



***Edgemont***

Community Services District

# **DESIGN AND CONSTRUCTION STANDARDS MANUAL**

For

**SEWERAGE FACILITIES**

**NOVEMBER, 2022**

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A S S O C I A T E S

## SECTION I

# INTRODUCTION

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# I. INTRODUCTION

## A. GENERAL

The Edgemont Community Services District was formed in March, 1957, as a general purpose community services district of the State of California. The boundaries of the District are shown in Appendix A of Section VII.

If sewer service is desired within the District, service can normally be provided if the following conditions are met:

1. Developer must design (or contract with the District to design), pay for the construction of, have constructed and dedicate to the District the sewer facilities in accordance with the requirements of the Edgemont Community Services District. Sewer improvements must be provided in: (1) all interior development streets; (2) all streets on the boundary of the development (in order to provide for full frontage improvements); (3) any off-site improvements required to provide sewer service to the site.
2. Developer must obtain and dedicate sewer right-of-way to the District. Facilities must be in either dedicated road right-of-way or in specially deeded easements to Edgemont Community Services District having a minimum width of 20-feet for single pipelines. Private roads must meet public street width requirements for easement dedication purposes. No structures, buildings, or other obstructions can be constructed on these easements. Fencing across District easements shall be reviewed prior to any potential approval by the District. The District's standard GRANT OF PERMANENT EASEMENT form shall be used (Appendix B of Section VII); and shall be formally accepted by District pursuant to the CERTIFICATION OF ACCEPTANCE OF GRANT OF PERMANENT EASEMENT (Appendix B of Section VII).
3. Sewerage facilities may include sewer pipelines, fittings and appurtenances, laterals, manholes and lift stations as are necessary to provide sewerage service to the development.
4. The Developer must make the necessary financial arrangements with the District to accomplish the above stated conditions.

## B. DEFINITIONS

Wherever words defined herein, or pronouns used in their stead, occur in any of the contract documents, they shall have the meanings here given:

1. "District" – The word "District" shall mean the Edgemont Community Services District, Riverside County, California. The term "Agent", when used with reference to the District, shall include the District's officers, agents, consultants and employees.

2. "Board of Directors" – The "Board of Directors" is the District's governing body, publicly elected by citizens residing in the District's service area. The Board of Directors, consisting of five members, oversee the management of the District and meets the fourth and/or second Thursday of the month. In order to be eligible to serve, Board members must reside within the District boundaries and be registered to vote.
3. "General Manager" – The term "General Manager" shall mean the person designated by the Board of Directors of the Edgemont Community Services District, Riverside County, California, to have charge, supervision, and administration of the Edgemont Community Services District, Riverside County, California and shall be hereinafter call the "Manager".

The Manager may, at the Manager's option, designate a person or persons to represent them for inspecting, and reporting on the work as it progresses.

4. "District Engineer" – "District Engineer" shall mean the California Registered Professional Engineer designated by the District to provide general engineering supervision. The term "Engineer" shall mean the independently contracting professional consultant retained by the District on an ongoing basis to perform engineering services on behalf of the District and to advise the District's Board of Directors and staff on engineering matters.
5. "Contractor" – The word "Contractor" shall mean the successful bidder who is entering into a contract with the Edgemont Community Services District, Riverside County, California, or the developer, for the furnishing of the material, equipment, and/or services specified in a contract with Edgemont Community Services District, and the legal representatives of said party, or the agent appointed for said party in the execution of the contract. Said party is referred to throughout the contract documents as if of the singular number and the masculine gender. The Contractor shall hold a valid Contractor's license in accordance with the provisions of Division 3, Chapter 9 of the Business and Professions Code of the State of California, and all amendments thereto.
6. "Developer's Engineer" – "Developer's Engineer" shall mean the Registered Professional Engineer designated by Developer to design the proposed sewer system facilities in accordance with District rules, regulations and standards.
7. "Owner Property" – "Owner Property" shall mean any work site upon which the Contractor shall be required to perform under the contract including private property, property owned in-fee by the District or upon which it holds an appropriate lease, right of way, license, or encroachment permit.
8. "Developer" – The term "Developer" shall mean the person, persons, or firm having legal authority to enter into agreements with the District as related to work performed within public rights of way and Public Utility

Easements and having legal responsibility of the Engineer and Contractor retained or contracted by Developer to perform the work.

9. "Owner" – The term "Owner" shall mean the administrator of the Contract, which may be the District or Developer of the overlying project or land development.
10. "County" – "County" whenever used shall mean Riverside County, California.
11. "City" – "City" whenever used shall mean Moreno Valley, California or Riverside, California depending on the location of the project. For projects located in both cities, provide the full name of each City.
12. "Contract" – The term "Contract" shall mean the written agreement covering performance of the work including, but not limited to, the formal Contract, bonds and insurance, notice inviting bids, bidder's plan for construction, statement of experience, financial condition and references, bidding sheet, certified data sheet, special requirements, as provided in the Edgemont Community Services District's Standard Manual - (Latest Edition) and Drawings.
13. "Work" – The term "work" means that which is proposed to be constructed or done under the Contract or permit, including furnishing of all labor and materials.
14. "Availability Letter" – The "Availability Letter" is the letter the District provides to the Developer requesting sewerage service for their project.
15. "Standards Manual" – The "Standards Manual" is the District's guidelines for the planning, design, and construction of District's sewerage facilities and lighting annexation.
16. "Public Right of Way" – The District's facilities which are in the "Public Right of Way" are constructed and maintained in lands which are owned and operated by public agencies such as the cities of Moreno Valley and Riverside or the Country of Riverside. These lands include but not limited to paved streets and parkway areas.
17. "Easement" – When the construction of the District's facilities cannot be fully located on Public Right of Way and the only alternative is to construct said facilities on private property, an "Easement" must be obtained granting the District construction and maintenance rights on the property.

### **C. GENERAL PROCEDURE**

As an option, electronic submittals are acceptable for the entirety of the submittal package. All documents must be clear, legible, properly scaled and documents not legible will be returned without review.

Procedures for the development of sewer systems are shown below. The following includes the applicable minimum requirements:

1. Developer submits two (2) copies of a project site map showing the boundaries of the area requiring sewer service and a request for a sewer "Availability Letter" from District. The appropriate fees outlined in the "Availability Letter" shall be paid to the District.
2. Board of Directors approves or denies said service.
3. Developer has sewer plans prepared by California licensed civil engineer to District specifications in accordance with applicable provisions specified in the District's Standards Manual.
4. Developer provides for dedicated right-of-way.
5. Developer's Engineer submits engineered drawings along with plan check fees to District as outlined in Section II of this manual for first (1<sup>st</sup>) plan check. Drawings must be submitted within one (1) year of the issuance of the "Availability Letter"; otherwise, an updated "Availability Letter" will be required and drawings will not be plan checked until an updated "Availability Letter" is issued.
6. Plan checking process: District reviews and approves plans. The District's approval of the plans prepared by the Developer's Engineer denotes agreement with the Plans as prepared and is not an acceptance of responsibility as to accuracy. The Developer's Engineer shall be responsible for any errors, coordination with other facilities, and interpretation of Plans. The intent is that the completed facility shall be in general conformance with the approved Plan and in accordance with the requirements of these Specifications. All revisions and changes in the plans must be approved by the Engineer. Section I, Paragraph E entitled "Revising Approved Private Development Sewerage Improvement Plans" provides the procedure that shall be followed for changes on District approved Plans.
7. Developer's Engineer submits original mylars with all approval signatures to District.
8. Drawings approved by the District will be void 24-months from the date of District's signature unless construction of the proposed sewerage improvements commences before the 24-month period. If construction does not start within the 24-month period, drawings must be re-submitted for plan checking (see above Requirement No. 6). Also, drawings will need to be re-submitted for first (1<sup>st</sup>) plan check, for drawings submitted over one (1) year from the previous plan check submittal and anytime if the tract is split into separate tracts (example: -1, -2).
9. Developer posts deposits and necessary fees with District.

10. Developer enters sewer system construction agreement with District. (Section VII, Appendix C).
11. Developer contracts with an appropriately licensed Contractor who has a Contractor's Data Sheet (Section VII, Appendix D) on file with the District.
12. Developer/contractor provides Insurance forms to District (Section VII, Appendix E).
13. Developer/contractor coordinates pre-construction conference with District (Section VII, Appendix F).
14. District issues "Notice to Proceed" (Section VII, Appendix F).
15. District inspects construction of facilities.
16. Developer's Engineer submits complete set of "As-Built" mylar drawings immediately after construction.
17. District accepts improvement facilities and issues "Notice of Final Acceptance."
18. Developer dedicates improvement facilities to District.

In the event that the District makes revisions to any of its rules, regulations or standards as described and set forth herein, all such revisions shall be incorporated and be in effect as if they were in force from the beginning of the procedure and shall therefore be adhered to and/or constructed accordingly, unless otherwise approved by the District.

#### **D. REQUIREMENTS OF OTHER PUBLIC AGENCIES**

The requirements for the design of sewerage plans and systems specified herein do not waive, nor are they intended to contradict, any requirements required by any other legal governing public agencies.

Engineers designing said plans and systems for inclusion into the District shall be knowledgeable of and shall comply with the following regulations:

1. The California Waterworks Standards, of the California Administrative Code, Title 22.
2. City of Moreno Valley
3. City of Riverside
4. Riverside County Environmental Health Department Requirements.



## **E. REVISING APPROVED PRIVATE DEVELOPMENT SEWERAGE IMPROVEMENT PLANS**

If a revision has to be made to an approved mylar (for private development project) which has been signed by the District, the proposed revisions should be made in "red lines" on a blueprint or PDF, then it should be submitted to the District for review and approval. Once the red line is approved, the Developer's Engineer may check out the original mylar by bringing in his signed reproducible plan or electronic copy (i.e., pdf) of the original mylar prior to release of the original mylar to the Engineer so the District can hold them while the originals are checked out to him to make the revision. Optionally, the District will make another set of reproducibles, at the Developer's Engineers expense, to hold. Once the Developer's Engineer revises the originals per the approved red line plans, he should resubmit both the originals and the red lines to the District for final review and signature. Once the originals are signed for the revision, then the procedure would be the same as any newly signed mylar.

Revisions to signed plans must be made by the original Developer's Engineer.

Should revisions be requested by another engineer who is not the original Developer's Engineer, the revising engineer has two options to follow:

1. The revising engineer should contact the original Developer's Engineer and inform him about the proposed revision and get his approval in writing to make the revisions and to check out the originals; then follow the above procedures. The revising engineer is required to have a signature block signed and sealed by him for that particular revision on each revised sheet.
2. The revising engineer may process new plans showing all the existing in dashed lines and label as existing, and showing the revisions in solid lines. He must sign and seal these plans and bring them in for District review and signature.

Following the second option does not require the revising engineer to contact and have approval of the Developer's Engineer.

Checking out original plans should be done only by the Developer's Engineer; otherwise, a letter from the Developer's Engineer authorizing changes to the plans is required.

It should be noted that if plan revisions are required prior to or concurrent with the construction of the project and if these changes will require an increase in the bond amount, the revised plans will be held until a new estimate has been prepared and a new bond has been placed with the District.