

CITY OF SPOKANE
ADMINISTRATIVE POLICY AND PROCEDURE

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 4310-24-01 LGL 2024-0028
TITLE: CITY OF SPOKANE WASTEWATER MANAGEMENT DEPARTMENT – SEWER MAIN UPSIZE POLICY	
EFFECTIVE DATE: March 13, 2024 REVISION DATE: N/A	

1.0 GENERAL

1.1 PURPOSE

This policy outlines the City of Spokane’s Wastewater Management Department Sewer Main Upsize Policy. Often private Developers seek to develop or redevelop in areas which do not have current City sewer infrastructure available to support the proposed development or redevelopment. When this occurs, the City requires the Developer to size the sewer infrastructure to support the planned development needs. In some instances the city may wish to further upsize this infrastructure for projected future growth and development.

1.2 TABLE OF CONTENTS

1.0	GENERAL
2.0	DEPARTMENTS/DIVISIONS AFFECTED
3.0	REFERENCES
4.0	DEFINITIONS
5.0	POLICY
6.0	PROCEDURE
7.0	RESPONSIBILITIES
8.0	APPENDICES

2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all City Departments.

3.0 REFERENCES

Chapter 13.03. SMC
Chapter 17H.010 SMC
City of Spokane Comprehensive Plan

Integrated Clean Water Plan
City of Spokane Design Standards
Spokane Regional Stormwater Management Manual

4.0 DEFINITIONS

"Developer" is any entity to include without limitation, property owner, corporation (governmental, private, non-profit, public, or municipal division or department) or its agent in performing the improvement or alteration of or to a property.

5.0 POLICY

5.1 Anyone (hereafter, Applicant) desiring City sewer service to be extended to their property(ies) which is not currently connected to City Sewer service or alteration of current sewer system use or capacity, must request permission to construct an extension of sewer service to such location(s) by submitting a written request to the City of Spokane (City) through the Development Services Center.

5.2 Most requests are for a lateral sewer extension(s) to the desired location(s).

5.3 There are situations where, in order to extend City sewer service to the property that additional sewer system infrastructure components may need to be constructed. These additional sewer system infrastructure components include, without limitation, pumping station(s) and/or subtrunk / trunk sewer(s).

5.4 In reviewing the sewer plans submitted by a developer, the Director of Wastewater Management and the Director of Integrated Capital Management may determine that the sewer lateral(s) should be constructed at a larger size and/or at a lower elevation than needed for just the developer's project in order to meet the City's future needs relative the City's sewer system and request an upsize. In making such determinations, considerations may include: (1) the needs of the applicant for the sewer service extension; (2) project growth for the area; and (3) whether the sewer can be maintained at acceptable levels. A sewer design report currently proposed and future (full build-out flow) to support the applicant request, may be necessary prior to City approval towards obtaining permission for construction of the sewer system extension.

5.5 The necessary average daily, maximum daily, and peak hour flowrates of sewer discharge for domestic service shall be determined by the applicant's consultant engineer and such determination shall be subject to the approval of the Director of Wastewater Management.

5.6 The developer shall be responsible for all costs associated with the construction of all sewer lateral(s) and appropriate sewer system infrastructure required for the developer's project(s).

5.7 When the Director of Wastewater Management makes such determination, the Director should ask the developer to revise the developer's sewer plans to reflect the pipe size(s) and/or depths deemed necessary by the Director and, further, require that the construction of such infrastructure be in conformance with the revised sewer plans and consistent with the City's standards and policies for the sewer system.

5.8 The Director or its agent, in making such determination, must write a justification for the upsize and any agreements must be memorialized in an agreement between the City and developer.

5.9 The agreement may address reimbursement of the costs incurred by the developer relative to the upsizing of the sewer infrastructure requested by the City. Such agreements are subject to approval in accordance with the City's procurement policies.

6.0 PROCEDURE

6.1 The portion of the cost of the sewer infrastructure that is reimbursable is limited to the sewer lateral infrastructure system which is or will become a part of the public sewer system and to that portion of the project cost that is the difference in material cost for upsizing only, including pipes, fittings, pipe supplemental anchoring/restraintment, incrementally increased manhole diameter structures and other appurtenances. The difference is calculated as the difference between the material cost for construction of the infrastructure needed for the developer's project and the City's requested upsize.

6.2 The process for determining the amount to be reimbursed is established by the City utilizing recent project bids and input provided by local material suppliers. The difference in material costs is established on the lowest of the bids received as a package for all materials involved as follows:

6.2.1 First, the lowest bid for all materials necessary for the construction of the sewer lateral(s) based on the size(s) representing the required needs of the developer.

6.2.2 Second, the lowest bid for all materials necessary for the construction of the sewer lateral(s) based on the size(s) representing the required needs of the City.

6.2.3 Utilizing the two low bids received, the City will compute the eligible reimbursable amount, including applicable sales tax, of the relative sewer lateral upsizing cost(s) for the project(s).

7.0 RESPONSIBILITIES

The City of Spokane Wastewater Management Department shall administer this policy.

8.0 APPENDICES
N/A

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Mar 13, 2024
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