

REQUEST FOR EXTENSION

**Jessamine-South Elkhorn Water District
802 South Main Street, PO Box 731
Nicholasville, KY 40340-0731
859/881-0589 859/881-5080 FAX**

Applicant _____ Phone _____

Address _____

Applicant's property of record: DB _____, P _____ and PB _____, S: _____

Purpose of Extension:

Residence _____ Farm _____ Commercial _____ Subdivision _____

Briefly describe location and nature of extension:

I (We) request that the Board of Commissioners of the Jessamine-South Elkhorn Water District consider for approval this request for an extension to its existing distribution main system. This request is made under the Rules and Regulations of the District now in effect and in accordance with the Procedure attached hereto.

Option I _____

See enclosed copy of Rule 26 for explanation of Options.

Option II _____

The Applicant is hereby notified that regardless of option elected, all other rules, rates and schedules of fees applicable to size and type of service requested shall be paid in addition to cost of extension. The Applicant also agrees to pay fees for the proposed extension, in accordance with the enclosed schedule of cost, when billed by the District.

All taps and connections to the extended line shall be made by and/or under the direction and supervision of District personnel.

RULE 26 - Distribution Extensions

Any person desiring an extension to the District's system shall request in writing, in a form approved by District, for such extension. Any requested extension may be provided under one of the following options.

Option I - District shall construct such extension under authority and procedure as stipulated in Public Service Commission Regulation 807 KAR 5:066E, Section 12. Any extension made under this option shall be subject to refund as outlined in said regulation.

Option II - Applicant may construct and donate to District, the extension, as a contribution in aid of construction, meeting all District's specifications and approval. District reserves right to stipulate applicable engineering legal and administrative factors. Applicant shall pay all cost of District as a contribution in aid of construction. Any extension made under this option shall not be eligible for refund.

The applicant or group of applicants shall have the right to elect the option by which said extension shall be made. In either case applicant must execute a contract and agreement for line extensions of form approved by District.

OPTION II

MAINLINE EXTENSION CHECKLIST JESSAMINE SOUTH ELKHORN WATER DISTRICT

The following is a checklist of items to be furnished, reviewed and approved by the Jessamine South Elkhorn Water District (JSEWD) prior to final approval which will allow connection to and extension of JSEWD's water distribution system. All items on the checklist must be reviewed and approved prior to service being granted from any proposed extension. Additional information and/or material may be deemed necessary by JSEWD for a complete review and approval of the proposed system.

- _____ 1. The applicant is to meet with JSEWD manager and engineer to review type and scope of development and/or mainline.

- _____ 2. Complete REQUEST FOR EXTENSION, indicating which option applicant is requesting along with a preliminary plat or sketch of the proposed development. Submit material ten (10) days before the Commission meeting date, which is the first Wednesday of each month.

- _____ 3. Furnish the following information to be used by JSEWD's engineer to complete a KY PIPE computer analysis of the proposed extension to verify no diminution in existing service or any upgrades required, such that diminution will not happen.
 - a. Map or plat of the area that the facility is proposed, drawn to scale of at least 1" = 200 or larger.
 - b. Indicate lotting scheme and size.
 - c. Show proposed piping layout with ground elevation (USGS Datum) for:
 - (1) Fire hydrants
 - (2) All junctions
 - (3) Ends of lines
 - (4) High/low points
 - (5) High demand points
 - d. List and location of potential maximum number of users with projected average/peak use.
 - e. Projected peak use for users other than residential
 - f. Engineer and District manager are to present findings and conclusions of engineering analysis to the applicant via meeting or telecommunication.

___ 4. Meet with the Commission to discuss the project and request preliminary approval from JSEWD.

___ 5. Subsequent to preliminary approval by the Commission, the applicant is to execute an INTERIM AGREEMENT outlining the scope of the project and the necessary improvements.

___ 6. Pay the fees listed below when billed, but no later than 30 days after signing interim agreement. Engineering Analysis fee is due regardless of whether or not interim agreement is signed.

\$ 300.00	Administrative
800.00	Legal
<u>750.00</u>	Engineering Analysis
\$1,850.00	

___ 7. Obtain a copy of JSEWD Standard Specifications and Details for Waterline Extension. (\$50.00 payable to JSEWD).

___ 8. The applicant's licensed professional engineer is to prepare detailed construction plans in accordance with the District Standard Specifications and Details for Waterline Extension and submit same for approval.

___ 9. Submit twelve (12) copies of the reviewed and approved construction plans to the District's office along with a completed Kentucky Division of Water (KDOW) application and a check payable to the Kentucky State Treasurer in the amount of \$150.

___ 10. The applicant is to forward the name of the selected contractor to the District for concurrence.

___ 11. The applicant's engineer is to furnish the descriptions of any required easements to the District's attorney who will prepare easements and acquire signatures.

___ 12. The applicant and contractor are to execute the EXTENSION CONTRACT and present a check for fees to cover cost of inspection, testing and acceptance, based on the following:

Inspection	\$3,750/mile
Testing/acceptance	\$ 750.00

___ 13. The contractor is to submit shop drawings and complete construction.

___ 14. Testing and final acceptance of construction.

___ 15. The applicant is to execute the DEED OF CONVEYANCE.

___ 16. Completion of all items, payment of all fees and formal acceptance by JSEWD warrants turn on of service.

OPTION II
SUMMARY OF COSTS
MAINLINE EXTENSIONS
JESSAMINE SOUTH ELKHORN WATER DISTRICT

COST	SCOPE
\$300.00	<u>ADMINISTRATIVE</u> Bac-T: flush, collect, transport and laboratory fee Project coordination Plan processing (receive and forward) Forward approved plans to: KDOW Attorney Engineer Applicant Copying and postage Receive executed contracts from attorney and distribute to: Attorney Applicant Engineer District Bill and collect fees for the extension
\$800.00	<u>LEGAL</u> Prepare easement(s), obtain signatures and record Recording fee for easement(s) and deed Prepare contract, get signatures, return to the District Communications Deed of Conveyance, execute and record Prepare interim agreement
N/C	<u>ENGINEERING - PRELIMINARY</u> Meet with Applicant and District, furnish: Line map of area Discuss extension process Review and comments for Applicant's plan Discuss Option I & II

\$750.00

ENGINEERING - ANALYSIS

KY-Pipe Hydraulic Analysis
Impact of development
Onsite available flows:
Potable
Fire
Identify necessary offsite improvements
Investigate any alternatives:
Size of mains
Type
Location
Identify project particulars
Present to Commission with applicant
Design review and plan redline
Transmit review approval to the District

\$3,750/mile

ENGINEERING - INSPECTION

Shop drawing review
Field check line stake out
Fire hydrants
Centerline of main/crossings
Gate valves
Air release
Meter location
Tie-in inspection
Periodical construction inspection
Punch-list inspection
Flow and flush inspection/coordination

\$750.00

ENGINEERING - TEST/ACCEPTANCE

Chlorination & pressure test
Construction acceptance inspection
Certify hydrant flow & records
KDOW certification letter
check "as-built" submittal

DISTRICT CONTRACTOR - TIE-IN

Charge determined at time of Interim Agreement:
End of line - one valve
Main cut-in - three valve

PROPOSED EXTENSION PROCEDURE JESSAMINE SOUTH ELKHORN WATER DISTRICT

The administrative regulation of the Public Service Commission 807KAR 5:066, Sections 11 (1) and (2) allows for the construction of mainline extensions to the Jessamine South Elkhorn Water District (JSEWD) distribution system. In general, line extensions will be defined by either one of two types. That is, an extension to serve one or more existing residences which generally occur along the existing roadway and extends immediately from the termini of the existing system or, an extension that will be constructed to serve a subdivision development either residential or commercial. The Jessamine South Elkhorn Water District under their approved and adopted Tariff, Rule 26, allows two options for an applicant to complete a waterline extension. Those options are contained in the District's Tariff and are reproduced on the Request for Extension form that an applicant must execute as a first step toward proceeding with a request for an extension.

1. Upon receipt by the District of an inquiry regarding a requested or proposed mainline extension, the District will arrange for the applicant to meet with the District's manager and engineer to review and discuss the proposed extension. **This step must be accomplished prior to submitting the request for extension and preliminary plat.**
2. The applicant is to complete a Request for Extension form, indicating the option they wish to elect to complete their requested extension, either Option I or Option II, along with a preliminary plat or sketch of the proposed development. This must be submitted ten (10) days before the Commission meeting date, which is the first Wednesday of each month.

Prior to the Board of Commissioners consideration of the requested extension, the District's engineer will complete a Hydraulic Analysis to demonstrate the impact that their proposed extension and/or development would have on the existing system. In general, extensions are divided into two general categories of mainline-only or subdivision development. For mainline extensions consisting of service to three or fewer homes, a Hydraulic Analysis should not be required. However, for mainline extensions involving more than three existing or potential services and for all major subdivisions either residential, commercial or professional a detailed Hydraulic Analysis will be required. Hydraulic Analysis is to be completed by the District's engineer and shall utilize the KY PIPE computer model.

3. The applicant shall furnish the following information to be used by JSEWD's engineer to complete a KY PIPE computer analysis of the proposed extension to verify no diminution in existing service or any upgrades required, such that diminution will not happen.
 - a. Map or plat of the area that the facility is proposed, drawn to scale of at least 1"= 200 or larger.
 - b. Indicate lotting scheme and size.
 - c. Show proposed piping layout with ground elevation (USGS Datum) for:
 - (1) Fire hydrants
 - (2) All junctions

- (3) Ends of lines
- (4) High/low points
- (5) High demand points

- d. List and location of potential maximum number of users with projected average and peak use.
- e. Projected peak use for users other than residential
- f. Engineer and District manager are to present findings and conclusions of engineering analysis to the applicant via meeting or telecommunication.

4. The applicant is to meet with the Board of Commissioners to describe in general the proposed project. Based on the presentation by the applicant and other information furnished, the Board of Commissioners will give a preliminary decision of whether or not they feel that the request is acceptable.

5. Preliminary approval will be conditioned on the applicant's concurrence of any necessary up-sizing or offsite improvements required to furnish adequate, quality flow and pressure to the project. Preliminary approval shall authorize preparation of an Interim Agreement, outlining in detail the manner, type, size and location of improvements to be made by the applicant. This agreement shall be prepared and executed prior to the chairman signing any subdivision plat requirements of Certificates of Availability of Water.

6. The Applicant shall pay the fees listed below when billed, but no later than 30 days after signing the interim agreement referenced in the in numerical paragraph five (5) herein, whether or not billed. It is understood that the Engineering Analysis fee is due regardless of whether or not an interim agreement is signed.

\$ 300.00	Administrative
800.00	Legal
750.00	Engineering Analysis

7. A copy of the District's Standard Specifications and Details for Waterline Extensions may be obtained from the District's office for the payment of a fee of \$50.00.

8. Applicant shall have their licensed engineer prepare detailed and complete construction plans for the proposed waterline extension. The plans shall be prepared in such a manner as to meet the accepted "Recommended Standards for Water Works" 1992 edition (Ten State Standards) of the engineering profession for public distribution systems and shall include the design details and standards contained herein and /or as contained in the District's Standard Specifications and Details for Waterline Extensions. The applicant's engineer shall include in the set of construction plans a copy of any preliminary plat which has been approved or proposed for approval as well as proposed final plat.

Upon preliminary completions of the plans, the applicant's engineer is to forward three (3) copies of the preliminary construction plans to the District for review by the District's

engineer. The District's engineer will review the applicant's construction plans in view of the District's Adopted Policies, Standard Specifications and Details for Waterline Extensions and standards of the industry, and will return one (1) copy to applicant's engineer with comments and notations for correction, if any.

In the completion of the Hydraulic Analysis and the detail design by the applicant's licenced engineer, the following design parameters shall be employed and utilized throughout the project analysis and design.

- a. Design the system to provide fire flow equal to or in excess of 75% of the available flow at the supply point, but not less than 250 gpm throughout the proposed development.
- b. Utilize peak design flows for fire and potable service at National Accepted Standards and not less than 1 gpm per household for potable and a minimum of 250 gpm at a proposed fire service connection or fire hydrant.
- c. Demonstrate that the proposed development will not diminish quality or quantity of existing customer service.
- d. Minimum pipe size throughout the development shall be 6" PVC, Class 200, SDR -21. Minimum coverage of the installed pipeline shall be 36". There are certain instances where pipes will have to be oversized from this minimum in order to eliminate head loss for some areas that are very near the non-acceptable hydraulic design.
- e. Show required offsite /onsite improvements in order to meet demand flow both potable and fire service, necessary to prevent diminution of service to existing customers.
- f. Gate valves are to be installed on each line at all junctions and inline mainline valves shall not exceed a maximum spacing of 0.5 miles. Fire hydrants are required on all mainline extension at a distance of 500' or 2 lot widths, whichever is greater. Fire hydrants shall be Mueller Centurion 5 1/4size with 36" cover over the pipe.
- g. All fittings shall be ductile iron, mechanical joint, with a 250 psi rating.
- h. 1" air-release assemblies are required at all high points in sufficient spacing to supply adequate venting of the pipeline. Air-release assemblies shall be Valmatic Model 38.
- i. Meters shall be Sensus SR and sized according to the projected demand. The standard meter size for residential use is the 5/8 X 3/4.
- j. Casing pipe shall be steel and meeting the diameter and wall thickness per District's accepted standard, and shall be installed to extend 5' beyond ditch centerline or slope toe, and shall meet all other requirements of the Jessamine Fiscal Court and/or Kentucky Department of Highways.

- k. Full meter service including the actual meter will be installed for all subdivision lots of less than five (5) acres. Lots of five (5) acres or greater shall not have meter services installed.
9. Upon corrections made by the applicant's engineer, return twelve (12) copies of the reviewed and approved construction plans to the District's office along with a completed Kentucky Division of Water (KDOW) application and a check payable to the Kentucky State Treasurer in the amount of \$150.00. At this time the District is to submit the proposed waterline construction plans to the KDOW, for their review and approval.
10. Applicant is to hire a contractor to complete the work as described by the construction plans and approved waterline extension contract and submit the name, address, and phone number of said contractor to the District for acceptance and approval. Contractor is required to cosign the Standard Extension Contract.
11. The applicant will be required to designate on any plat(s) those easements determined by JSEWD as necessary for the project either now, or in the future. Specific care is to be used in regards to future extension and/or looping.

If any easement(s) are required which are not covered by a plat, then applicant's engineer shall furnish a description and ancillary information to the District's attorney. Information furnished shall be per District's standard procedure and requirements.

The District's attorney shall prepare any necessary easements and the applicant shall arrange in coordination with the District's attorney for execution by the property owner. The instrument shall then be recorded by the attorney.

12. The District's attorney shall prepare the District's standard extension contract relating to the proposed project for review and execution by applicant. Such contract shall be executed by the applicant and presented to the Commission for acceptance and approval.

Concurrent with execution of the extension contract, the applicant shall pay the inspection fee which is calculated at a rate of \$3,750.00 per mile or proportion thereof. In addition a lump sum fee of \$750.00 for testing/acceptance.

13. Prior to beginning construction, the approved contractor shall submit shop drawings to the applicant's design engineer, who in turn will forward six (6) reviewed copies to the District's engineer for review and approval. The applicant's contractor shall notify the District's office and the District's engineer a minimum of 24-hours before the start of any construction.
14. It is the District's policy that all construction shall be monitored and inspected by District's engineer. The District's engineer has the authority to issue field directives and to require correction of work not meeting the applicant's or District's construction plans and specifications. Should the contractor refuse to abide by correction or changes requested, the District's engineer has the authority to issue a "stop work" order effecting the work ongoing.

15. The contractor shall indemnify and guarantee to the District for a period of one (1) year all workmanship and materials incorporated into the project. The indemnification includes cost of repairs/replacement, loss of revenues and water.
16. The applicant's design engineer will include a specific notation on the construction plans as to the responsibility of applicant's contractor to coordinate the tie-in of the proposed extension with District's maintenance contractor. All system extensions shall be tied to the existing system by the District's maintenance contractor and the full cost of such connection shall be born by the applicant and/or applicant's contractor.
17. The applicant and applicant's contractor are put on notice that no one, other than authorized representatives of the District is to operate any of the District's existing gate valves. At no time will the contractor be allowed to operate or place the proposed system in operation or water flow.
18. At the conclusion of construction, the applicant's contractor shall request a final punch list inspection by the District and District's engineer. Prior to this punchlist inspection, the waterline shall be disinfected, pressure tested and bacteriological test taken all of which shall pass. The disinfecting and testing shall be conducted by KDOW and standard specifications of JSEWD. Bacteriological sampling will be conducted by the District's operator.
19. The District's attorney shall prepare for execution by the applicant a Deed of Conveyance which conveys all rights and interests that the applicant may have in the constructed waterline extension. This Deed of Conveyance will be executed and forwarded to the Board of Commissioners for their approval and acceptance, as well as the as-built documentation as required by the extension contract. Upon completion of these and final punch list inspection, the District's engineer will forward a recommendation to the Commission as to acceptance of the constructed improvements.
20. Upon the applicant meeting all of the requirements as contained in the District's rules, regulations and/or policies, the Commission will officially accept the improvements and will provide maintenance after the initial one (1) year guaranty period. It is the District's policy that no meter service will be initiated or turned on until all fees are paid and documents and procedures completed.

By execution and signature(s) hereon, I (we) acknowledge and agree to abide by this Procedures and Rules & Regulations and agreements of Jessamine South Elkhorn Water District to allow our requested watermain extension to their system.

Signed _____

Date _____