



## Chapter 9- Private Improvement Plans

### Purpose

This information applies to all infrastructure improvements constructed under private contract in public easement, public right-of-way, and/or private property including water lines, storm drain/drainage systems, and sanitary sewer and paving improvements. The design and construction of all such facilities located within City right-of-way are reviewed by Public Works Engineering to ensure compliance with City standards. In addition, sanitary sewers, water lines and storm sewers located on private property, but connected to City facilities, are subject to review by Public Works Engineering. Determination is based on its impact on the City system as determined by the diameter of the pipe.

Prior to commencement of construction, the following must be submitted to and approved by the City Engineer:

- Engineered plans
- Plan review fee
- Recorded easements
- Electronic .dwg and .pdf files of plans. Water projects also require Mylars.
- Bonds

At the completion of construction, the following must be submitted to the City Engineer:

- Final record plans in pdf format with water plans also on Mylar
- Inspection logs
- Test documentation
- TV tapes and/or water quality test
- Valve and fire hydrant manufacturers and models, and

pipe certifications

### Owner/Developer Responsibilities

The Owner is responsible for hiring a consulting engineer, a contractor and seeing that the engineer and contractor fulfill the requirements of this policy.

### Consulting Engineer Responsibilities

#### Engineered Plans

The consulting engineer needs to furnish complete plans to the City. All plans need to be certified by a professional engineer licensed in the state of Kansas. Final plans need to be on 22"x36" Mylar for approval signatures. Electronic .dwg and .pdf files need to be submitted along with the final plans.

#### Water Line Projects

Plans are required for any line publicly maintained, any domestic service line over two inches, and any fire protection line, from the tap to the building and/or farthest hydrant. Profile is required for the entire fire protection line, but only for the public portion of a domestic service line. Upon approval, two full-size copies of the signed plan and one Mylar plan shall be submitted to the City Engineer's Office along with electronic .dwg and .pdf files.

## Sanitary Sewer Projects

Plans (plan and profile) are required for any publicly maintained line and any private sewer line eight inches or larger. Upon approval, electronic .dwg and .pdf files need to be submitted to the City Engineer's Office.

## Storm Drain Projects

Plans (plan and profile) are required for any publicly maintained line, and any private line 12" or larger. Upon approval, electronic .dwg and .pdf files need to be submitted to the City Engineer's office.

## Paving Projects

Plans are required for any street to be publicly maintained. Upon approval, electronic .dwg and .pdf files need to be submitted to the City Engineer's office.

## Plan Review Fee

This fee reimburses the City for the costs of plan review, recording, final inspection, and administration of the project. It is submitted to the City Engineer's Office along with preliminary plans for review by the consulting engineer. The fee (fees are subject to change) is based on the project size according to the following schedule:

### Water and Sewer

100' or less	\$150
100' – 500'	\$250
500' – 1000'	\$350
Over 1000'	\$0.35 per foot

### Paving

100' or less	\$250
100' – 500'	\$375
500' – 1000'	\$500
Over 1000'	\$0.50 per foot

Checks should be made out to *City of Wichita* and submitted to the City Engineer along with preliminary plans.

## Recorded Easements

Easements are to be recorded at the Sedgwick County Courthouse and copies are to be provided to the City Engineer prior to approval of the Final Plans.

## Inspection Arrangements

All private projects must be inspected and certified by a professional engineering firm approved by the City to assure compliance with approved plans, with the exception of water line taps and valve operations, which are performed by City staff. Inspection arrangements are the responsibility of the consulting engineer. Inspection services shall be performed in accordance with the City of Wichita [Standard Specifications](#) available on the City's website in the Public Works section.

## Testing

The consulting engineer shall perform all inspection and testing services (including televising and air testing of sewers) and shall document and provide the City satisfactory documentation of all such activities.

## Final Record Drawings

The consulting engineer shall document construction with Final Record drawings. Final Record (as-built) information may be added to the original pdf's and signed Mylar water plans. Add information including the size, make, and reading of all meters. One set of Mylar Final Record water plans shall be submitted along with the following number of 11 x 17 copies:

Water Lines	1
Sanitary Sewers	3
Storm Drains	1
Sanitary/Storm (together)	3
Paving	1

When the Final Record Drawings are submitted, the City Engineer's Inspector will perform a field check of all visible items.

### **Project Completion**

Upon completion of a field check, the City Engineer will issue either a Certificate of Acceptance or a Defect Notice. Once the City Engineer has been notified that defects have been corrected, another field check will be performed. Warranties shall begin on the date the City issues the Certificate of Acceptance.

### **Contractor Responsibilities**

#### **Bonds**

Bonds are filed by the contractor on the 11th floor of the Sedgwick County Courthouse.

The Performance and Maintenance Bond is required for 100% of the cost of the improvements in public right-of-way or easements, through and including the water vault, if applicable. The Performance Bond guarantees to the City the performance of the work as provided in the plans and specifications. The Maintenance Provision is limited to 15% of the cost of the improvements. The Maintenance Bond guarantees to the City the correction of any defect on material or workmanship, latent in character and not discernible at the time of final acceptance, and guarantees against any damage to such improvements by reason of settling of the ground base or foundation thereof.

The Statutory Bond is required for 100% of the cost of the improvement in public right-of-way or easements, through and including the water vault, if applicable. This bond guarantees to the State of Kansas the payment of all materials, labor, machinery, and damage to property or persons. This

bond must be filed with the Clerk of the District Court in the Sedgwick County Courthouse and the original receipt must be submitted to the Public Works Engineering. KSA 60-1111 should be referenced on the bond. The current filing fee is \$14.00.

#### **Notification**

The contractor shall notify the consulting engineer and all property owners and/or tenants within 500 feet of the furthest boundary of the project at least ten working days prior to construction. Contractor shall notify affected property owners of any disruption of service at least two days in advance.

#### **Water Taps and Testing**

All wet taps shall be completed by Water Utilities staff. No tap on a City main will be made until final plans have been approved and all bonding requirements are met. The current [fee schedule](#) is available on the City's website in the Water Utilities Department. Water service is discussed in detail in Chapter 6 of this handbook.

#### **Construction**

The contractor must have a signed set of plans on-site during construction. Fire protection lines on private property must be installed by a licensed fire sprinkler contractor.

## **Street Cut Permits**

For private construction projects requiring cutting a street, curb, drive approach, or sidewalk, the contractor will need to get a Street Cut Permit. The pavement will need to be replaced by the City's contractor. Phone 268-4559 for Street Cut Permits and unit prices for pavement replacement

## **Contacts**

### **Site Plan Examiner:**

Central Inspection –268-4663

### **Tap Fees/Approved Materials**

Water Utilities –268-4555

### **Water Line Plan Review:**

Public Works –268-4288

### **Sanitary/Storm/Paving Plan Review:**

Public Works –268-4236

### **Bonding Requirements/Field Inspections**

Public Works –268-4574

### **Street Cut Permits**

Public Works – 268-4559

**Fire Department** – Chief 268-4441

## **Helpful Links Mentioned in this Chapter.**

[Public Works / Engineering](#)

[Public Works Engineering](#)

[City of Wichita Standard Specifications](#)

[Tap & Equity Connection Fees](#)

# CITY OF WICHITA ENGINEERING PRIVATE PROJECT REVIEW PROCESS

