINEERING

SERVICE CONNECTION PLAN

If a utility main is directly adjacent to the site, the City will provide a connection upon plan approval and payment of tap fee. For Commercial projects a Service Connection Plan must be submitted with the following information:

- (2) copies of plans on 24" x 36" sheets, if for service only. If on-site hydrants are required, a DHEC package may be required (See Utility Main Construction)

Please submit the following information on the plans for review:

- Provide indication of existing line sizes and record drawing verification (i.e. city file#, project name, etc.)
- Vicinity Map (with north arrow)
- Tax Map Sheet # and address
- Show property boundaries with dimensions and north arrow
- Show adjacent roadways and properties, including owner of road and road number, TMS#'s, addresses, and business names on property in question and adjacent parcels
- Show building outline on site
- Indicate building size, height, and use
- Do site accesses meet International Fire Codes? (If building is greater than 30' high, is access of appropriate size and proximity?)
 - (a) Twenty-six (26) feet wide where appropriate
 - (b) Is appropriate turn around provided? If road is longer than 100 ± feet must provide turn around.
 - (c) Is second access required?
 - (d) Do all fire accesses accommodate sixty-foot (60) radii turns?
 - (e) Is all access all weather surfaced and able to support 78,000 lb. Vehicle?
- Show proposed water meter size, location, and is vault appropriately scaled
- Show proposed Sanitary Sewer Tap location, size and loading, if City of Columbia's
- Show anything that may interfere with tap installation, i.e. other utilities, ditches, other pipes, shrubbery, steep grades, etc. Water service should be shown completely on plans including verifying information on the main to be connected to.
- Is building required to be sprinkled? Building plans examiner would indicate this requirement.
- Show FDC location, if applicable. Fire hydrant must be within 100' of FDC and not crossing a major road
- Indicate B.F.P location (inside building is acceptable and if inside building, note on plans).
- Show location of nearest Fire Hydrant. Fire hydrant must be within 500' of furthest building corner as measured along the travel-way and not crossing a major road
- Show any and all pavements, parking areas, turning radii, etc. Label pavements, C&G, etc.
- Owner's name (person) and corporate name and address with telephone and fax numbers
- Engineer's name (person) and corporate name and address with telephone and fax numbers. Make certain all addresses and addressee's are correct.
- If contiguous to City limits, must execute Petition for Annexation prior to plan review.

Please note that this is a guide to plan preparation and may not be completely applicable to all situations.



City of Columbia UTILITIES & ENGINEERING

UTILITY MAIN CONSTRUCTION

- 2 copies of construction plans on 24" x 36" sheets

Please submit the following information on the plans for review of water and/or sewer utility construction.

- Provide indication of existing line sizes and record drawing verification (i.e. city file#, project name, etc.)
- Vicinity Map (with north arrow);
- Tax Map Sheet # and address;
- Show property boundaries with dimensions and north arrow;
- Show adjacent roadways and properties, including owner of road and road number, TMS#'s, addresses, and business names on property in question and adjacent parcels;
- Show building outline on site (for commercial development only)
- Indicate building size, height, and use (for commercial development only)
- Show proposed water meter size, location, and is vault appropriately scaled;
- Show proposed Sanitary Sewer Tap location, size and loading, if City of Columbia sewer
- Show anything that may interfere with tap installation, i.e. other utilities, ditches, other pipes, shrubbery, steep grades, etc. Water service should be shown completely on plans including verifying information on the main to be connected to.
- Show any and all pavements, parking areas, turning radii, etc. Label pavements, C&G, etc.;
- Owner's name (person) and corporate name and address with telephone and fax numbers;
- Engineer's name (person) and corporate name and address with telephone and fax numbers. (Make certain all addresses and addressee's are correct)
- Grading, Drainage, Sediment, & Erosion Control plans (inside City limits only – see checklist)
- If contiguous to City Limits, must execute Petition to Annex prior to plan review.

DELEGATED REVIEW PACKAGE (See second page of DHEC application.)

- DHEC application -1 Original and 2 Copies
 - Wastewater name and # is: Columbia Metro WWTP 0020940
 - Water System name and # is: Canal WTP 4010001;
 - City Water Specifications approved by DHEC 10/22/2002
 - City sewer Specifications approved by DHEC 10/10/1991
- 2 copies of construction plans on 24" X 36" sheets;
- 1 additional plan sheet with water and wastewater lines highlighted;
- 2 copies of a detailed 8 ½ X 11" location map;
- 2 copies of Fire Hydrant flow test letter less than 1 year old;
- Check to DHEC (\$75.00 for each review type i.e. water and/or sewer);
- 2 copies of water and sewer calculations;
- If to be City sewer, Approved 208 form from Central Midlands;

Please note that this is a guide to plan preparation and may not be completely applicable to all situations.



City of Columbia Utilities & Engineering

Grading, Drainage, Sediment and Erosion Control

- SITE/GRADING PLAN: 4 copies at 24" x 36"** (can coincide with utility submission)
2 for Engineering / 2 for Development Center

Please submit the following information on the plans for review:

- The name and address of the owner, developer and petitioner, and the individual responsible for satisfactory completion of the work described in the plan, if different from such persons.
- Name of Development
- Tax Map Number(s) of property
- Address (if not yet assigned – contact Engineering at 803-545-3400)
- Total Acreage
- Location of Lots and Out-parcels (Numbered and Area in Square Feet)
- Location of Lakes, Rivers, Streams, Swamps/Wetlands, Other Bodies of Water, and 100-year Floodplain and Floodway with elevations.
- North Arrow, Scale (not less than 1" = 20'), and Vicinity Map (at 1" = 1,000')
- Proposed physical improvements on the site, including present developments and future utilization, if known.
- All drainage provisions, flood protection provisions, erosion and sediment control measures, vegetative practices or other protective devices to be utilized in connection with or as a part of the proposed work.
- Provisions for erosion control during construction (temporary) and during the life of the facility (permanent). Such provisions shall include a timing schedule and sequence of operations indicating the anticipated starting and completion dates of the particular development sequence, and the estimated time of exposure of each disturbed area prior to completion of effective erosion and sediment control measures. Specifications accompanying the plan shall include, as appropriate, seeding mixes and application rates, type of sod, seedbed preparation, lime and fertilizer application, mulching and other related data.
- A complete and adequate grading plan for on-site borrow pits and material processing facilities, where applicable, including provisions for adequate drainage in such areas.
- A general description of the predominant soil types on the site.

- Date and signature of the individual or organization preparing the plan, with seal when applicable.
- Existing contours with intervals of not more than five feet. Contours shall extend 100 feet outside the side boundary lines unless waived by the City Engineer.
- Any and all information that will clarify impact upstream and downstream.

- **If site greater than 2 acres, also include the following:**
 - DHEC Storm water approval letter
 - Applicants Certification Statement (signed by responsible party) as shown below.
- **If less than 2 acres, also include the following:**
 - Completed copy of DHEC 2 acres or less form.
 - Applicants Certification Statement (signed by responsible party) as shown below .
 - Design Certification Statement (signed by responsible party) as shown below:

Applicants Certification Statement (signed by responsible party) as follows:

I (We) hereby certify that all clearing, grading, construction and/or development will be done pursuant to this plan.

Date

Permit Applicant

Design Certification Statement (signed by responsible party) as shown below:

I hereby certify that this plan is designed to meet storm drainage requirements and to contain silt on the property concerned to the maximum extent feasible. Provisions for erosion and sediment control and storm drainage are in accordance with the Columbia Sediment and Erosion Control and Storm Drainage Ordinance.

Date

Registered Professional Engineer, Architect, Landscape Architect
or Tier B Land Surveyor



City of Columbia

UTILITIES & ENGINEERING

EASEMENT PLAT PREPARATION GUIDELINES:

1. Prepare separate easement plats on 8 ½” x 14” paper for each easement required.
2. Show a north arrow.
3. Show a vicinity map.
4. Show a scale. (Optional)
5. Identify property lines.
6. Identify property (ies) with correct tax map number (s) and latest revision date (s) of the tax map sheet (s) from the most current tax maps; i.e. 2004 Edition.
7. Identify current property owner (s), with now or formerly or (n/f) in front of the name (s), and the property owner’s mailing address.
8. Identify roads (by both name and road number) and label road right-of-way widths.
9. Identify any major landmarks, i.e., rivers, railroads, transmission line rights-of-way, etc.
10. Label (i.e., 10’ exclusive City of Columbia water main easement) and back-shade permanent, exclusive easement (s) to be obtained and show easement length (s).
11. Calculate and label the total acreage of permanent easement (s) to be obtained.
12. Denote any temporary construction easements, including bore pits, with dashed lines and label (i.e., 15’ temporary construction easement).
13. Show tie line distance (s) from property corner (s) to easement’s beginning and/or ending points and to any turn (s) whenever the easement does not extend parallel and adjoining a road right-of-way.
14. Show a centerline and centerline distance on all permanent easements.
15. Show any permanent encroachment (s) within the easement area, such as billboard signs, etc. Do not show mailboxes and trees. Specify whether the encroachment may remain or must be removed for the utility construction.
16. Identify project number (City file number for developer projects or City CIP number for City projects) and a description of project within the title block.
17. Identify sheet number (s) on easements plat (s), i.e., Sheet 1 of 1, if only one easement is required for the project or Sheet 1 of 6, Sheet 2 of 6, Sheet 3 of 6, Sheet 4 of 6, Sheet 5 of 6 and Sheet 6 of 6, if six easements are required for the project.



City of Columbia

UTILITIES & ENGINEERING

EASEMENT PLAT SAMPLE

STATE OF SOUTH CAROLINA)
)
COUNTY OF)

AGREEMENT FOR THE COMPLETION OF
SUBDIVISION IMPROVEMENTS

This Agreement is entered into this ____ day of _____, 200__ by and between _____ (the “Developer”) and the City of Columbia (the “City”).

WHEREAS, the Developer is the owner of a tract of land in the City of Columbia commonly referred to as _____ (the “Project”), and

WHEREAS, the Developer is desirous of recording a plat (the “Plat”) dated _____, prepared by _____ depicting a portion of the Project identified as _____, and

WHEREAS, the Developer is desirous of selling the lots depicted on the Plat (the “Lots”) prior to the completion of all on-site and off-site Infrastructure (the “Infrastructure”) necessary to support the Lots, and

WHEREAS, the Developer has entered into a contract and secured the necessary funds for the completion of the Infrastructure and the specification for the completion of the same in accordance with the contract have been approved by the appropriate governmental authority.

NOW, THEREFORE, FOR AND IN CONSIDERATION of the above recitals, the receipt and sufficiency of which is acknowledge by the parties hereto, it is agreed as follows:

1. The Developer hereby certifies that the cost for completing the Infrastructure is \$_____.
2. The Developer agrees to complete the Infrastructure within six (6) months of the date of this Agreement and all such work shall be completed in accordance with the contract (the “Contract”) submitted to the City, a copy of which is attached hereto as Exhibit “A”. Time is of the essence.
3. To secure and guarantee full and complete performance of the Contract, the Developer is providing the City with a performance bond (the “Bond”) issued by _____ in the amount of \$_____, a copy of which is attached hereto as Exhibit “B”.
4. Upon execution of the Agreement the City will approve the Bonded Plat that will allow the Developer to file the Plat and engage in the sale of the Lots.
5. In the event the construction of the Infrastructure as described in Paragraph 2 is not fully completed within six (6) months from the date hereof, the City may present the Bond for payment of such sums as are reasonably necessary to complete such construction. A determination that the completion of the construction has not been timely completed or the monetary amount necessary to complete construction shall be in the sole and exclusive discretion of the City.

6. All claims, disputes and other matters in question arising out of, or relating to this Agreement or the breach thereof shall be governed and controlled by the laws of the State of South Carolina. Jurisdiction for any action, which arises out of or relates to this Agreement for any reason whatsoever shall be in the Court of Common Pleas for the State of South Carolina. Venue for any action which arises out of or relates to this Agreement for any reason whatsoever, shall lie in Richland County, South Carolina.
7. Upon completion of the Infrastructure and approval of the same by the City, the Agreement shall be deemed terminated and the Bond shall be returned to the Developer.

This Agreement shall inure to the benefit of and be binding upon the parties hereto, and their respective successors and assigns.

WITNESSES:

By: _____

Its: _____

CITY OF COLUMBIA

By: _____

Its: _____

STATE OF SOUTH CAROLINA)
COUNTY OF _____)

**LIABILITY, HOLD HARMLESS AND
INDEMNIFICATION AGREEMENT**

WHEREAS, the City of Columbia has been required by the South Carolina Department of Transportation or Richland County or Lexington County to execute an Application and Encroachment Permit for a project to be completed by the undersigned because the City of Columbia will ultimately accept ownership of the project for operation and maintenance; and,

WHEREAS, the City of Columbia requires the undersigned to be responsible for any and all liability that it may incur as a result of the undersigned's performance of the work of project described in the permit or by the terms or conditions contained in the permit;

NOW THEREFORE, for and in consideration of the sum of One and no/100 (\$1.00) Dollar and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the undersigned agrees to be fully bound by the terms and conditions contained in the permit, a copy of which is attached hereto and incorporated herein by reference, and the undersigned agrees to, at all times, fully comply with all terms and conditions of the permit.

FURTHER, the undersigned agrees to fully hold harmless and indemnify the City of Columbia from and against any and all claims, demands, actions, liens, judgments, attorney's fees or any other liability of any nature whatsoever arising from or out of the work of project described in the permit or by the terms or conditions contained in the permit.

THIS Agreement shall remain in full force and effect for five (5) years after the date the City of Columbia accepts the project for operation and maintenance.

This agreement shall be binding upon the undersigned, and the undersigned's successors, heirs, personal representatives and assigns.

Witness the undersigned's hand and seal this _____ day of _____, 200__.

Witnesses:

By: _____

Its: _____

STATE OF SOUTH CAROLINA)

COUNTY OF _____)

ACKNOWLEDGMENT

The foregoing instrument was acknowledged before me this _____ day of _____, 2005 by _____ of _____
(Name of Officer and Title) (City and State)

on behalf of the within-named Grantor.

NOTARY PUBLIC FOR SOUTH CAROLINA
MY COMMISSION EXPIRES _____

YES NO

- — All rights-of-way, easements and areas to be dedicated to public use shown along with the purpose of each stated, including but not limited to power line rights of way, gas line rights of way, water, sanitary sewer, and storm drainage easements, private roadways.
- — Location data: (2) locations are required for the point of beginning and the end of all new lines, on valves, bends, reducers, meter boxes, blow offs, cleanouts, manholes and catch basins; referenced to stable physical feature such as curb corners, building corners, property corners, etc. where available. Station numbers will not be accepted (Buildings to be labeled, lot numbers, block numbers if subdivision).
- — Location of utility lines running through easements of right-of-ways shown in relation to easement lines.
- — **All easements shown, labeled and dimensioned. All easements must be labeled as "Exclusive City of Columbia easement." Gaps closed on easements if there is private property between the easement and the road right-of-way or property line.
- — Additional required easements shown and labeled as "City of Columbia Exclusive Water or Sanitary Sewer Easement". Width must be included.
- — Material, size and lengths of all water lines from bend to bend.
- — Size, material and slope between manholes, and lengths of all sanitary sewer lines (Sanitary Sewer).
- — Sewer profiles including separations for all other utilities meeting Ten State Standards (Sanitary Sewer).
- — Infiltration certification (Sanitary Sewer – usually included on as-built, but can be submitted in letter form.)

INFILTRATION CERTIFICATION

"I hereby certify that the infiltration/exfiltration does not exceed 200 gallons per day per inch of pipe diameter per mile of sewer pipe including manholes for any section of the system."

Registered Engineer, State of South Carolina, P.E.# _____

ENGINEER'S CERTIFICATION

"I hereby certify that the streets, storm drainage system, sanitary sewer system and water system for _____ as shown on the Record Drawings dated _____, prepared by _____, has been installed in accordance with the Construction Drawings approved _____."

Registered Engineer, State of South Carolina, P.E.# _____

REQUIRED EASEMENT LANGUAGE

Main lines and future extensions - "Exclusive 15' City of Columbia Water Easement

Service Lines can be covered in a note: "There is a 10' Exclusive City of Columbia water/sewer easements on all service lines from the main line to the meter/cleanout" (Only in subdivisions)

FINAL RECORD DRAWINGS REVIEW PACKAGE TO THE CITY OF COLUMBIA:

- (2) Sets of Record Drawings (Mylar to be submitted upon approval of drawing)
- Form 2 (signed by the developer) – Identify project name, location, phase and City File Number on Form
- Form 3 (signed by the contractor)- Identify project name, location, phase and City File Number on Form
- Materials List - Identify project name, location, phase and City File Number on Form
- Sewer Letter (if Sewer is Provided by entity other than City of Columbia) - Identify project name, location, phase and City File Number on Form
- Deed to the property - Identify project name, location, phase and City File Number on Form Identify project name, location, phase and City File Number on Form
- Completed Record Drawing Checklist Identify project name, location, phase and City File Number on Form

NOTE: Mylar must be submitted along with executed utility deeds, declaration of covenant (where applicable), and Partial Mortgage Release (In instances where there is no mortgage on the property, the Owner must return form to the City identifying the project name and address with the notation, “There is no mortgage on this property.”) Declaration of Covenant, Partial Mortgage Release and utility deeds must be submitted as legal (8 1/2” 14”) documents.

FINAL PACKAGE TO DHEC:

- Engineer 's Certification Letter
The Engineer must certify that the project has been built in accordance with the permitted plans and with good engineering practices. The certification is based upon periodic observation of the construction by the project engineer or a representative of his/her office. Must also include an infiltration certification for all sewer projects.
- Ownership, Operation & Maintenance Letter (O&M Letter)
Letter to be provided by the City of Columbia upon receipt of all required documents (deeds, covenants, etc.) approved pressure tests, bacteriological test and final inspection by the City's Utility Inspector
- Pressure, Bacteriological and Fire Hydrant Flow Test Results
(Test results will be issued with the City's O&M Letter)
- (2) Sets of the Record Drawings

THE COMPLETE PACKAGE MUST BE SUBMITTED BY THE ENGINEER TO:

Central Midlands District
Environmental Quality Control
P.O. Box 156
State Park, South Carolina 29147



City of Columbia
UTILITIES & ENGINEERING

BOUNDARY SURVEY SAMPLE FOR PRV STATIONS & PUMP STATIONS



City of Columbia UTILITIES & ENGINEERING

BONDED AND FINAL PLAT PREPARATION GUIDELINES

Please submit (2) copies with the following information on the plat for review:

1. Project Name in Title Block.
2. Date.
3. Show a north arrow.
4. Show a vicinity map.
5. Show a scale.
6. Identify all property lines.
7. Lot numbers, block numbers and phase lines identified.
8. Identify property and adjoining properties with correct tax map number (s) and latest revision date(s) of the tax map sheet (s) from the most current tax maps; i.e. 2004 Edition.
9. Identify current property owner (s), with now or formerly or (n/f) in front of the name (s), and the property owner's mailing address.
10. Street names.
11. The Final Plat must show street widths, diameters of cul-de-sacs, and total linear feet of all streets.
12. Identify any major landmarks, i.e., rivers, railroads, transmission line rights-of-way, etc.
13. Show, label and dimension all easements. All City easements should be labeled as "Exclusive City of Columbia Water/Sewer/Storm Drain Easements) with width identified. Gaps must be closed on all easements on private property that are adjacent to a proposed road right-of-way or property line.
14. Make the following note for all service line easements through proposed right-of-way:
"There is an Exclusive 10' City of Columbia water/sewer easements on all service lines from the main line to the meter/clean-out". You must show all easements on private property.
15. All required certifications must be on the plat and sign by the appropriate person.

Bonded Plat: The bonded plat is reviewed based on the approved construction plans.

Final Plat: The final plat is reviewed based on the approved record drawings and cannot be approved until a Permit to Operate has been issued by DHEC.