ORDINANCE NO. 220

AN ORDINANCE OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, AMENDING TITLE 13, CHAPTER 10 (GENERAL PUBLIC WORKS CONSIDERATIONS) OF THE UNIVERSITY PLACE MUNICIPAL CODE.

WHEREAS, on May 4, 1997, the City Council adopted the City of University Place Public Works Standards; and

WHEREAS, since adoption of the Public Works Standards, several necessary changes have become apparent; and

WHEREAS, on December 14, 1998, the City Council met to discuss the issue further; and,

WHEREAS, on February 1, 1999, the City Council held a second public hearing to hear and duly consider testimony.

NOW THEREFORE THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. <u>Chapter 13.10, General Public Works Considerations.</u> Chapter 13.10, General Public Works Considerations, of the University Place Municipal Code is amended as set forth on Exhibit A to this Ordinance, attached and incorporated as part of this ordinance.

Section 2. <u>Severability</u>. If any section, sentence, clause, or phrase of this ordinance shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this ordinance.

Section 3. <u>Publication and Effective Date.</u> A summary of this Ordinance shall be published in the official newspaper of the City. This ordinance shall take effect five days after publication.

PASSED BY THE CITY COUNCIL ON FEBRUARY 1, 1999.

Debbie Klosowski, Mayor

ATTEST:

Susan Matthew, City Clerk

APPROVED AS TO FORM:

impthy X. Sullivari, City Attorney

Date of Publication:

2-5-99

Effective Date:

2-10-99

EXHIBIT A – ORDINANCE NO. 220

Division II. Public Works Standards

Chapter 13.10

Sections: GENERAL PUBLIC WORKS CONSIDERATIONS

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13.10.015	Shortened-Designation
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13.10. 025 .020	Definitions and Terms
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13.10.040	Design Standards
13.10.045	Plan Checklist (Moved to Appendix)
13.10. 050 . <u>050</u>	Plan, Review, Construction, Permit and Permit Processing Requirements
<u>13.10.060</u>	Regulations for tree cutting on public lands and within the public right-of-
	<u>way</u>
13.10. 055 . <u>070</u>	Construction Control
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13.10.085	Exemptions
13.10.090	Financial Guarantees
13.10. 100 . <u>090</u>	Utility Locations
13.10. 110 . <u>100</u>	Easements
13.10. 120. <u>110</u>	Pavement Cutting
13.10. 130. <u>120</u>	Utility Extension
13.10. 140 . <u>130</u>	Traffic Control
13.10. 150 . <u>140</u>	Call before You Dig
13.10. 160 . <u>150</u>	Violations <u>and</u> Penalty <u>Penalties</u>
13.10. 170 . <u>160</u>	Severability
13.10. 180 . <u>170</u>	Variations
13.10. 190 . <u>180</u>	Appeals
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13.10.010 Standard Specifications. Scope.

Chapters 13.10 - Chapter 13.25 of the University Place Municipal Code are necessary to protect the health, safety and welfare of the citizens and businesses located within the City. Therefore, these Chapters shall govern the design and construction of all facilities located within City rights of way. In addition, they shall govern all clearing and grading within the City, and all facilities for transportation, storm drainage, sanitary sewer, electricity, water, natural gas, telecommunications and any other utilities located on private land.

(Ord. 142 § 1 Exh. A (1.020), 1997).

13.10.015 Shortened Designation

These City of University Place public works standards shall be cited routinenly in the text as the "standards."

(Ord. 142 § 1 Exh. A (1.015), 1997).

43.10.020 Applicability

These standards shall govern all new construction and upgrading of facilities both in the right of way and on private property for transportation and transportation related facilities, storm drainage facilities and sewer and water improvements.

(Ord. 142 § 1 Exh. A (1.020), 1997).

13.10. 025 .020 Definitions and terms.

- "Average daily traffic (ADT)" means the average number of vehicles passing a specified point during a 24-hour period. Annual average daily-traffic (AADT) denotes that daily traffic that is averaged over one calendar year.
- "Annual average daily traffic (AADT)" denotes that daily traffic that is averaged over one calendar year.
- "Building" means any structure used or intended for supporting or sheltering any use or occupancy.
- "City engineer" means the city engineer or his duly authorized representative.
- "Clearing" means the cutting, moving on site, or removal of standing or fallen timber (including stumps); the removal or moving on site of stumps; or the cutting or removal of brush, grass, ground cover, or other vegetative matter from a site in a way which exposes the earth's surface of the site. In addition to the above, clearing is an activity which does not require reforestation per an approved Forest Practices Application/Notification issued by the Department of Natural Resources.
- "Commercial driveway" means a driveway which is used to provide access to business and nonresidential enterprises, including but not limited to sales, service, industry, churches or other quasi-public buildings.
- "Developer" means any person, firm, partnership, association, joint venture, or corporation or any other entity responsible for a given project.
- "Development" means any manmade change to improved or unimproved real estate including but not limited to buildings or the structures, placement of manufactured home/mobile home, mining, dredging, clearing, filling, grading, paving, excavation, drilling or the subdivision of property.
- "Director of public works" means the City of University Place public works director or his duly authorized representative.
- "Driveway" means any area, construction, or facility between a public road and private property which
 provides access for vehicles from the public roadway to or from private property that portion of street

area which provides access to an off-street vehicular facility through a depression in the constructed curb, or when there is no constructed curb, that area in front of such vehicle facility as is well defined or as is designated by authorized signs or markings.

- "Dwelling" means any building or portion thereof which contains not more than two dwelling units.
- "Dwelling unit" means any building or portion thereof which contains living facilities, including provisions for sleeping, eating, cooling, and sanitation for not more than one family.
- "Easement" means a grant of interest in land by the property owner for a designated use by another person or entity or the public in general. the right to use a defined area of property for specific purposes as set forth in the easement document, on a deed, on a plat-or short plat, or as required for purposes as set forth herein on other recorded document.
- "Emergency vehicle access" means an all weather drivable surface for emergency vehicles constructed and maintained in accordance with this chapter, that provides emergency access between a public or private street and 150 feet of all portions of an exterior wall of the first story of any structure requiring EV access as measured by an approved route around the exterior of the building.
- "Engineer" means any Washington State licensed professional engineer who represents the developer.
- "Grading" means any excavating or filling., clearing or creating of impervious surface of combination thereof.
- "Grubbing" means the removal and disposing of all unwanted vegetative matter from underground, such as sod, stumps, roots, buried logs, or other debris.
- "Horizon year" means the year in which future conditions are to be evaluated.
- "Lot of street frontage" means the distance between the two points where the lot lines intersect the boundary of public street right-of-way.
- "Major tenant improvement" shall mean improvements to the interior and/or exterior of a structure which within a twelve-month period exceeds a cumulative value of twenty-five percent of the assessed value as assessed by the Pierce County's Assessor's Office of the structure. a tenant improvement where within a 12 month period the cumulative value of the improvement to the interior and/or exterior of the structure exceeds 25 percent of the value of the structure.
- "Plans" means the plans, profiles, cross sections, elevating, details and supplementary specifications, signed by a licensed professional engineer and approved by the director of public works, which show the location, character, dimensions, and details of the work to be performed.
- "Private street" means privately owned and maintained vehicular access, provided for any access tract, easement, or other legal means to serve no more than four dwelling units or businesses on separate parcels or unlimited dwelling units or businesses situated on a single parcel.
- "Project" is a general term encompassing all phases of the work to be performed and is synonymous with to the terms "improvement" or "work". A project may entail work on one or more parcels of land.
- "Public street" means publicly owned and maintained street.
- "Residential driveway" means a driveway which is used to provide access to a single-family resident.

- "Right-of-way" means all public streets and property granted or reserved for, or dedicated to, public use for street purposes, together with public property granted or reserved for, or dedicated to, public use for walkways, sidewalks, bikeways and horse trails, whether improved or unimproved, including the air rights, sub-surface rights and easements related thereto. is a general term denoting public land, property, or interest in private land therein (e.g., and easement) acquired for or devoted to a public street, public access or public use
- "Road" is used interchangeably with street, <u>roadway</u>, <u>or streetway</u>.
- "Shared driveway" means a driveway which is used to provide access to a duplex on one lot or two single-family residences on separate parcels which use one access.
- "Street" is used interchangeably with road.
- "Streetway" is used interchangeable with road, street, or roadway.
- "Street frontage" means the distance between the two points where the lot lines intersect the boundary of public street right-of-way.
- "Traffic signal warrants" list of criteria that establishes the need to install a traffic signal as outlined in the Manual of Uniform Traffic Control Devices, U.S. Department of Transportation, Federal Highway Administration.
- "Use of Pronoun" as used herein, the singular shall include the plural, and the plural the singular; any
 masculine pronoun shall include the feminine or neuter gender and vice versa; and the term "person"
 includes natural person or persons, firm, co-partnership, corporation or association, or combination
 thereof.
- "Utility" means a company providing public service an entity to provide public services including, but
 not limited to: gas, oil, electric power, street lighting, telephone, telegraph, telecommunications, water,
 sewer, storm drainage, or cable television, whether or not such company is privately owned or owned
 by a governmental entity.

(Ord. 142 § 1 Exh. A (1.025), 1997).

13.10.030 Changes to Standards

From time to time, changes may be needed to add, delete or modify the provisions of these standards. These standards may be changed and, upon approval of the director of public works, shall become effective and shall be incorporated into the existing provisions. (Ord. 142-§ 1 Exh. A (1.030), 1997).

13.10.030 Stop Orders.

When any development is being done contrary to any provisions of Title 13, or other ordinance, code provisions, or regulation of the City, the PW Department may issue a Stop Work order. The stop work order shall be served in writing on any person at the project site. Alternatively, the Public Works Department may post the Stop Work order prominently at the project site. It shall be the duty of all persons at a project site who have either been served or have actual notice that a stop work notice has been posted at the site to immediately cease all work at the site until the Public Works Department authorizes in writing a resumption of work.

13.10. 010 .040 Standard specifications.

The most current version of the following standards shall be applied. Design detail, workmanship, and materials shall be in accordance with the current edition of the "Standard Specifications for Road, Bridge and Municipal Construction", the "APWA Amendments to Division One", and the "Standard Plans for Road, Bridge and Municipal Construction", all written and promulgated by the Washington State Chapter

of the American Public Works Association and the Washington State Department of Transportation, except where these standards provide otherwise.

The following specifications shall be applicable when deemed pertinent by the director of public works or when specifically cited in the standards or standards of any agency funding a project. In case of conflict, the most restrictive standards shall govern. The most current version of the following standards shall be applied.

- A. City of University Place Comprehensive Storm Drainage Plan.
- B. Conditions and standards as set forth in the most current edition City of Tacoma Water System Plan.
- C. Conditions and standards as set forth in the most current edition of the Pierce County Public Works and Utilities Comprehensive Sanitary Sewer Plan.
- D. Conditions and standards set forth in the most current edition of the Pierce County Pre-Treatment Standards for Sanitary Sewage.
- E. Conditions and standards as set forth in the most current edition of the Pierce County Health Department regulations.
- F. Conditions and standards as set forth in the most current edition of the University Place Comprehensive Land Use Plan.
- G. King County Surface Water Design Manual.
- H. Criteria set forth in the Local Agency Guidelines as amended and approved by Washington State Department of Transportation.
- I. City and County Design Standards for the Construction of Urban and Rural Arterial and Collector Roads Promulgated by the City Engineers Association of Washington, May 24, 1989.
- J. Conditions and standards as set forth in the WSDOT Design Manual as amended and approved by WSDOT.
- K. U.S. Department Transportation Manual on Uniform Traffic Control Devices (MUTCD), as amended and approved by Washington State Department of Transportation.
- L. WSDOT Construction Manual as amended and approved by Washington State Department of Transportation.
- M. Rules and regulations of the State Board of Health regarding public water supplies, as published by the State Department of Health.
- N. Conditions and standards as set forth in the State of Washington Department of Ecology "Criteria for Sewage Works Design", most current edition.
- O. Conditions and Standards as set forth by the State of Washington, Department of Labor and Industries.
- P. Criteria set forth in "Transportation and Land Development" by V.G. Stover and F. Koepke and the Institute of Transportation Engineers.
- Q. Design criteria of federal agencies including Department of Housing and Urban Development and the Federal Housing Administration.

- R. Highway Capacity Manual, Special Report 209, Third Edition, 1994.
- S. I.T.E. Trip Generation Manual, 5th Edition.
- T. A.A.S.H.T.O., A Policy on Geometric Design of Highways and Streets, 1994.
- U. Uniform Building Code, current edition.
- V. King County Road Standards, 1993 (for drainage structures, and appurtenances only).
- W. Tacoma Electrical Code.
- State of Florida Department of Transportation Roundabout Design Guidelines.
- Y. State of Maryland Department of Transportation Roundabout Design Guidelines.
- Z. Other specifications not listed above as may apply when required by the City of University Place. (Ord. 142 § 1 Exh. A (1.010), 1997).

13.10.040 Design Standards

A. Detailed plans, prepared by a licensed engineer, must be submitted to the city permit center for plan review and approval prior to the commencement of any construction. Applicant's engineer shall 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. Final plans shall be approved by the director of public works prior to the start of construction.

B. Five folded copies of the plans are required to be submitted to the sity for review. All drawings shall be on 22-inch by 34-inch sheet size. Original sheets shall be good quality reproducible ink on mylar. Original mylar drawings of the approved plan shall be provided and shall become the property of the City of University Place. The drawings shall also be provided to the city in digital format utilizing AutoCAD software-in-the version utilized by the city at the time of plan-approval. Drawing files will be provided on three and one-half-inch discs (or other media format acceptable to the city). A reproducible copy of the drawing will be returned to the applicant's engineer.

C. Plans and profile drawings are required for all proposed transportation-related improvements, street illumination, traffic signalization, storm drainage facilities, and sewer and water improvements. For specific minimum requirements, see the plan checklist in UPMC 13.10.045. On occasion, the scope of a project (i.e., relocating one hydrant) may not require engineered plans and can instead be handled via a right of way permit. This option will be decided during technical review committee presubmission conference.

D. Specifications shall be required and submitted with the plans if general notes do not adequately cover the project requirements. 1/1 (Ord. 142 § 1 Exh. A (1.040), 1997).

13.10.045 Plan Checklist

A. Standard	d Items - Water, Sanitary Sewer, Storm Sewer, Street, Lighting, And Signal.
()	Vicinity-Map
()	Legend (APWA-Standard-Symbols)
()	North Arrow
()	— Scale-Bar
()	Datum Bench Mark Elevation and Location (on all sheets where elevations are
referenced)	· ·
(-)	— Title-Block:
()	—Title:
()	— Design By:
(`)———	— Drawn By:
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ப்	Checked By:
À	Signature Ápproval Block:
À	Sheet Number of Total Sheets:
À	Section, Township and Range (every plan/profile sheet)
Ϋ́	Engineers' Stamp (signed and dated)
ŭ	Project Title (cover sheet)
ŭ	Utility System Map (showing all proposed utilities on one drawing)
Ϋ́	Revision Block
È.	Plan Portion Standard Items.
(\cdot)	Centerline and Stations
À	Edge of Pavement and Width
Ü	Right-of-Way and Width
Ĥ	Proposed Survey Monumentation Locations and Details
Ĥ	Sidewalk and Width
Ä	Roadway Sections
ŭ	Existing Utilities (above and below ground)
Ľ	Adjacent Property Lines, Ownership, Parcel Number, and Street Address
Č	Contour Lines (2-foot intervals)
Ľ	ldentify Street Names, Rights of Way, Lots
Ë	ldentify Match Existing Sheet Numbers and Stations
Ľ	Easements, Width and Type
L	Define Survey Baseline
Ľ	Stations for Structures
2	Flow Direction Arrows
Ľ) Flood Plane Boundary (if applicable)
È	. Profile Portion Standard Items.
Ē	Profile Grades (decimal FT./FT.)
2) Existing Ground
Ľ	Scale (horizontal and vertical)
Ľ) Stationing
2	Vertical Elevation Increments
2	Existing Utilities (if available)
Ň	liso.:
4	Detail Sheet
~	General Notes
á	. Sanitary Sewer.
	Documented" compliance with Pierce County Public Works and Utilities requirements.
	. Water.
	Documented" compliance with Tacoma Public Utilities Department requirements.
	. Storm Sewer.
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L	Cover Sheet
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\sum_{L}	Section 7 – Analysis of the 100-Year Flood
\sum_{I}	Section 8 – Aesthetic Considerations for Facilities
7) Section 9 Downstream Analysis
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7) Section 10 - Covenants, Dedications, Easements) Section 11 - Homeowners - Articles of Incorporation
7	
t) Project Engineer's Certificate

()	English Curaman, Earn
$\overline{}$	Facility Summary Form
$\overline{}$	Engineer's Estimate
(-)	Erosion Control Plan Report:
(-)	Section 1 - Construction Sequence and Procedure
()	Section 2 Trapping Sediment
()	Section 3 Permanent Erosion Control and Site Restoration
()	Section 4 - Geotechnical Analysis and Report
()	Section 5 Inspection Sequence
(-)	—— Drawings and Specifications:
()	- Vicinity-Map
()	Project-Boundaries
()	Sub Basin Boundaries
()	Off-Site Area Tributary to Project
()	Contours (2 foot intervals)
()	Major Drainage Features
()	Flow Path
()	Site Map:
()	Existing Topography at Least 50 Feet Beyond Site Boundaries
() ——	Finished-Grades
()	Existing Structures within 1,000 Feet of Project Boundary
()	
()	Easements, Both Existing and Proposed
()	Environmentally Sensitive Areas
()	—— 100-Year Floodplain Boundary
()	Existing and Proposed Wells within 1,200 Feet of Proposed Retention Facility
()	Existing and Proposed Fuel Tanks
()	Existing and Proposed On Site Sanitary Systems within 100 Feet of Detention/Retention
Facilities	
()	Detention/Retention Facilities
()	Proposed Structures Including Roads and Parking Surfaces
()	Lot Dimensions and Areas
()	Proposed Drainage Facilities and Sufficient Cross-Sections and Details to Build
()	Plan View - Conveyance System:
()	Station and Number at Each Manhole/Catch Basin
()	Manhole/Catch Basin Type and Size
()	Manhole/Catch Basin Rim Elevation
()	Flow Direction with Arrow on Pipe/Channel
()	Type and Size of Pipe
()	Length of Pipe in Lineal Feet
()	Profile View - Conveyance System:
()	Station and Number at Each Manhole/Catch Basin
()	Rim Elevation
()	Invert In and Out
()	Length of Pipe in Lineal Feet
()	
()	— Design Velocity
()	
```	Unit Area (including off-site contributing areas)
```	Percentage-Impervious
'' —	
<u>``</u>	Estimated Ultimate Infiltration Rate
25	Conveyance Date, Identifier (for reference to model output), Length, Slope, Inverts
2	Overland Flow Paths and Distances
	Soil Types
Σ	Spot Water Surface Elevations, Discharges and Velocities for the Design Event
Ξ	Erosion Control Drawing:
(7	Livolon control contro

()	Soil Types
<u> </u>	Locations of Soil Pits and Infiltration Tests
	- Construction Entrance-Detail
()	Silt Fences and Traps
	Mulching and Vegetation Plan
()	
()	- Clearing and Grubbing Limits
(-)	Existing and Finished Grade
()	—Details and Locations of all BMPs Recommended
() 	Location and Details of Temporary Sediment Ponds
()	Maintenance Report:
(-)	Required Type and Frequency of Long Term Maintenance Organization
()	Identification of Responsible Maintenance Organization
()	Frequency of Sediment Removal
()	Cleaning of Catch Basins
(-)	Vegetation Control
(-)	- Annual Cost Estimate of Maintenance
()	Construction Inspection Report
()	Misc.:
```	— Detail Sheet
· · · · · · · · · · · · · · · · · · ·	Storm General Notes
G . Street.	
Plan View:	
/ \	Flow Direction Arrows at Curb Returns Showing Grade
()	Spot Elevations on Curb Returns
()	Station PC, PT, PI and Intersections
()	Curve Information Delta, Radius, Length and Tangent
()	BCR and ECR (Begin Curb Radius, End Curb Radius)
()	Identify All Field Design Situations
(-)	Typical Sections
()	Pavement Marking Details with Station and Offset
()	—Sidewalks
()	Driveway-Approach
()	— Station
()	- Width, Material (AC, PCC)
()	— Driveway Type
) (
	Accessibility Ramps Detail and Type
Profile Viev	— Accessibility Ramps — Detail and Type
Profile Viev	N .
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- (\leftarrow	J-Box Location (include station and offset)
4	()	Signal (follow WSDOT specs unless otherwise required by the city)
+	<u> </u>	Station and Offset Signal Base, Cabinets, Ped. Lead, Loops, Etc.
+	() -	
+	ί)—	Signal Heads and Mounting Assembly
+	<u>``</u>	Detection Loops
4	() —	——— Opticom
4	``	Control Cabinet, Size and Layout
+	()	Power Source
	$\dot{(}\dot{)}$	Conduit
+	() –	Wire Size and Type
	() —	Construction Notes
	` 	J Box Schedule
	() -	Pedestrian Signal Type with Push Button
	() —	Controller Type, Configuration, and Wiring Schematic
	Mise),
	()	————Detail Sheet
	() —	Lighting General Notes
	() —	Line Loss Calculations
	i. Mi	scellaneous.
	\leftarrow	Easements and/or Dedication Deeds
	() —	Contract-Documents/Specifications
:	Addi	itional Items:
	() —	Sheet Index (on title sheet if required)
	$\stackrel{\cdot}{\leftarrow}$	 Field Verify Note on DWG Expose Connection Points and Verify Fittings 48 Hours
Pri	or to	Distributing-Shut-Down-Notices
	()	Call Before You Dig Note
	$\stackrel{\frown}{+}$	Signing - Temperary and Permanent
	$\stackrel{\frown}{+}$	————Channelization
	() —	Location of Cluster Mailboxes
	\leftarrow	Location of School Bus (and/or Pierce Transit) Bus Shelter/Pad
	(Ord	I. 142 § 1 Exh. A (1.040), 1997).

13.10.050 Plan, Review, Construction and Permit Processing Requirements.

All permit applications shall be made to the City's permit center. All plans which are required to be submitted to the City for review prior to the issuance of a permit shall be submitted to the permit center.

Permit applications which are governed by UPMC Title 22 shall be processed according to the procedures thereunder. For all other public works permits, processing shall proceed as follows: After submittal of a complete application to the permit center and payment of all necessary fees, a cursory check of the plans against the plan checklist will be made by city staff. Any necessary easements or dedications shall be submitted for review along with the plans. If the plans, easements and dedications meet the minimum checklist requirements, they will be routed to begin the plan review process.

After initial review, the applicant's engineer will be requested to submit the original drawings for approval or will be notified of additional required revisions. Additional review time will be required if revisions are necessary.

If plans require an additional submittal, additional fees will be lived as established by resolution of the City Council. "Additional submittal" shall mean any subsequent submittal of construction drawings, specifications, drainage calculations, and/or other information that requires additional plan checking pertaining to the construction of the project.

Permit-will be issued and approved plans will be returned to the applicant, only after receipt of all applicable financial guarantees, easement dedications, payment of application, review, permit and inspection fees.

Plans that have been approved more than 180-days before construction begins (i.e. pre-construction meeting scheduled and inspection fees paid) shall be subject to a review based on the hourly-rate as established for additional submittals.

All construction permits expire 180 days after issuance if construction has not commenced. Verification of start of work is a recorded inspection. A permit may be renewed for 180 days at the discretion of the City Engineer.

A. Permits Required. Before any person, firm or corporation shall commence or permit any other person, firm or corporation to commence any work to clear land, cut and remove trees, plane fill, stockpile, grade, pave, level, alter, construct, repair, remove, excavate or place any pavement, sidewalk, crosswalk, curb, driveway, gutter, drain, sewer, water, conduit, tank, vault, street banner or any other structure, utility or improvement located over, under or upon any public right-of-way or property in the City of University Place, or place any structure, building, barricade, material, earth, gravel, rock, debris or any other material or thing tending to obstruct, damage, disturb, occupy, or interfere with the free use thereof or any improvement situated therein, or cause a dangerous condition, the appropriate permit shall be obtained from the city. A separate permit shall be obtained for each separate project.

If a short plat or special use permit is a development requirement, a site development permit will not be issued until they are acquired. However, a site development permit may be processed jointly with a conditional use or land use permit.

B. Permit Types

1.Site Development Permit. A site development permit is required for any project which alters property to provide new or additional access, to pave parking lots, alters drainage patterns, requires erosion control, and/or constructs roadways and utility extensions. However, if construction activities involve only clearing and grubbing, or only grading, then a separate specific permit, as listed below, is required Significant tree provisions still apply.

A. Clearing and Grubbing Permit. A clearing and grubbing permit will be required for cutting, clearing and/or the grubbing of an area greater than 20,000 square feet.

B. Grading Permit. A grading permit is required for any grading, filling or excavation work unless exempted by Uniform Building Code Appendix Chapter 33 as adopted by City of University Place.

2.Right-of-Way Permit. A right-of-way permit is required for any work within the right-of-way as outlined at the beginning of this chapter. Such work may include utilities work, telecommunications work, lane closures, driveways, curbs, sidewalks, cutting, topping, damaging or pruning trees, and haul routes. Permission to temporarily close a street or portion thereof for construction activities is obtained through the right-of-way permit. A utility must have a franchise, license or other lawful authority expressly granted by the City before it can operate, maintain, install or construct any facility in a right of way of the City unless such a requirement is preempted by state or federal law.

3.Blanket Right-of-Way Permits. All utilities operating under a franchise with the City are eligible for an annual blanket right-of-way permit to cover the franchisee's work within the right-of-way of streets classified as local road feeder and local road minor. The annual blanket right-of-way permit would be in lieu of individual right-of-way permits.

The fee for each work occurrence under the blanket permit is the same as the fee for an individual right-of-way permit. Annual blanket permit holders must notify the City Permit Center in writing at least 24 hours in advance of any work proposed to be done under the annual blanket permit. At the beginning of each month, the City will invoice blanket permit holders for work done the previous month.

Blanket permits do not entitle an entity to perform work within the rights-of-ways of streets classified as arterial streets. An individual right-of-way permit must be obtained for any work performed by a utility within the right-of-way of an arterial street in the City.

The City Engineer may revoke the annual blanket permit of any franchisee that fails to comply with the Public Works Standards of the provisions of the blanket permit. If a blanket permit is revoked, the franchisee will be required to apply for an individual right-of-way permit for work performed within the right-of-way of any street in the City.

Any revocation or suspension of a blanket permit shall be appealable to the City's Hearing Examiner.

4. Approvals and Other Permits. There are several other permits or approvals which may be required and referred to in these standards: site plan review; plat and short plat approvals; building permit and certificate of occupancy.

In addition, there are several other city approvals which may have to be obtained prior to the above listed permits and which may affect the standards as contained in this document: reclassification; conditional use; planned development district; shoreline substantial development permit.

C. Permit Exemptions.

The following work is exempt from the permit requirements of these standards:

- 1.Construction, maintenance or repair of public roads or storm drainage facilities when done by a public agency and the project has a completed environmental checklist (if applicable), has been approved by the Washington State Department of Transportation (WSDOT), City of University Place, or the city engineer, and the work is in existing public right- of-way or easement dedicated to or owned by the City of University Place.
- 2.Cutting and clearing and/or grubbing of any area project area less than 20,000 square feet except in sensitive areas, landslide and erosion hazard areas or wetlands.
- 3. The stockpiling or broadcasting in a single year of less not more than 250 cubic yards of topsoil, peat, sawdust, mulch, bark, chips or solid nutrients on a lot, tract, or parcel, except within wetlands, except in floodplains or sensitive areas.
- 4. The excavation or filling required to accommodate only the footprint of a proposed single-family residential structure in preparation for the proposed construction. The following conditions apply:
 - a. A building permit application has been accepted by the city.
 - b. The proposed structure is not located within 100 feet of a wetlands.
 - c. The proposed structure is located a minimum of 50 feet from a drainage course.
 - d. The proposed structure is not located in a floodplain.
 - e. The proposed structure is not located in a sensitive area.
- 5.Emergency sandbagging, diking, ditching, filling or similar work during or after period of extreme weather conditions when done to protect life or property.

Properties which are contiguous to each other and which were in common ownership at any time during the year preceding any claimed exemption under these standards will be considered one tract for the purpose of applying these exemptions.

D. Permit Applications

All permit applications shall be made to the City's permit center. Permit applications are processed in accordance with UPMC Chapter 22.

For all other public works permits, processing shall proceed as follows: after submittal of a complete application to the permit center and payment of all necessary fees, a cursory check of the plans against the plan checklist will be made by city staff. Any necessary easements or dedications shall be submitted for review along with the plans. If the plans, easements, and dedications meet the minimum checklist requirements, they will be routed to begin the plan review process.

After initial review, the applicant's engineer will be requested to submit the original drawings for approval or will be notified of additional required revisions. Additional review time will be required if revisions are necessary.

E. Approval and Other Permits

There are several other permits or approvals which may be required and referred to in these Standards: site plan review; plat and short plat approvals; building permit and certificate of occupancy. In addition, there are several other city approvals which may have to be obtained prior to issuance of one or more permit type listed in section 13.10.050(B) which may affect the Standards as contained in this

document, including but not limited to, conditional use; planned development district (PDD); and shoreline substantial development permits.

F. Submittal Documents

- 1.Detailed plans, prepared by a licensed engineer, must be submitted to the city permit center for plan review and approval prior to the commencement of any construction. All plans to be submitted must be signed and stamped by a professional engineer, licensed in the State of Washington, prior to submittal for plan review. Final plans shall be approved by the director of public works prior to the start of construction.
- 2. Six folded copies of the plans shall be submitted to the city for review. All drawings shall be on 22-inch by 34-inch sheet size. Original sheets shall be good quality reproducible ink on Mylar. Original Mylar drawings of the approved plan shall be provided and shall become the property of the City of University Place. The drawings shall also be provided to the city in digital format utilizing AutoCAD software in the version utilized by the city at the time of plan approval. Drawing files will be provided on three-and-one-half-inch discs (or other media format acceptable to the city). A reproducible copy of the drawing will be returned to the applicant's engineer.
- 3.Plans and profile drawings are required for all proposed transportation-related improvements, street illumination, traffic signalization, storm drainage facilities, and sewer and water improvements. For specific minimum requirements, see the plan checklist in the Appendix. On occasion, the scope of a project (i.e., relocating one hydrant) may not require engineered plans and can instead be handled via a right-of- way permit. This option will be decided during technical review committee pre-submission conference.
- 4.Specifications shall be required and submitted with the plans if general notes do not adequately cover the project requirements.

G. Permit Issuance

A permit will be issued and approved plans returned to the applicant only after receipt of all applicable financial guarantees; easement dedications; and payment of application, review, permit, and inspection fees.

H. Validity

Plans that have been approved more than 180 days before construction commences (i.e., preconstruction meeting scheduled and inspection fees paid) shall be subject to re-review based on the hourly rate established for additional submittals.

1. Permit Expiration

All site development permits, including clearing and grubbing permits and grading permits, expire 180 days after permit issuance if construction has not commenced. Verification of start of work is a recorded inspection. A permit may be renewed for 180 days at the discretion of the City. Site development permits expire three years after permit issuance if work has begun within the first 180 days after permit issuance.

J. Fees.

Fees, charges or financial guarantee requirements shall be as established by the city council by a resolution adopting a fee, charge, and financial guarantee requirement schedule. The city council shall further set the dollar penalty for failure to pay said fee or charge in a timely manner by passage of such resolution. A copy of the "fees and charges" resolution can be found in the office of the city clerk. It is the applicant's responsibility to verify that the fees are current.

The initial plan check fee and application fees are due at the time of submittal of the permit application to allow the permit to be processed for issuance

All additional plan check fees are due prior to issuance of the site development permit and release of approved plans.

In addition, there are various miscellaneous service and connection fees and charges. We strongly urge all applicants to request an estimate of these fees and charges from the appropriate utility providers as soon as practical.

Notice: Pursuant to RCW 36.70B.070 a permit application must be accompanied by the necessary application fees to allow the permit to be processed for issuance. An application is incomplete within the meaning of RCW 36.70B.070 and UPMC Title 22 unless it is accompanied by all fees necessary to complete processing the application.

K. Financial guarantees.

Standard forms have been developed by the city and approved by the city attorney's office and the city manager or his/her designee(s). These forms must be used for all projects being reviewed and accepted by the city. The most recent version of these forms approved by the city council must be used.

Financial guarantees shall be on a city form or on a form acceptable to the city and will not be released by the city until the required improvements are constructed in accordance with the approved plans. All improvements financially guaranteed must be constructed and/or completed within three years from the date of issuance of the site development permit and if not, the financial guarantee must be paid to the city to be used for completion of the required construction.

<u>Financial guarantee forms are at the end of this chapter and, when required, shall be used when making a submittal to the city.</u>

Irrevocable letters of credit or other types of financial guarantees may be approved if acceptable to the city attorney and city manager or his/ her designee.

Financial guarantees under \$5,000 must be by an assignment of funds.

All financial guarantees shall run continuously until released by the city and shall not be subject to expiration or cancellation without written authorization from the city.

The city may require a financial guarantee or withhold the certificate of occupancy of the structure to guarantee compliance with these regulations.

To determine the amount of the financial guarantee, an estimate shall be submitted to the city by the engineer detailing the work to be accomplished and the cost thereof. The estimate shall be based on current construction costs. The city will review the engineer's estimate and, if acceptable, will establish the financial guarantee at 125 percent of the engineer's estimate to allow for inflation and administration expenses should the city have to complete the project.

- 1.Site Development Construction Guarantee. Prior to issuance of a permit, the applicant will be required to submit a financial guarantee to the city to assure compliance with the provisions of these regulations, the permit, and accepted plans.
- a. Financial guarantee may be submitted to the city in lieu of construction of the required improvements except in situations where the required work involves a safety or public welfare issue. Project approval shall not be granted until all required safety and public welfare issues are completed to the satisfaction of the city.
- b. An engineer's estimate shall be submitted to the city by the engineer detailing the quantity of work to be done in the city right-of-way The estimate shall be based on current construction costs and shall be stamped and signed by the engineer.

An executed contract for the total project between a licensed, bonded contractor and the project applicant may be substituted in lieu of the engineer's estimate.

- c. The city shall review the engineer's estimate or the executed contract, and if it is in order the city will establish the amount of the financial guarantee. The financial guarantee shall be 125 percent of the engineer's estimate or of the executed contract to allow for inflation and engineering administration expenses should the city have to complete the project.
- d. The applicant will be allowed a two-year time period from the acceptance of the financial guarantee in which to complete the work after which the financial guarantee is subject to default to the city who will complete the work and use the guarantee for reimbursement. The applicant shall remain financially responsible for any and all costs exceeding the amount of the original financial guarantee.
- e. Final approval of the street construction plans will not be given or a construction permit issued until a financial guarantee is submitted an the amount necessary when so required by the city.

- 2.Private Storm Drainage Maintenance Financial Guarantee. Prior to issuance of a building permit or approval of a plat, the applicant will be required to submit a financial guarantee to the city to guarantee the maintenance of the private storm drainage system within the development.
- a. The city shall require a bond or other financial surety acceptable to the city to guarantee that the applicant will correct any defect or subsequent problem in a dedicated improvement, including the satisfactory functioning of the project's drainage and/or drywell system caused by improper design, faulty construction, poor housing construction practices, or other reasons determined by the city. The guarantee shall not exceed 7.5 percent of the construction cost of the project as determined by the city. The guarantee shall remain in effect for a period of 18 months from the time that the city accepts the street and/ or storm drainage system for maintenance. The applicant shall remain financially responsible for any and all costs exceeding the amount of the original financial guarantee.
- b. The guarantee shall be submitted to the city before the improvements are dedicated to the city or, if applicable, before the posted construction bond is released back to the applicant at the applicant's option.
- 3. Public Road and Storm Drainage Cleaning Financial Guarantee. An assignment of funds will also be required of the building permit applicant to guarantee the cleaning of the public roads and storm drainage systems adjacent to or within the development. Cleaning frequency will be determined by the city and must continue until written notification is received from the city.

The assignment of funds must be submitted to the city upon application for a building permit and prior to issuance of the permit. The guarantee will be held by the city until the structure and the front yard landscaping has been completed.

The amount of the street cleaning guarantee will be \$150.00/lot for plats and \$1,000 to \$5,000 for commercial developments, as determined by the city.

- 4.Procedure for Releasing Financial Guarantee for Private Storm Drainage Construction. Upon receipt of an acceptable letter of completion from the engineer, the city will release the applicable financial guarantee unless the city determines a drainage problem exists as a direct result of the development. If the applicant fails to correct the drainage problem, the city may seek to foreclose on the financial guarantee to obtain the funds to correct the deficiency.
- 5.Procedure for Releasing Financial Guarantee for Private Storm Drainage Maintenance. Upon approval of the final inspection of all structures, and acceptance of a form supplied by the city, and completed by the developer, stating that the storm drainage system has been cleaned of all debris, dirt, sediment, etc., the city will release the applicable financial guarantee.

13.10.060 Regulations for tree cutting on public lands and within the public right-of-way

- 1. Policy. It is the policy of the City of University Place to protect and preserve trees, shrubs, bushes, flowers and other landscaping on public lands and within the public right of way to:
 - a) Preserve and enhance the City's aesthetic character and maintain visual screening and buffering:
 - b) Prevent landslides, accelerated soil creep, settlement and subsidence hazards;
 - c) Preserve habitat to the greatest extent feasible.
 - d) Minimize the potential for flooding, erosion, siltation or other form of pollution in a watercourse.
- 2. Prohibition of Damaging Trees or Landscaping Planted by the City. No person shall cut, remove, top, damage, prune, or trim any tree, bush, shrub, flower or other landscaping planted by the City of University Place on public land or in the public right-of-way. The public right-of-way includes but is not limited to streets, street shoulders, planter strips and medians.
- 3. Prohibition of Cutting Significant Trees Planted within Public Rights of Ways. No person, including abutting property owners, shall cut, remove, top, damage, prune, or trim any significant tree located within a public right-of-way without first having obtained a right of way use permit from the City.
 - 4. Exemptions. The following shall be exempt from the provisions of this Section:

- a) Removal of trees and/or ground cover by the Public Works Department, Parks Department, Fire District and/or public or private utility in emergency situations involving immediate danger to life or property, substantial fire hazards, or interruption of services provided by a utility.
- b) Removal of dead or terminally diseased or damaged ground cover or trees which have been certified as such by a forester, landscape architect or the City prior to their removal.
- c) Maintenance activities including routine vegetation management and essential tree removal for public and private utilities, road rights of way, easements and parks.
- d) Installation of distribution lines by public and private utilities provided that such activities are categorically exempt from the provisions of the State Environmental Policy Act.

13.10, 955 .070 Construction control.

Work performed for the construction or improvement of city roads and utilities whether by or for a private developer, by city forces, or by a city contractor, shall be done to the satisfaction of the city and in accordance with approved plans. It is emphasized that no work shall be started until such plans are approved and applicable permits issued. Any revision to such plans shall be approved by the city before being implemented. Failure to receive the city's approval can result in removal or modification of construction at the contractors or developer's expense to bring the work into conformance with approved plans.

(Ord. 142 § 1 Exh. A (1.055), 1997).

13.10. 060 .080 Inspection.

All work performed within the public right-of- way, easements and/or private property, as described in these standards, whether by or for a private developer, by city forces, or by a city contractor, shall be done to the satisfaction of the city and in accordance with the WSDOT/APWA Standard Specifications, any approved plans and these Standards. Unless otherwise approved, any revision to construction plans must be approved by the city before being implemented.

It is the responsibility of the developer, contractor, or their agents to notify the city in advance of the commencement of any authorized work. A pre-construction meeting and/or field review shall be required before the commencement of work. Inspection fees shall be paid before permit issuance. Any necessary easements or dedications are required before plan approval.

It is the responsibility of the developer, contractor or their agents to have an approved set of plans and any necessary permits on the job site whenever work is being accomplished.

The city shall have authority to enforce these Standards as well as other referenced or pertinent specifications. The city will appoint project engineers, assistants and inspectors as necessary to inspect the work and they will exercise such authority as the city engineer may delegate.

All specific inspections, test measurements or actions required of all work and materials are set forth in their respective chapters herein. Tests shall be performed at the owner's expense.

Failure to comply with the provisions of these standards may result in stop work orders, removal of work accomplished (at developer's expense), or other penalties as established by ordinance.

A project is considered final when a letter of acceptance is issued by the city to the party responsible for the project.

(Ord. 142 § 1 Exh. A (1.060), 1997).

13.10.070 Fees

Fees, charges or financial guarantee requirements shall be as established by the city council by a resolution adopting a fee, charge, and financial guarantee requirement schedule. The city council shall further set the dollar penalty for failure to pay said fee or charge in a timely manner by passage of such resolution. A copy of the "fees and charges" resolution can be found in the office of the city clerk. It is the applicant's responsibility to verify that the fees are current.

The initial plan check fee is due at the time of submittal of the permit application.

All additional plan check fees are due prior to issuance of the construction permit and release of approved plans.

Inspection fees - see fee resolution.

In addition, there are various miscellaneous service and connection fees and charges. We strongly urge all applicants to request an estimate of these fees and charges from the appropriate utility providers as soon as practical.

Notice: Pursuant to RCW 36.70B.070 a permit application must be accompanied by the necessary application fees to allow the permit to be processed for issuance. An application is incomplete within the meaning of RCW 36.70B.070 and UPMC Title 22 unless it is accompanied by all fees necessary to complete processing the application. (Ord. 142 § 1 Exh. A (1.070), 1997).

43.10.080 Permits

Before any person, firm or corporation shall commence or permit any other person, firm or corporation to commence any work to clear land, plane fill, stockpile, grade, pave, level, alter, construct, repair, remove, excavate or place any pavement, sidewalk, crosswalk, curb, driveway, gutter, drain, sewer, water, conduit, tank, vault, street banner or any other structure, utility or improvement located over, under or upon any public right of-way or property in the City of University Place, or place any structure, building, barricade, material, earth, gravel, rock, debris or any other material or thing tending to obstruct, damage, disturb, occupy, or interfere with the free use thereof or any improvement situated therein, or cause a dangerous condition, the appropriate permit shall be obtained from the city. A separate permit shall be obtained for each separate project.

If the city lets a contract for a public works project, the city shall waive all fees for permits required by the contractor to complete the project. Unless expressly approved by the city council, city participation in a local improvement district shall not waive permit fees.

Much of the work covered under these standards will require multiple 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 appropriate departments.

The following general categories describe some of the activities requiring permits, approvals and/or agreements from the city prior to proceeding with the activity:

A. Environmental Review. For most projects, an environmental checklist must be completed by the applicant and submitted along with plans, specifications, and other information when approval or permits are being requested for a project. The planning and community development department conducts the environmental review and makes a SEPA threshold determination for the city.

B. Construction Permits.

- 1. Site Development Permit. A site development permit is required for any project which alters property to provide new or additional access, to pave parking lots, alters drainage patterns, requires erosion control, and/or constructs roadways and utility extensions.
- 2. Clearing and Grubbing Permit. A clearing and grubbing permit will be required for cutting, clearing and/or the grubbing of an area greater than 20,000 square feet in single ownership.
- 3. Grading Permit. A grading permit is required for any grading, filling or excavation work unless exempted by Uniform Building Code Appendix Chapter 33 as adopted by City of University Place.
- 4. Right-of-Way Permit. A right-of-way permit is required for any work within the right-of-way as cutlined at the beginning of this chapter. Such work may include utilities work, telecommunications work, lane closures, driveways, curbs, sidewalks, and haul-routes. Permission to temporarily close a street or portion thereof for construction activities is obtained through the right-of-way permit.

All construction permits expire 180 days after issuance if construction has not commenced. Verification of start of work is a recorded inspection. A permit may be renewed for six months at the discretion of the city engineer.

C. Approvals and Other Permits. There are several other permits or approvals which may be required and referred to in these standards: site plan review; plat and short plat approvals; building permit and certificate of occupancy.

In addition, there are several other city approvals which may have to be obtained prior to the above listed permits and which may affect the standards as contained in this document; reclassification; conditional use; planned development district; shoreline substantial development permit. (Ord. 142 § 1 Exh. A (1.080), 1097).

13.10.085 Exemptions

The following work is exempt from the permit requirements of these standards:

A. Construction or maintenance of public roads or flood control projects when done by a public agency and the project has a completed environmental checklist, has been approved by the Washington State

Department of Transportation (WSDOT); City of University Place, or the city engineer, and the work is in existing public right of way or easement dedicated to or owned by the City of University Place.

- B. Cutting and clearing and/or grubbing of any area under single ownership less than 20,000 square feet and except in sensitive areas, landslide and erosion hazard or wetlands.
- C. The stockpiling or broadcasting of less than 150 cubic yards of topsoil, peat, sawdust, mulch, bark, chips or solid nutrients on a lot, tract, or parcel of land, per year, except within wetlands, except in floodplains and except in sensitive areas.
- D. The installation of utilities in accordance with a valid city permit, well drilling activities, installation of sanitary-drain fields, or excavation for soil logs, except within wetlands and except in sensitive areas.
- E. The excavation or filling required to accommodate only the footprint of a proposed single family residential structure in preparation for the proposed construction. The following conditions apply:
 - 1. A building permit application has been accepted by the city.
 - 2. The proposed structure is not located within 100 feet of a wetlands.
 - 3. The proposed structure is located a minimum of 50 feet from a drainage course.
 - 4. The proposed structure is not located in a floodplain.
 - 5. The proposed structure is not located in a sensitive area.
- F. Emergency sandbagging, diking, ditching, filling or similar work during or after period of extreme weather conditions when done to protect life or property.

Properties contiguous to each other and owned by the same person are considered to be one tract with regards to the exemptions discussed above. (Ord. 142 § 1 Exh. A (1.085), 1997).

43.40.090 Financial Guarantees

Standard forms have been developed by the city and approved by the city attorney's office and the city manager or his/her designee(s). These forms must be used for all projects being reviewed and accepted by the city. The most recent version of these forms approved by the city council must be used.

Financial guarantees shall be on a city form or on a form acceptable to the city and will not be released by the city until the required improvements are constructed in accordance with the approved plans. All improvements financially guaranteed must be constructed and/or completed within three years from the date of issuance of the site development permit and if not, the financial guarantee must be paid to the city to be used for completion of the required construction.

Financial guarantee forms are at the end of this chapter and, when required, shall be used when making a submittal to the city.

Irrevocable letters of credit or other types of financial guarantees may be approved if acceptable to the city-attorney and city manager or his/her designee.

Financial guarantees under \$5,000 must be by an assignment of funds.

All financial guarantees shall run continuously until released by the city and shall not be subject to expiration or cancellation without written authorization from the city.

The city may require a financial guarantee or withhold the certificate of occupancy of the structure to guarantee compliance with these regulations.

To determine the amount of the financial guarantee, an estimate shall be submitted to the city by the engineer detailing the work to be accomplished and the cost thereof. The estimate shall be based on current construction costs. The city will review the engineer's estimate and, if acceptable, will establish the financial guarantee at 125 percent of the engineer's estimate to allow for inflation and administration expenses should the city have to complete the project.

- A. Site Development Construction Guarantee. Prior to issuance of a permit, the applicant will be required to submit a financial guarantee to the city to assure compliance with the provisions of these regulations, the permit, and accepted plans.
- 1. A financial guarantee may be submitted to the city in lieu of construction of the required improvements except in situations where the required work involves a safety or public welfare issue. Project approval shall not be granted until all required safety and public welfare issues are completed to the satisfaction of the city.
- a. An engineer's estimate shall be submitted to the city by the engineer detailing the quantity of work to be done in the city right of-way. The estimate shall be based on current construction costs and shall be stamped and signed by the engineer.

An executed contract for the total project between a licensed, bended contractor and the project applicant may be substituted in lieu of the engineer's estimate.

- b. The city shall review the engineer's estimate or the executed contract, and if it is in order the city will establish the amount of the financial guarantee. The financial guarantee shall be 125 percent of the engineer's estimate or of the executed contract to allow for inflation and engineering administration expenses should the city have to complete the project.
- 2. The applicant will be allowed a two year time period from the acceptance of the financial guarantee in which to complete the work after which the financial guarantee is subject to default to the city who will complete the work and use the guarantee for reimbursement. The applicant shall remain financially responsible for any and all costs exceeding the amount of the original financial guarantee.
- 3. Final approval of the street construction plans will not be given or a construction permit issued until a financial guarantee is submitted an the amount necessary when so required by the city.
- B. Private Storm Drainage Maintenance Financial Guarantee. Prior to issuance of a building permit or approval of a plat, the applicant will be required to submit a financial guarantee to the city to guarantee the maintenance of the private storm drainage system within the development.
- 1. The city shall require a bond or other financial surety acceptable to the city to guarantee that the applicant will correct any defect or subsequent problem in a dedicated improvement, including the satisfactory functioning of the project's drainage and/or drywell system caused by improper design, faulty construction, poor housing construction practices, or other reasons determined by the city. The guarantee shall not exceed 7.5 percent of the construction cost of the project as determined by the city. The guarantee shall remain in effect for a period of 18 months from the time that the city accepts the street and/or storm drainage system for maintenance. The applicant shall remain financially responsible for any and all costs exceeding the amount of the original financial guarantee.
- 2. The guarantee shall be submitted to the city before the improvements are dedicated to the city or, if applicable, before the posted construction bond is released back to the applicant at the applicant's option.
- C. Public Road and Storm Drainage Cleaning Financial Guarantee. An assignment of funds will also be required of the building permit applicant to guarantee the cleaning of the public roads and storm drainage systems adjacent to or within the development. Cleaning frequency will be determined by the city and must continue until written notification is received from the city.

The assignment of funds must be submitted to the city upon application for a building permit and prior to issuance of the permit. The guarantee will be held by the city until the structure and the front yard landscaping has been completed.

The amount of the street cleaning guarantee will be \$150.00/lot for plats and \$1,000 to \$5,000 for commercial developments, as determined by the city.

D: Procedure for Releasing Financial Guarantee for Private Storm Drainage Construction. Upon receipt of an acceptable letter of completion from the engineer, the city will release the applicable financial guarantee unless the city determines a drainage problem exists as a direct result of the development. If the applicant fails to correct the drainage problem, the city may seek to foreclose on the financial guarantee to obtain the funds to correct the deficiency.

E. Procedure for Releasing Financial Guarantee for Private Storm Drainage Maintenance. Upon approval of the final inspection of all structures, and acceptance of a form supplied by the city, and completed by the developer, stating that the storm drainage system has been cleaned of all debris, dirt, sediment, etc., the city will release the applicable financial guarantee. (Ord. 142 § 1 Exh. A (1.090), 1997).

13.10. 400 .090 Utility locations.

A. Utilities shall be located as required by public works and the utility provider. Where existing utilities are in place, new utilities shall conform to these standards as nearly as practical and yet be compatible with the existing installations. Deviations of location shall be approved by the director of public works and/or the utility provider as may be applicable. Existing utilities shall 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 shall be responsible for locating utilities in conjunction with their project until final public works approval is given.

B. All new utilities shall be installed in compliance with city standards, the utility provider's standards and under the supervision of the utility owning said facility. New and existing facilities in the right-of-way shall comply with provisions as set forth in franchise agreements between the city and the utility.

Utilities converted from overhead to underground on existing roadways may be located within the right-of-way.

C. A right-of-way permit is required of any utility, except for maintenance and repair of city-owned facilities and utilities who hold a franchise agreement with the City, for any work done within the right-of-way and shall comply with all provisions as set forth in UPMC 13.10.080 100. (Ord. 142 § 1 Exh. A (1.100), 1997).

13.10.440 .100 Easements.

A. The office of the city attorney will process and arrange for the recording of all easements and other dedications of property to the city. All easements and dedications must be in a form acceptable to the city attorney prior to issuance of a permit. After the documents are recorded with the Pierce County auditor, a conformed copy will be filed in the project file and the auditor stamped copy shall be filed with the city clerk. Recording fees shall be collected from the applicant.

- B. Utility easement widths shall be 45 feet for a single utility and 20 feet for dual utilities of sufficient width to construct and maintain the utilities in the easement. Construction easements shall be 30 feet minimum in total width, including the permanent easement. When trench depths dictate or where pipe diameter or vault widths exceed four feet, a wider easement may be required by the city engineer.
- C. Easements are required to be submitted in draft, unsigned for review and approval prior to plan approval. Signed copies are required prior to plan approval. Any change in design which 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. Plan review fee shall be based on the rate as established for an additional submittal fee. Easements will be filed by the city upon satisfactory completion of work.

(Ord. 142 § 1 Exh. A (1.110), 1997).

13.10.120 .110 Pavement cutting.

Except as may be required by law, <u>franchise or license</u>, all pavement types shall not be cut for a period of 36 months after the pavement has been constructed or resurfaced. Untrenched construction techniques such as pushing, jacking, or boring shall be explored on all new or existing pavement road crossing. Information on which roads have been recently constructed or resurfaced may be obtained from the public works department upon request. Except for work performed under emergency conditions, or as a result of a city construction or maintenance project, an additional permit fee may be charged for pavements cutting during the said 36-month period. (Ord. 142 § 1 Exh. A (1.120), 1997).

13.10.430 .120 Utility extension.

A. Anyone who wishes to extend any public utility should contact the engineering department of the utility provider for an extension/connection fee estimate and any special extension requirements.

B. Utility mains shall be extended to and through the extremes of the property being developed for loop closures and/or future development as determined by the utility provider and the City of University Place. (Ord. 142 § 1 Exh. A (1.130), 1997).

13.10.440 .130 Traffic control.

A. The developer/contractor shall be responsible for interim traffic control during construction on or along traveled roadways. Traffic control shall follow the guidelines of the WSDOT/APWA Standard Specifications. All barricades, signs and flagging shall conform to the requirements of the MUTCD.

Signs must be legible and visible and should be removed at the end of each work day if not applicable after construction hours.

B. When road closures and detours cannot be avoided the contractor/developer shall notify the department of public works construction inspectors. The city may require a detour plan to be prepared, submitted and approved prior to closing any portion of a city roadway. (Ord. 142 § 1 Exh. A (1.140), 1997).

13.10.450 .140 Call before you dig.

All developers/contractors are responsible for timely notification of all utilities in advance of any construction in right-of-way or utility easements. The utilities one-call underground location center phone number is 1-800-424-5555.

(Ord. 142 § 1 Exh. A (1.150), 1997).

13.10.460 .150 Violations - Penalty and Penalties

A. General.

1.Failure to comply with any of these regulations will be cause for withholding or withdrawing approval of the overall project plans, revocation of the site development permit, suspension of building inspections, forfeiture of the financial guarantee submitted to the city, and/or non-acceptance of the work by the city.

2. The city is authorized to make inspections and take such actions as required to enforce these regulations. The city representative shall present proper credentials and make a reasonable effort to contact the property owner before entering onto private property.

3.A site development permit will not be issued on any parcel that has a valid non-conversion forest practices permit for a period of six years from the date of the forest practice application approval.

4. The city may require the property owner to remove or replace illegal earthwork and/or restore and reclaim an illegally cleared or graded parcel. Earth material brought onto a parcel must be removed to a properly-permitted disposal site.

B. Enforcement Powers. The city may remove, correct, or replace any improperly constructed facility, structure, or portion thereof which was allowed through an issued site development permit, and all expenses incurred by the city shall be paid by the property owner or applicant. If the city is required to bring an action to recover such costs, the city will recover reasonable attorney's fees and interest at the statutory percent per annum to run from the date the work was completed by the city. Applicants must agree to this provision as a condition of issuance of any permit authorized by these regulations.

C. Penalties.

1. Violation of any of the provisions of these regulations by an applicant or engineer shall be a misdemeanor. Each day or portion of a day during which a violation of these regulations is continued, committed, or permitted shall constitute a separate offense.

2. Any work carried out contrary to the provisions hereof shall constitute a public nuisance and may be abated or enjoined as provided by the statutes of the state of Washington. (Ord. 142 § 1 Exh. A (1.160), 1997).

13.10.170 <u>.160</u> Severability.

If any part of these regulations shall be found invalid, all other parts shall remain in effect. (Ord. 142 § 1 Exh. A (1.170), 1997).

13.10.489 .170 Variations.

Variations to these Standards may be authorized by the city <u>engineer</u> only upon submittal and approval of information, plans, and/or design data by the engineer which indicates that the requested variation is based upon sound engineering judgment, and that requirements for safety, environmental considerations, function, appearance, and maintainability are fully met and the variation is in the best interest of the public. All variations must be approved by the city <u>engineer</u> in writing prior to the start of construction. (Ord. 142 § 1 Exh. A (1.180), 1997).

13.10.190 .180 Appeals.

Any person or agency aggrieved by an act or decision of the city under these regulations may appeal to the City of University Place hearings examiner pursuant to the provisions of UPMC Title 22, as now enacted or hereafter amended. Administration, including staff report preparation and public hearing notification, shall be prepared by the city. The applicant shall file the appeal with the city permit center on the form entitled "Appeal of a Decision of an Administrative Official", available at the City of University Place public works department. Payment of appeal fees shall be in accordance with the city's fee resolution, or the most recent version thereof, with said fees payable to the city before acceptance of the appeal by the city for processing.

(Ord. 142 § 1 Exh. A (1.190), 1997).

APPENDIX

Plan Checklist

A.	Standard Items - Water, Sanitary Sewer, Storm Sewer, Street, Lighting, And Signal.
()	Vicinity Map
()	Legend (APWA Standard Symbols)
()	North Arrow
()	Scale Bar
()	Datum - Bench Mark Elevation and Location (on all sheets where elevations are
` `	referenced)
()	Title Block:
()	Title:
Ö	Design By:
Ö	
Ö	
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()	Revision Block
B	Plan Portion Standard Items.
()	
()	
()	Right-of-Way and Width
()	
()	
()	
()	
()	
()	
()	Identify Street Names, Rights-of-Way, Lots
()	Identify Match Existing Sheet Numbers and Stations
	Easements, Width and Type
- Ö	Define Survey Baseline
- (í	Stations for Structures
Ò	Flow Direction Arrows
Ö	Flood Plane Boundary (if applicable)
()	
C.	. Profile Portion Standard Items.) Profile Grades (decimal FT./FT.)) Existing Ground Scale (horizontal and vertical)
()	Profile Grades (decimal FT./FT.)
Ò	Existing Ground
- 73	Scale (horizontal and vertical)
7	Stationing
	Vertical Elevation Increments
	Existing Utilities (if available)
Ų,	Exiculty Cultico (ii available)
М	isc.:
C	
-i	General Notes

D. 8	Sanitary Sewer. "Documented" compliance with Pierce County Public Works and Utilities requirements.
E. \ ()	Vater. "Documented" compliance with Tacoma Public Utilities Department requirements.
F. (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	Drainage and Erosion Control Plan Report: Cover Sheet Table of Contents Section 1 - Proposed Project Description Section 2 - Existing Conditions Section 3 - Infiltration Rates/Soils Report Section 4 - Wells Section 5 - Fuel Tanks Section 6 - Sub-Basin Description Section 7 - Analysis of the 100-Year Flood Section 8 - Aesthetic Considerations for Facilities Section 9 - Downstream Analysis Section 10 - Covenants, Dedications, Easements Section 11 - Homeowners - Articles of Incorporation Project Engineer's Certificate Facility Summary Form Engineer's Estimate Erosion Control Plan Report: Section 1 - Construction Sequence and Procedure Section 2 - Trapping Sediment Section 3 - Permanent Erosion Control and Site Restoration Section 4 - Geotechnical Analysis and Report Section 5 - Inspection Sequence Drawings and Specifications: Vicinity Map Project Boundaries Sub-Basin Boundaries Off-Site Area Tributary to Project Contours (2-foot intervals) Major Drainage Features Flow Path Site Map: Existing Topography at Least 50 Feet Beyond Site Boundaries Finished Grades Existing Structures within 1,000 Feet of Project Boundary Utilities Easements, Both Existing and Proposed Environmentally Sensitive Areas 100-Year Floodplain Boundary Existing and Proposed Wells within 1,200 Feet of Proposed Retention Facility Existing and Proposed On-Site Sanitary Systems within 100 Feet of Detention/Retention
Fa () () () () ()	Detention/Retention Facilities Proposed Structures Including Roads and Parking Surfaces Lot Dimensions and Areas Proposed Drainage Facilities and Sufficient Cross-Sections and Details to Build Plan View – Conveyance System:

()	Station and Number at Each Manhole/Catch Basin
()	Manhole/Catch Basin Type and Size
()	Manhole/Catch Basin Rim Elevation
()	Flow Direction with Arrow on Pipe/Channel
()	Type and Size of Pipe
()	Length of Pipe in Lineal Feet
()	Profile View – Conveyance System:
()	Station and Number at Each Manhole/Catch Basin
()	Rim Elevation
()	Invert In and Out
()	Length of Pipe in Lineal Feet
()	Grades (FT./FT.)
()	Design Velocity
()	Work Map:
()	Unit Area (including off-site contributing areas)
()	Percentage Impervious
()	Average Slope
()	Estimated Ultimate Infiltration Rate
()	Conveyance Date, Identifier (for reference to model output), Length, Slope, Inverts
()	Overland Flow Paths and Distances
()	Soil Types
()	Spot Water Surface Elevations, Discharges and Velocities for the Design Event
()	Erosion Control Drawing:
()	Soil Types
()	Locations of Soil Pits and Infiltration Tests
()	Construction Entrance Detail
Ω	Silt Fences and Traps
()	Mulching and Vegetation Plan
()	Clearing and Grubbing Limits
Ω	Existing and Finished Grade
()	Details and Locations of all BMPs Recommended
()	Location and Details of Temporary Sediment Ponds
()	Maintenance Report:
()	Required Type and Frequency of Long-Term Maintenance Organization
()	Identification of Responsible Maintenance Organization
Ω	Frequency of Sediment Removal
Ω	Cleaning of Catch Basins
Ω	Vegetation Control Annual Cost Estimate of Maintenance
\mathcal{C}	Construction Inspection Report
()	Misc.:
()	Detail Sheet
\mathcal{X}	Storm General Notes
()	Otomi Ochera Notos
G. Street.	
0.0000	
Plan View:	
()	Flow Direction Arrows at Curb Returns Showing Grade
()	Spot Elevations on Curb Returns
()	Station PC, PT, PI and Intersections
Ö	Curve Information Delta, Radius, Length and Tangent
	BCR and ECR (Begin Curb Radius, End Curb Radius)
$\ddot{0}$	Identify All Field Design Situations
Ö	Typical Sections
	Pavement Marking Details with Station and Offset
Ö	Sidewalks

()	Driveway Approach
Ö	Station
()	Width, Material (AC, PCC)
()	Driveway Type
()	Accessibility Ramps – Detail and Type
Profile View	
()	Vertical Information VPI, BVC, EVC, AP, Low Point, High Point
()	Show Grades in Decimal Form with (+ or -) Slope
()	Super Elevated Roadways
()	Detail – Show Transitions
()	Special Detail Showing Gutter Flowing Adequately
Misc.:	
()	Detail Sheet
()	Street General Notes
	AASHTO Street Design Worksheet, With Soils Report, if Applicable
U Illuminati	on and Signals.
()	Lighting
()	Station and Offset to Fixtures
$\langle \rangle$	Pole Type, Including Manufacturer and Model Number
	Mounting Height, Arm Length, Anchor Bolt Size and Pattern
	Power Source
()	Wire Size, Type, Conduit
()	Line Loss Calculations
()	Luminaire Type, Lamp Wattage
()	Location of Service Disconnects (5 percent max. voltage drop from source to farthest
4.	luminaire)
()	J-Box Location (include station and offset)
()	Signal (follow WSDOT specs unless otherwise required by the city) Station and Offset Signal Base, Cabinets, Ped. Lead, Loops, Etc.
()	Wiring Schedule
()	Signal Heads and Mounting Assembly
()	Detection Loops
()	Opticom
()	Control Cabinet, Size and Layout
\sim	Power Source
	Conduit
	Wire Size and Type
	Construction Notes
	J-Box Schedule
()	Pedestrian Signal Type with Push Button
()	Controller Type, Configuration, and Wiring Schematic
Misc.:	
()	Detail Sheet
	Lighting General Notes
	Line Loss Calculations
I. Miscellan	COLIE
	eous. Easements and/or Dedication Deeds
()	Contract Documents/Specifications
()	Contract Documents/Openingations
Additional I	
()	Sheet Index (on title sheet if required)

() () () () ()	Field Verify Note on DWG. – Expose Connection Points and Verify Fittings 48 Hours Prior to Distributing Shut-Down Notices Call Before You Dig Note Signing – Temporary and Permanent Channelization Location of Cluster Mailboxes Location of School Bus (and/or Pierce Transit) Bus Shelter/Pad
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