



PERMIT CENTER

DEVELOPER  
PUBLIC FACILITY EXTENSION  
(FAC)  
PROCESS SUMMARY

**Informational Brochure**

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## CITY OF AUBURN PUBLIC FACILITY EXTENSION PROCESS

The following is an outline of the **Public Facility Extension Process** for Applicants. The process is referred to as an “**FAC**” and is required for all projects that install public sanitary sewer, water, storm sewer, and/or streets in the City of Auburn.

1. The Developer must submit the following:
  - A completed City of Auburn **Civil Site Improvement Submittal Packet**, which includes the Civil Plan Review Checklist and Civil Application: Grading Permit and Public Facilities Extension.
  - The **non-refundable application fee**, plus an **additional fee** for **each** City facility being modified.
  - All necessary submittal documents in stand-alone pdf format
  - **Three (3) sets** of civil construction plans, stamped by a Professional Engineer, licensed in the State of Washington.
  - **One (1) set** of all applicable **engineering reports and calculations** (i.e. Storm Water Site Plan, Construction Stormwater Pollution Prevention Plan Geo-technical Reports, etc.), stamped by a Professional Engineer, licensed in the State of Washington.
  - Any other necessary submittal documents outlined in the Civil Site Improvement Submittal Packet
2. City staff will review the submittal to make sure it is complete. **Incomplete Submittals and/or submittals containing plans with inadequate design or plans that are not clear will be returned to the Developer/Engineer without further plan review.**
3. Once the submittal is determined by City staff to be complete, City Staff will proceed with the plan review. If the scope of the extension is beyond the City’s normal expertise or if staff is not able to complete the review in a reasonable amount of time, it may be decided, by the City, to use consulting peer review services.

A letter, stating the amount of the **Facility Extension Fee**, and the **Public Facility Extension Agreement** will be sent to the Applicant during the review. The executed Public Facility Extension Agreement, forty percent (40%) of the required Facility Extension Fee, and the Valley Regional Fire Authority (VRFA) Fee **must** be returned to the City before **the second submittal is accepted.**

4. Following completion of the initial plan review, redline plans and the Engineer’s review comments will be returned to the Applicant and/or Applicant’s Engineer, for corrections. *Additional plan reviews may be necessary depending on the corrections required.*
5. Plan approval may include the dedication of Right-of-Way and/or the provision of utility easement(s) for the facility extension(s). Additional legal documents needed may include a Stormwater Easement and Maintenance Agreement, Water easement, sewer easement, and a Bill of Sale. The Applicant shall provide a legal description and an exhibit of the affected property, an updated title report or plat certificate (current within 30 days), and documentation of signatory authority (whether a representative,

partnership or corporation). All legal descriptions must be signed, stamped, and dated by a Professional Land Surveyor, licensed in the State of Washington.

The City will draft the required legal documents and return them to the Applicant for signatures. The signed documents shall then be returned to the City. If it is a dedication of right-of-way or the easement property rights are from a party other than the applicant, the documents will be recorded prior to the start of construction activities. If the easement property rights are from the applicant, the easements will be held until construction is complete. Once construction is complete, if changes were made that affect any documents, the corrections will be made and the documents executed, then recorded. If no changes are required, the documents will be recorded. If changes are required to the property rights from a party that is not the applicant, the replacement documents must be completed and the City must complete the relinquishment of the previously recorded documents.

6. When all plan reviews are complete, legal documents signed, and SEPA conditions satisfied, the City will be ready to grant final approval of the plans. A full set of plans on 8-mil water resistant matte polypropylene, stamped, signed (wet signature with permanent ink), and dated by the Engineer of Record must be submitted to the City by the Applicant or Applicant's Engineer for City Engineer signature. The approved plans shall then be used to make all copies for use during construction. If Postmaster, Bonney Lake, or other agency signatures are required they are to be completed with a wet signature on the mylars prior to submittal to the City for approval.
7. Upon the signing of the approved plans by the City, the Applicant or Applicant's Engineer will be notified by the City to either pickup the signed mylar plans or utilized the City scans (at their own risk) in order to make copies of the approved plans for their use and to return the final drawings with the designated number of copies of the plans for the City's use, and the AutoCAD electronic files.
8. If either plan review or construction activities become inactive, on the Applicant's part, for a period of six (6) months, the City may require the plans to be revised to meet current City of Auburn Design Standards and regulations. A new Public Facility Extension Agreement and additional fees may also be required.
9. Prior to beginning work, a **Pre-Construction Conference** must be scheduled. **Prior to scheduling**, the following requirements must be met:
  - Approval of civil plans
  - Copies of approved plans as required by the City shall be provided
  - The remaining sixty percent (60%) of the Facility Extension Fee and any consulting costs for peer review must be paid in full.
  - A Performance Bond or Assignment of Funds in the amount of one hundred twenty-five percent (125%) of the City's estimated construction cost for work within the City Right-of-Way.
  - Proof of Insurance, naming the City of Auburn as an additional insured **on a separate endorsement**. (The Applicant or Contractor shall carry and maintain commercial general liability insurance with limits of not less than one million dollars (\$1,000,000.00) per occurrence for bodily injury, including death and one million dollars (\$1,000,000.00) per occurrence of property damage or alternatively, one million dollars (\$1,000,000.00) per occurrence combined single

limit for bodily injury and property damage combined, and two million dollars (\$2,000,000.00) general aggregate.)

- Approved County Right-of-Way permits, if applicable
- King County Waste Water Treatment Division approval, if the FAC includes a sewer main extension. The City will apply after the plans are approved. King County approval takes an average of thirty (30) days.
- The Contractor must have a current version of the City of Auburn Construction Standards.
- A notarized copy of the Contractor's Department of Labor & Industries License is required.
- A City of Auburn Business License is required for all Contractors and Subcontractors doing work within Auburn City limits.
- An Emergency Call List for the Contractor and Subcontractors

To schedule the Pre-Construction Conference, contact the Development Administration Specialist at (253) 804-5076, at the City of Auburn Public Works Engineering Department, at least **three (3) business days** before the requested date.

10. After the Pre-Construction Conference has been held and all requirements are satisfied, as determined by the City, a **Notice to Proceed** will be issued.
11. **All construction will be performed in compliance with the approved plans and construction standards.**
12. The Applicant shall defend and hold harmless the City of Auburn, its elected and appointed officials, employees, and agents from any actions, causes of action, liabilities, claims, suits, judgments, liens, awards, demands, and damages of any kind, including property damages and personal injury or death.
13. The Developer may be eligible for a Payback Agreement. This agreement would allow for reimbursement of a portion of the construction costs from adjacent property owners, if they connect to the facility during the payback period. *(Please contact the Community Development and Public Works Department, at 253-804-5076, for additional information.)*
14. When construction is complete and all work has been accepted by the City, and **before utility connection permits are issued**, the Applicant shall satisfy the following:
  - A Maintenance Bond or Assignment of Funds guaranteeing the serviceability of the work completed under the FAC for the maintenance period of usually one (1) year. (The minimum amount acceptable will be two thousand dollars (\$2,000.00) or ten percent (10%) of the City's estimated replacement costs, whichever is greater)
  - A Bill of Sale for the facilities installed. The City will record the approved document with the King County or Pierce County Recorder's Office.
  - Record Construction Documents –
    - a. The Applicant's Engineer or Surveyor shall prepare a paper set of the design plans, approved by the City, with updated information, marked in red ink that matches what was installed in field by the Contractor and as marked on the Contractor's construction records. This paper copy will be submitted to the City for review. Upon City acceptance of the paper set of record drawings, the Applicant or Applicant's

Engineer shall be notified that they can come into the City to checkout the approved plans.

b. The Applicant or Applicant's Engineer shall checkout the approved plans from the City and update, using red ink, the information contained therein, so that it matches what was shown on the paper copy previously approved by the City. The Applicant or Applicant's Engineer will then return the updated plans to the City. *(For more information reference the "Record Construction Document Packet" which is available from the Public Works Department.)* **Allow a minimum of two (2) weeks for review of final documents.**

- Concurrent with the return of the mylars to the City, **a final Storm Drainage Report and cover letter** will be submitted, outlining the changes made to the storm drainage system, which differ from the original report. An updated CD of the AutoCAD electronic files, showing field changes to public facilities, will also be submitted for City GIS records.
- Utility easements may need to be updated and re-extended, if changes have occurred during construction.
- The Developer Contribution Form, provided by the City, quantifying the cost of the Applicant installed utilities and streets, shall be submitted to the City.

15. When the conditions listed in item 14 are met, the City will accept the facility for operation and ownership, authorizing issuance of **utility connection permits**.

**Two (2) months prior to the end of the maintenance period, usually one (1) year, the Applicant will be required to have all public sewer and storm lines cleaned and then videotaped by an approved firm.** The City will compare the video to the previous video to insure that no substantial change has occurred. The City will then complete a final maintenance inspection of the facilities and notify the Applicant of any unsatisfactory materials or workmanship found. When the Applicant has corrected all noted defects, the Maintenance Bond will be released.

*For additional information relating to the Public Facility Extension Process for Developers, please contact the City of Auburn Community Development and Public Works Department at 253-931-3010.*