

City of Salisbury



JAMES IRETON, JR.
MAYOR

JOHN R. PICK
CITY ADMINISTRATOR

LORÉ L. CHAMBERS
ASSISTANT CITY ADMINISTRATOR

125 NORTH DIVISION STREET
SALISBURY, MARYLAND 21801
Tel: 410-548-3170
Fax: 410-548-3107

MARYLAND



TERESA GARDNER, P.E.
DIRECTOR OF PUBLIC WORKS

Date:

To: Consultant
Street Address
City, State, Zip Code
Tel: (area) number
Fax: (area) number

Re: Project Name
Location
Site Plan Number:
(P-1 or P-?)

Ladies and Gentlemen:

Salisbury Public Works (SPW) offers the following comments/conditions to the plan submittal that was received by SPW on **DATE**. The comments contained herein may be subject to change and additional comments may be generated, as a result of review by SPW of subsequent submittals. While the comments have been separated into generally Developer and Consultant comment sections, the developer and the consultant should read and understand all comments and requirements. Sample documents are available in this office or at <http://www.ci.salisbury.md.us/publicworks/developer/SamplesOfDevConDocs/Samples%20Of%20Developers%20Contractor%20Documents.htm>.

THE FOLLOWING COMMENTS ARE GENERALLY DIRECTED TO THE DEVELOPER

INITIAL CONTACT MEETING

1. Following receipt of this letter, the developer and the consultant are strongly encouraged to contact (name of manager) of this office to arrange a meeting. (Name of manager) who is responsible for the review of this project, will answer any questions regarding the contents of this letter.

Project Name
Project Number
2

RESPONSE LETTER

2. Provide a point-by-point response letter to the comments contained in this letter. The response letter, on standard letter size paper only, must accompany additional submittal(s) to this office. The response letter should also contain a description and reference to any changes and/or additions made other than those responding to our comments. The response letter and one set of plans are to be delivered to SPW, attention Gary C. Hales.

EROSION & SEDIMENT CONTROL PLAN

3. A sediment control plan must be submitted to Kevin Keenan at the Wicomico Soil Conservation District, 2322B, Goddard Parkway, Suite 3, simultaneously with the City's re-submittal. Three (3) complete sets of plans including the sediment control plan must be submitted to the Wicomico Soil Conservation District office for final approval. Telephone no. 410-546-4777, extension 3. Fax no. 410-860-9819.

CHESAPEAKE BAY CRITICAL AREA PROGRAM

4. For your information, projects located within 1000 feet of the limit of tidewater must comply with the Chesapeake Bay Critical Area Program. For projects that are located in the Critical Area, approval is required from the Salisbury-Wicomico Planning and Zoning Department. Contact Mr. Jimmy Sharp at 410-548-4860.

FOREST CONSERVATION ACT

5. For your information, this project may be subject to provisions of the Forest Conservation Act. Contact the Salisbury-Wicomico County Planning and Zoning Department at 410-548-4860. Forest Conservation approval is required before plan approval. The Forest Conservation approval must be noted on the cover sheet. Contact Mr. Jimmy Sharp at 410-548-4860.

PALEO CHANNEL OVERLAY DISTRICT/WELLHEAD PROTECTION AREA

6. For your information, project sites located in Salisbury's Paleo Channel District and the Wellhead Protection areas require submission of a Comprehensive Site Plan to be reviewed and approved by the Salisbury Planning Commission. In addition to this requirement, the City may require a qualified professional, acceptable to the City, to complete an Environmental Assessment at the expense of the developer, which shall be submitted to SPW for review. Contact Mrs. Gloria Smith at 410-548-4860.

AERIAL TOPOGRAPHY

7. Aerial topography may be permitted in the early phases of project development to discuss general site features and to provide an overview of the planned utility and roadway layout. It may also be acceptable as the basis of drainage and hydrologic calculations. However, aerial topography shall not be used as the basis of design for site work or to establish existing elevations for construction purposes. The consultant who utilizes aerial topography as permitted above is responsible for any problems that may arise as a result of its use. The consultant who develops the plan certifies by his professional seal that the plan accurately reflects the field conditions at the time of the survey.

UTILITY CONSTRUCTION COST

8. For projects that require the extension of existing water mains, sewer mains, and/or other public infrastructure the developer must pay all costs related to the construction. Services for developing areas will be made available in accordance with City policy in effect at the time the Public Works Agreement is signed and the Comprehensive Development Plan is approved. Note: No request for water and sewer service will be considered complete until all applicable fees, charges, assessments are paid and the “as built” contract drawings are received and approved, if applicable.

LETTER OF CREDIT OR BOND

9. The owner must obtain either an Irrevocable Letter of Credit or a Performance Bond to cover the estimated cost of construction of water and sewer mains, storm drains, roadways, curbing, gutter, streetlights, sidewalks, and all storm water management facilities as applicable. **SWM IS 125% OF CONSTRUCTION ESTIMATE** Submit an itemized estimate for all of the components of each included utility with quantities and unit costs for review and approval prior to submitting the surety. An acceptable Letter of Credit/Bond must conform to the current City of Salisbury sample. A five (5) year written guarantee and maintenance surety (bond, letter of credit, etc.) in the amount of ten percent (10%) of the approved construction cost estimate, must be accepted by the City before this Letter of Credit is terminated.

MISCELLANEOUS

10. Submit a Letter of Obligation for Water, Sewer, and Lot Drainage. **Residential Only**
11. As authorized by Section 16.32.010 D. of the City’s subdivision code, one fully executed copy of any legal agreements required for the control of any common use areas and/or a fully executed copy of any condominium documents shall be provided to the Director of

Project Name
Project Number
4

Public Works. Water meter installation shall be withheld pending receipt of this information. **(residential only DELETE THIS NOTE)**

12. Return a Wastewater Discharge Permit Application with your next submittal. The completed application will be used to determine whether a wastewater pretreatment permit will be needed. If a permit is needed, the developer will be required to obtain the permit from SPW prior to site plan approval. **(FOR COMMERCIAL ONLY)**
13. Show the estimated water and sewer usage in Gallons Per Day (GPD) on the cover sheet of the plan. Explain the method used to arrive at the design criterion. If the design criterion is based on actual flow data from a similar facility within the City, please provide data for a period of at least one year. If the data is from other jurisdictions, provide one year of data from at least three different locations with names and numbers of contact persons for data verification purposes.
14. Water and sewer capacity exists and will be reserved for this **subdivision/project (pick one)**; subject to Municipal, State and Federal laws and regulations.
15. Salisbury Public Works encourages the terminal end(s) of the proposed water main extension(s) to be looped if possible. This will improve water quality of the potable water system, reduce the amount of maintenance needed to keep water fresh in dead end mains and improve pressures and flows available for both fire and domestic purposes. **(This comment should be removed where it doesn't apply and in situations where we require dead end mains to be looped. In cases where it is clearly uneconomical, we should stop short of requiring dead end mains to be looped. Whether or not the cost of the loop can be shared by future downstream developers will have to be investigated on a case by case basis.)**
16. Review is required by the Wicomico County Fire Safety Inspector except for one and two family dwellings, per City Department of Building, Housing and Zoning requirements. Contact Wicomico County Fire Protection Division at 410-548-4994. This includes townhouses, apartments, boarding houses and other buildings with three or more attached living quarters. When fire sprinkler systems are required the fire service must be shown on the plans and contract drawings, if applicable, per City standards.
17. Fire lanes may be required around the structure. Contact the City Fire Department, Lt. Larry Dodd, 410-548-3120, for location of fire lanes. Fire lanes must be shown on the plans. Fire Department approval must be provided prior to plan approval.
18. Resident inspection for installation of city utilities in county roads shall be required per Wicomico County Public Works. Please contact the County Roads Division at 410-548-4872 for details.
19. The City assumes no responsibility for collection of refuse and rubbish from nonresidential property. The Term "nonresidential property" shall include mixed-use properties, which contain residential and nonresidential uses within the same structure.

ROADWAY

20. The City will not accept public streets and utilities into the City system for permanent maintenance until deeds for the associated right of ways and easements have been executed and recorded among the Land Records of Wicomico County.
21. A 10-foot City of Salisbury utility easement, deeded to the City, must be shown on the plan as “City of Salisbury Utility Easement” for both sides of the street. A utility easement plat and deed must be submitted to the City for processing. The City of Salisbury Utility Easements shall be reserved for future use by the City at no cost to the City for City utility installation, drainage or other such public use, which may be determined by the Director of SPW. All such easement areas shall be clearly shown with accompanying explanatory notes on the plat and maintained by individual lot owners or the owner’s association. Grantor further covenants with Grantee that they will not construct any structural improvements, plant trees, shrubs or place any landscaping other than grass in or on the easement area, including in the air rights over the easement hereby conveyed without SPW approval.
22. The City will require a City of Salisbury utility easement along and adjacent to _____ Street(s). The edges of these roadside easements need to be placed 10’ from the face of curb, however the actual easement width would be determined by measuring from this edge to the street right-of-way line. A utility easement plat and deed must be submitted to the City for processing. The City of Salisbury Utility Easements shall be reserved for future use by the City at no cost to the City for City utility installation, drainage or other such public use, which may be determined by the Director of SPW. All such easement areas shall be clearly shown with accompanying explanatory notes on the plat and maintained by individual lot owners or the owner’s association. Grantor further covenants with Grantee that they will not construct any structural improvements, plant trees, shrubs or place any landscaping other than grass in or on the easement area, including in the air rights over the easement hereby conveyed without SPW approval.
23. Design the proposed roadway upgrade to meet City standards, provide a proposed top of curb profile on the profile drawing referred to above and show the position of all proposed improvements relative to right of way lines on the plan view.
24. For new city streets the developer must design in accordance with the latest version of Title 16 – Salisbury Subdivision Regulations. They must be well documented with design calculations and drawings such as plan view indicating geometric layout showing the right-of-way, edge of paving and all improvements located within the right-of-way and adjacent City of Salisbury Utility Easements. Roadway centerline to have stations, tangent bearings and horizontal curve information. Also provide a profile drawing of the proposed top of curb, existing ground at centerline and existing ground at the back of the sidewalk.

25. The existing roadway on which the proposed project has frontage must be improved to City standards. In accordance with current City development policy, the developer must provide a plan view drawing showing the right of way, edge of paving and all improvements located within the right of way for this project's entire frontage on that public street. The developer must also provide a profile drawing of the existing crown and existing edge of paving on each side of the road as well as cross section information for that portion of the existing roadway to be redesigned at 50-foot intervals. Cross sections must extend at least 50 feet beyond the right of way lines and must be at a scale of one-inch equals 50 feet horizontal and 10 feet vertical. All information must be in City datum.
26. Milling and Repaving shall be per Resolution 1312.

Wording to be used for signage and striping only:

27. The cost and installation of traffic control devices required as a result of this project, (public and private) shall be the responsibility of the Developer. The City will install all traffic control devices and the developer will reimburse the City. Include a sheet in the plan set that shows traffic signage and pavement markings at scale.

Wording to be used when more than signage and striping required, i.e. signal, roundabout, signal upgrade, road widening, etc.:

28. The cost and installation of traffic control devices required as a result of this and/or other current regional project(s), (public and private) shall be the responsibility of the Developer(s). The City will install all traffic signage and pavement markings and the developer will reimburse the City. Construction of all other traffic control devices required will be addressed in the Public Works Agreement. Include a sheet in the plan set that shows traffic signage and pavement markings at scale.
29. Provide proof of permission from the State Highway Administration and/or Wicomico County for proposed construction within State and/or county right-of-ways or easements.
30. Provide detailed intersection drawings (1 inch = 20 feet) at intersection of proposed City street and State highway.

MAINTENANCE OF TRAFFIC:

31. The contractor shall designate and submit to the City the name of the person designated as the traffic manager for this project prior to construction. All signs, arrow boards, barricades, lights, flagmen, etc. needed for maintenance of traffic shall be furnished by the Contractor. All traffic control devices shall be properly maintained to insure that the general public's safety is never jeopardized. All traffic control devices are to conform and adhere to those specified and set forth in the Maryland Department of Transportation "New Work Zone Traffic Control" and/or "Manual on Uniform Traffic Control Devices for Streets and Highways."

A traffic control plan (TCP) must be submitted to SPW. The TCP must be included with the Preliminary Site Plan submittal on the standard size paper, 36" x 24". A site specific TCP including the approved 911 addresses must be submitted on a separate sheet. The TCP must be approved by SPW as part of the Site Plan approval. TCP approval by the State of Maryland and Wicomico County may be required when entering upon or approaching roadways maintained by either jurisdiction. The contractor will be responsible for notification to all properties or businesses directly affected by detours or changes in traffic patterns before beginning of construction and as determined by the City of Salisbury. The TCP sheet shall have a signature block for the Public Works Director in the lower right hand corner. The signature block should include the City project number. *If any streets(s) will be closed for any period, the duration period for the closing(s) must be shown on the TCP.* The TCP sheet shall include the following statement accompanied by a signature block containing the signature of a registered professional engineer or professional land surveyor (currently registered in Maryland):

Include the following note on the TCP plan:

"I hereby certify that this plan has been prepared under my supervision and in accordance with the Manual on Uniform Traffic Control Devices for Streets and Highways for Maryland requirements, latest edition. I further certify that to the best of my ability the plan features the minimum amount of traffic disruption necessary to complete the work in and along the public roadway".

32. A Traffic Impact Analysis will be required for this project, **(100 units or more, if there are several small ones in the same area we could ask for one also delete this note)** to be reviewed and approved by the SPW and or Wicomico County DPW, and or MdSHA when applicable, prior to final site plan approval. The Traffic Impact Analysis shall utilize standard procedures accepted by the Maryland State Highway Administration (MdSHA). Capacity of adjacent intersections will be determined utilizing both the Critical Lane Volume (CLV) analysis and the Highway Capacity Manual procedures. In addition, queuing analyses will be conducted utilizing procedures specified by MdSHA. There should be a 10 & 15 year projection @ 3.5% increase per year cumulative. The Traffic Impact Analysis preparer shall meet the City's requirements for Traffic Impact Study Qualifications and should be submitted as early as possible during the submittal process. **(Explain what they need, which intersections to study and then delete this note)**

33. A Traffic Impact Analysis will be required for this project, **(100 units or more, if there are several small ones in the same area we could ask for one also delete this note)** to be reviewed and approved by the SPW, and or Wicomico County DPW, and or MdSHA when applicable, prior to final site plan approval. The Traffic Impact Analysis shall utilize standard procedures accepted by the Maryland State Highway Administration (MdSHA). Capacity of adjacent intersections will be determined utilizing both the Critical Lane Volume (CLV) analysis and the Highway Capacity Manual procedures. In

addition, queuing analyses will be conducted utilizing procedures specified by MdSHA. There should be a 10 & 15 year projection @ 3.5% increase per year cumulative. The Traffic Impact Analysis shall be prepared by a registered professional engineer (currently registered in Maryland). The City of Salisbury will initiate the study and the developer/owner will reimburse the City of Salisbury. The intersections will be studied for this project. Please provide a letter from MdSHA stating their position for the intersection of.....

STREET LIGHTS

- 34. All streetlights constructed for public streets to be dedicated to the City of Salisbury must be constructed in accordance with the adopted Construction Standards and the Construction and Material Specifications for Utility and Roadway Construction. Developer’s contractor shall install lighting per approved plans and coordinate electrical service and inspection with Delmarva Power and Mr. Ray Birch, Traffic Systems Manager for Salisbury Public Works, at 410-548-3177.
- 35. The cost of street light construction along existing City streets shall be the responsibility of the Developer and shall be included in the cost estimate.
- 36. The cost of street light construction along new streets created by sub- division and new development shall be the responsibility of the developer and shall be constructed by developer along with the new roadway, and shall be included in the cost estimate.
- 37. Existing overhead utility poles are to be retrofitted with street lights by others per SPW requirements.
- 38. The street lighting layout, to include but not limited to lights, conduit, and meter pedestal, to serve this and future projects with new street lighting, shall be shown on a separate appropriate size sheet along with the striping and signage. Provide road stationing and offset from centerline for street lights.
- 39. Street lighting conduit shall be installed per approved site plan location prior to lot driveway construction, lot sodding, or roadway surface application. Water meters and project surety may be withheld until accomplished.

NOTES ON IMPROVEMENT CONSTRUCTION PLANS: The following statements (bracketed in quotation marks) must be added or relocated to the cover sheet of the plan and must appear in this order.

- 40. *“Professional Certification. I hereby certify that these documents were prepared or approved by me, and that I am a duly licensed professional engineer under the laws of the State of Maryland, License No. _____ , Expiration Date: _____ .”*

(The titleblock, certification, seal, and signature shall appear close to each other.)

41. “The City reserves the right to require structural modifications to the site work following permit issuance if such modifications are necessary.”
42. “All stabilization, paving and road patching in the public roadway, which is necessitated by the construction of this project, shall be the responsibility of the developer, using a paving contractor who is currently approved by the City. Milling and Repaving will be in accordance with Resolution 1312”.
43. “All deteriorated curb, gutter and sidewalks, as determined by the City, along the frontage(s) of the property must be replaced at the time of construction using a concrete contractor who is currently approved by the City. Handicap ramps per current ADA Guidelines are required at all public street and driveway intersections. Detectable warning devices (Truncated Domes) must be provided at all public street intersection handicap ramps and as directed by SPW. See City standard 100.37.”
44. “All public infrastructure improvements, including water, sewer, storm drains, curb, gutter, sidewalks, street lights, and paving for this project or phase of project in its entirety must be accepted in writing by the City prior to installation of any water meter. See SECTION 16.48.030 of the SALISBURY SUBDIVISION REGULATIONS. Reductions in project surety will not be approved prior to final written acceptance by the City of all public infrastructure improvements. Sub-phasing of this project shall not be permitted.
45. “A written “Notice to Proceed” must be obtained from and a Pre-Construction meeting scheduled with SPW, before beginning construction in City public R/W’s, easements and/or City maintained utilities or roadways. Contact Frank Ennis of SPW, Room 202, 125 N. Division St., Salisbury, Maryland, 21801-4940, telephone 410-548-5460 or 410-430-2547, e-mail fennis@ci.salisbury.md.us, to schedule a Pre-Construction meeting and obtain a written “Notice to Proceed. **48 hours notice is required.**”
46. “Street trees shall be planted per the current SPW Street tree policy.” Provide centerline stationing for all proposed trees on the landscape plan.
47. Include the current Wicomico County Water/Sewer Plan Service Category on the cover sheet using the following note:
“Current Wicomico County Water/Sewer Plan Service Category W- / S-.”

The subject property's designation on the Wicomico County Water and Sewer Plan must reflect the appropriate usage category. If this site is categorized W-6 or S-6, the site plan approval for the project will be withheld until the W/S Plan has been amended. For information on the amendment process, contact Mr. John Redden of Wicomico County Dept. of Public Works at 410-548-4180. **DELETE THIS PARAGRAPH IF IT DOESN'T APPLY**

Project Name
Project Number
10

48. "This site plan is **NOT** for construction of City of Salisbury public water, stormwater and sewer mains. Use approved City of Salisbury contract drawings for construction of public water, stormwater and sewer mains."
49. "Contractor to contact City plumbing inspector for inspection of private utility mains."
50. "Milling and Repaving shall be per Resolution 1312."
51. "Private irrigation lines shall not be installed in City right-of-ways or easements without written approval of Salisbury Public Works."
52. "Contract number XX-XX-W/SS/SW **(As applicable)**"
53. "**XX** EDU's of water and sewer capacity exists and will be reserved for this project; subject to Municipal, State and Federal laws and regulations".
54. "Approval of the site plan and the contract drawings expires two (2) years from the final approval date. Construction of the project must have been started prior to the expiration date. The City reserves the right to extend the expiration date upon written request and written confirmation."

PICK ONLY WHAT IS APPLICABLE OF THE FOLLOWING FIVE NOTES

RESIDENTIAL

55. "Following completion of construction and within 60 calendar days after the effective date of partial acceptance by the City, the developer shall be responsible for submission of as-built drawings of the partially accepted portions of the public water, sewer, and storm drains. The private stormwater management as-builts must be submitted within 60 calendar days following the date of MDE's final field inspection report for sediment control. Submit a copy of this report with the as-builts. All applicable as-builts must be submitted at the same time unless otherwise approved by SPW. Partial submittals will be rejected. The "As-Built" drawings must be sealed by a professional land surveyor, property line surveyor, or engineer, currently registered in Maryland. If the "As-Built" drawings are not received within 60 calendar days after the effective date of partial acceptance of the public water, sewer or storm drain, the installation of water meters for lots within the partially accepted construction phases may be delayed until approval of the as-built drawings. The initial submittal shall be paper only, five (5) copies. The final as-builts must be submitted to this office on Mylar and Auto-cad 2008 or an earlier version of Auto-cad. All compact discs (CD) must be in a plastic protective case. Project surety will be withheld until this as-built information is submitted to and approved by this office. Should the required as-built drawings not be diligently prepared and submitted to Public Works, Developer understands and agrees that any construction or conveyance privileges related to the project, including the setting of water meters, may be suspended by the City of Salisbury until the as-built drawings are submitted and finally approved." The title page notes will remain unchanged as to tense.

COMMERCIAL & RESIDENTIAL SWM ONLY

56. “Following completion of construction of the private storm water management facility the developer shall be responsible for submission of as-built drawings of the facility. The as-built drawings shall be submitted within 60 calendar days following the date of MDE’s final field inspection report for sediment control. Submit a copy of this report with the as-builts. The “As-Built” drawing must be sealed by a professional land surveyor, property line surveyor, or engineer, currently registered in Maryland. The initial submittal shall be paper only, five (5) copies. The final as-builts must be submitted to this office on Mylar and Auto-cad 2008 or an earlier version of Auto-cad, one (1) each. All compact discs (CD) must be in a plastic protective case. Project surety will be withheld until this as-built information is submitted to and approved by this office. Should the required as-built drawings not be diligently prepared and submitted to Public Works, Developer understands and agrees that any construction or conveyance privileges related to the project, including the setting of water meters, may be suspended by the City of Salisbury until the as-built drawings are submitted and finally approved.” **The title page notes will remain unchanged as to tense.**

FOR COMMERCIAL INSTALLATION ONLY - DELETE THIS LINE Utilities Only

57. “Following completion of construction, the developer shall be responsible for submission of an as-built drawing of the public water, sewer, and storm drains to ensure compliance with the approved Improvements Construction Plan. All applicable as-builts must be submitted at the same time unless otherwise approved by SPW. Partial submittals may be rejected. The “As-Built drawing must be sealed by a professional land surveyor, property line surveyor, or engineer, currently registered in Maryland. The initial submittal shall be paper only, five (5) copies. The final as-builts must be submitted to this office on Mylar and Auto-cad 2008 or an earlier version of Auto-cad, one (1) each. All compact discs (CD) must be in a plastic protective case. Project surety will be withheld and water meter installation may be delayed until this as-built information is submitted to and approved by this office. Should the required as-built drawings not be diligently prepared and submitted to Public Works, Developer understands and agrees that any construction or conveyance privileges related to the project, including the setting of water meters, may be suspended by the City of Salisbury until the as-built drawings are submitted and finally approved.” **The title page notes will remain unchanged as to tense.**

FOR COMMERCIAL INSTALLATION ONLY - DELETE THIS LINE Utilities & SWM

58. “Following completion of construction, the developer shall be responsible for submission as-built drawings of the public water, sewer, and storm drains. The private stormwater management as-builts must be submitted within 60 calendar days following the date of MDE’s final field inspection report for sediment control. Submit a copy of this report with the as-builts. All applicable as-builts must be submitted at the same time unless otherwise approved by SPW. Partial submittals will be rejected. The “As-Built” drawings must be sealed by a professional land surveyor, property line surveyor, or engineer, currently registered in Maryland. The initial submittal shall be paper only, five (5) copies. The final as-builts must be submitted to this office on Mylar and Auto-cad 2008 or an earlier version of Auto-cad, one (1) each. All compact discs (CD) must be in

Project Name
Project Number
12

a plastic protective case. Project surety will be withheld and water meter installation may be delayed until this as-built information is submitted to and approved by this office.”
The title page notes will remain unchanged as to tense.

(APPLIES TO CONTRACT DRAWINGS & SWM)

59. “During the progress of the job, the Contractor shall keep a careful record at the job site of all changes and corrections to the information shown on the contract drawing(s) and the Stormwater Management plan drawing(s). Prior to backfill, the Contractor shall enter such changes and corrections on one set of red line as built drawings. The red line as built drawings shall indicate, in addition to all changes and corrections, all subsurface structures/utilities installed or uncovered, referenced to two permanently fixed surface structures. Prior to testing of the utility/utilities and acceptance of the SWM facilities involved under the Contract, the Contractor shall submit, concurrently, to the owner one set of red line as built drawings showing the aforementioned data and one copy of the red line as built drawings to Salisbury Public Works. Should the contractor fail to maintain red line as built drawing(s), the owner may be required to hire a private locator and may be required to test pit the mains at the discretion of the City Engineer. Partial acceptance of the public utilities and acceptance of the Stormwater Management facility may be delayed pending receipt of this information.

DISCREPANCIES

- A. The Contractor shall immediately stop work and notify the City representative or the Consultant of any discrepancies discovered between the drawings and existing conditions.
- B. Errors or omissions in drawings or layout shall be treated as a discrepancy
- C. The City representative or the Consultant will review the contractor’s finding to confirm the discrepancy.
- D. The City representative or the Consultant with Salisbury Public Works approval, will issue new instructions as soon as possible to relieve the discrepancy.
- E. The Contractor shall resolve any discrepancy before start of work or continuation after the discrepancy arises.”

AGREEMENTS/FORMS

60. Agreements and/or dedications of onsite R/W’s, and/or easements for utilities, streets and storm drainage, and stormwater management must be completed and easements and/or R/W’s shown on the plan. The following issues have yet to be completed:
- a. Construction of the public utilities must be accomplished using a contractor who is currently approved by SPW. A Public Works agreement for the extension of the utility mains and/or other public infrastructure must be executed with an itemized estimate for reimbursement when applicable.
 - b. Utility easements must be dedicated, by deed, to the City, for the onsite and offsite public utility mains and the 10 ft. City of Salisbury utility easement paralleling the

- roadway. Offsite easement deeds and plats must have been executed prior to the building permit recommendation and a pre-construction meeting. Onsite easement deeds and plats must have been executed prior to water meter installation. Surety will be withheld and Certificates of Occupancy will be delayed until these documents have been recorded.
- c. R/W acquisitions must be dedicated, by plat and deed, to the City for public roadbeds prior to the building permit recommendation and a pre-construction meeting.
 - d. Amounts for Letters of Credit and fees for all public infrastructures and private SWM facilities submitted and agreed upon by the City.
 - e. Letters of credit for the public infrastructure and private SWM facilities.
(An acceptable Letter of Credit/Bond must conform to current City of Salisbury sample)
 - f. Maintenance and Inspection agreement for SWM facility, including \$60 recording check.
 - g. Complete and submit to the CITY, a MDE Notice of Construction Completion form for each Stormwater Management Facility located on the project site, i.e. each pond, each infiltration basin, etc. This is a form required by MDE for establishing a database of stormwater management structures throughout Maryland. The MDE Notice of Construction Completion, (NOCC), form for Stormwater Management Facilities shall be completed and returned to this office following completion of construction and prior to release of surety and issuance of a Certificate of Occupancy.
 - h. Application for water and sewer service and a customer data sheet must be submitted to SPW. A building permit may be issued before SPW processes the water and sewer service application. The final application cannot be processed until the final site plan has been approved and signed and the Maryland State Assessment Office assigns a tax account number. If property is to be subdivided, the subdivision must be recorded before a new account number may be assigned.
 - i. Issuance of a building permit recommendation for this project will be withheld until the associated subdivision plat has been recorded. See Section 16.08.030 of the City code.
 - j. After site plan approval, three (3) copies of shop drawings and cut sheets shall be submitted to the City. The drawings shall have been reviewed and stamped by the contractor and the site designer confirming they meet City standards prior to submitting to the City. Refer to Construction and Material Specifications for Utility and Roadway Construction, General Conditions, 32, A-O. A Notice to Proceed will not be issued until the shop drawings have been approved. Cut sheets must be approved before the installation of any public infrastructure.

FEES

- 61. Please be aware that per legislative bill no. 2006-2 for Wicomico County, chapter 130 titled "Development Impact Fees" has been added to the Wicomico County Code establishing an impact fee for new residential development. The fees are \$5,231 for

single-family detached homes including manufactured homes and \$1,524 for all other residences. Please contact Mr. Jack Lenox of Planning and Zoning @ 410-548-4861 with any questions.

62. The following fees apply to this project as a minimum. Other fees may apply.
- A review fee of \$450 + (\$50 per disturbed acre) (\$500 minimum) is required by the City. Subsequent submittals, which generate additional comments, may be charged an additional \$500. This fee must accompany the next plan submittal for review. For this site the current review fee is unknown because the total disturbed area is not shown on the plan. ***(IF AREA IS SHOWN PROVIDE COST)***.
 - Public Works Agreement recording fee; a check made out to **Mark S. Bowen, Clerk of Circuit Court**. This fee will be currently \$60 for 9 pages or less, \$115 for 10 pages or more. The fee will be paid after all signatures are acquired and before building permit recommendation.
 - As-built Stormwater Management plan recording fee; a check made out to the City of Salisbury; \$10 per sheet.
 - Water and sewer Capacity Fee based on estimated sewage flow rates. This fee represents the developer's share in the cost of growth related water supply, treatment and distribution projects as well as wastewater collection, treatment and disposal projects that are listed in the City's Capital Improvement Plan. The amount is currently estimated to be(_____) and is payable **on a unit by unit basis** to the City of Salisbury prior to installation of the water meter by SPW. The Capacity Fee is currently \$8,508 per Equivalent Dwelling Unit (EDU). One EDU is equivalent to 250 gallons per day. (This fee is collected as part of the water and sewer application or if this project is eligible for the Capacity Fee Payment Plan, it may be collected per the terms of that agreement.)
 - Water and sewer Capacity Fee based on estimated sewage flow rates. This fee represents the developer's share in the cost of growth related water supply, treatment and distribution projects as well as wastewater collection, treatment and disposal projects that are listed in the City's Capital Improvement Plan. The amount is currently unknown and will be payable **on a unit by unit basis** to the City of Salisbury prior to installation of the water meter by SPW. The Capacity Fee is currently \$8,508 per Equivalent Dwelling Unit (EDU). One EDU is equivalent to 250 gallons per day. (This fee is collected as part of the water and sewer application or if this project is eligible for the Capacity Fee Payment Plan, it may be collected per the terms of that agreement.)
 - Water and sewer inspection fee equal to 7.5 % of the approved cost estimate for construction of proposed public water and sewer mains. The Developer may be reimbursed for the difference between the total of the water and sewer inspection fee and his prorated share of the water and sewer inspection fee, calculated in terms of estimated sewage flow rates, by future developers. (This fee is due prior to building permit recommendation.)
 - Water and sewer inspection fee equal to 7.5 % of the approved cost estimate for the water and sewer taps. This fee is due prior to building permit recommendation. **(This is to include tap cost, paving, concrete work, TCP,**

etc. when there won't be a building permit, i.e. fire service tap (Erase this part before printing)

- Water and sewer inspection fee equal to 7.5 % of the approved cost estimate for the water and sewer taps. This fee is due prior to pre-construction meeting.
- **(This is to include tap cost, paving, concrete work, TCP, etc. when there won't be a building permit, i.e. fire service tap (Erase this part before printing)**
- Water and sewer Facility Fee based on actual design and construction costs of the proposed public water and sewer mains. The Developer is responsible for all initial costs associated with design and construction of the proposed water and sewer main extensions. The Developer may be reimbursed from future developers' Facility Fees for the difference between the total of the design and construction costs and this project's Facility Fee. The Facility Fee for this project is the prorated share of the cost of the design and construction of the water and sewer mains based on this project's percentage of the capacity of the proposed sewer main extension.
- Water and sewer Facility Fee based on this project's prorated share of the design and construction costs of existing public water and sewer main extensions located outside of the City's Central System that serve this project. This fee is currently estimated to be (____) and is payable in full to the City of Salisbury prior to installation of the water meter(s) by SPW. (This fee is collected as part of the water and sewer application.)
- Water and sewer Line Fee based on actual design and construction costs of the proposed public water and sewer mains. This fee is to be paid to the consultant and contractor. Line Fees are not reimbursable.
- Central System Line Fee based on the area of the property. This fee reimburses the City for the construction cost of existing water and sewer mains in the City's Central System from which water and sewer service to this project will be supplied, is currently estimated to be (____) and is payable in full to the City of Salisbury prior to installation of the water meter(s) by SPW. (This fee is collected as part of the water and sewer application.) **(√ of lot area in square feet X \$64.50)**
- Water Meter/Tap Fee and Sewer Connection Fee based on the size of the services. This fee covers the cost of SPW's labor and materials needed to install water and sewer services from the mains to the property line, is currently estimated to be(____) and is payable **on a unit by unit basis** to the City of Salisbury prior to installation of the water meter by SPW. (This fee is collected as part of the water and sewer application.)
- Tap Fees. Water and sewer taps must be done by a currently approved City of Salisbury water and sewer contractor. **(Commercial)**
- Water meter setting fee based on the size of the service. This fee covers the cost of SPW's labor and materials needed to install the water meter and is currently estimated to be(____) and is payable **on a unit by unit basis** to the City of Salisbury prior to installation of the water meter by SPW. (This fee is collected as part of the water and sewer application.)

- Water meter setting fee based on the size of the service. This fee covers the cost of SPW's labor and materials needed to install the water meter. This fee is currently unknown and will be payable **on a unit by unit basis** to the City of Salisbury prior to installation of the water meter by SPW. (This fee is collected as part of the water and sewer application.)
- Water and Sewer Service drawing fee. This fee represents SPW's cost to transfer the as-built information to existing contract drawings. This fee is due prior to the pre-construction meeting. The fee is \$45 for In-City and \$60 for Out-of-City. **(This fee applies when contract drawings are not required)**
- Administrative Fee which is equal to 0.1 percent of the Facility Fee. (This is the amount the City charges for handling the reimbursement to the previous developer and will be deducted from the Facility Fee.)

THE FOLLOWING COMMENTS ARE GENERALLY DIRECTED TO THE CONSULTANT

STORM DRAIN AND STORM WATER MANAGEMENT

63. Per City ordinance 2101, section 13.28.050 (2) C., the ESD planning techniques and treatment practices and structural stormwater management measures must be recorded in the land records of the County. A check made payable to the City of Salisbury must accompany the final approved as-built mylars. The fee is currently \$10 per sheet.
64. Per City ordinance 2101, section 13.28.050 (2) C., a maintenance schedule shall be developed for the life of any structural stormwater management facility or system of ESD practices and shall state the maintenance to be completed, the time period for completion, and the responsible party that will perform the maintenance. This maintenance schedule shall be printed on the approved stormwater management plan.
65. The maintenance and inspection agreement shall be completed and notarized, and the original document shall be returned to SPW for recording prior to issuance of a stormwater management permit. A check for \$60.00 made payable to Mark S. Bowen, Clerk of Circuit Court must accompany the document. On page 1 of the agreement form, enter the complete legal address of the property in the designated space. If the owner of the property is a company or a corporation, enter its name in the designated space. Enter the title of the individual who signs for the property owner on page 2.
66. The City recommends that the stormwater management pond be fenced for public safety. The City reserves the right to require that a fence be installed in the future if deemed appropriate by the City. The recommended fence should be chain link type or other barrier that is impassable to small children with a minimum 18-foot double leaf gate suitable for access by maintenance vehicles.
67. In an effort to eliminate flooding and standing water as a result of the proposed project, the City will require a stormwater-drainage site plan with sufficient "spot elevations" to

confirm that drainage will be directed away from all existing and proposed structures and toward an acceptable outfall. This plan must be submitted to and approved by SPW prior to issuance of a building permit. The plan must include proposed finished grade elevations that extend a minimum of ten feet beyond the property lines on all sides.

RESIDENTIAL ONLY

68. The recorded subdivision plat and covenants shall state: "Owner/Developer, and subsequent Owners, their successors and assigns, shall not modify the individual lot grading plans and/or the Improvements Construction Plan, as approved by SPW, with construction, grading, or landscaping."
69. A twenty-five foot (25) separation from the top of slope of the "dry" section of the SWM pond to the sewage reserve areas, and a one-hundred-foot (100) separation from the top of slope of the "wet" pond within the "dry" pond to sewage reserve areas must be maintained. The limit of the private sewage reserve area of any adjoining property shall be assumed to be the lot line of the adjoining property unless more detailed information with respect to the private sewage disposal area is provided on the plan. Please contact the Wicomico County Health Department, 410-546-4446.
70. In order to promote the presence of mosquito predator animal species in the storm water management pond, the City shall require that at least 25% of the total WQv shall be in deepwater zones with a minimum depth of four (4) feet, (the forebay and micropool may meet this criterion). All portions of the overall pond should drain to the deep portion, that is, as the pond water level recedes; there should be no isolated areas that remain wet.
71. All storm drain inlets on City streets are to be A-1's or B-1's City Standards No. 500.45, 500.47 or 500.48.
72. An individual lot grading plan is required. The plan must include spot elevations that are located at the property corners, mid-points on the property lines and at the center of the lot.

UNDERGROUND STORAGE ONLY

73. Provide resident inspection for the construction of the private Storm Water Management System approved as a part of the improvements construction plan. During the construction of the storm water management chambers, the developer will be responsible to provide Salisbury Public Works with a daily progress report sealed by a professional engineer currently registered in Maryland. The report is to include dimension and height of the chambers as well as location, size and number of chambers placed. Water meter installation and Surety will be withheld until the daily progress report(s) have been accepted by SPW.

WATER/SEWER

74. Water meter(s) to be sized and installed by SPW. Meter(s) will be sized based on information supplied by the developer in a completed Water Customer Data Sheet submitted to SPW before plan approval. For individual water/sewer services to duplexes,

a unit property line must be shown on the approved subdivision plat and the approved site plan. If no unit property line is shown between the duplex, one water/sewer service will be provided for the building. The type of water meter vault, block or pit setter, with corresponding standard detail number must be shown and labeled on site plans and contract drawings. Water meters and associated vaults must be located in a protected area. If the meter(s) must be relocated for any reason, the Owner shall bear all expense associated with the relocation including but not limited to additional inspection fee, water main taps, pavement, curb, gutter, and/or sidewalk restoration, any retesting, and any and all associated appurtenances. Water meter(s) may be withheld until road signage has been installed and 911 addresses displayed on the building.

75. Contract plans for water and sewer must be submitted to the City. See contract drawing requirements.
76. **IF ONLY WATER AND SEWER TAPS.** Contract drawings are not required. See water and sewer service drawing requirements.
77. Contractor to contact City plumbing inspector for inspection of private utility mains.
78. For existing sewer services that are to be abandoned; contact City plumbing inspector for requirements and to coordinate the work and inspection.
79. Existing water services that are to be abandoned are to be plugged/capped at the corporation stop on the main per SPW inspector's requirements. If the service does not have a corporation stop it shall be abandoned per SPW inspector's requirements.
80. Private irrigation lines shall not be installed in City right-of-ways or easements without written approval of Salisbury Public Works.

MISCELLANEOUS

81. Show and label all existing and proposed public/private easements. Use different linetypes for public and private.
82. Include the City of Salisbury Property Map number, **(place number here)**, on the cover sheet.
83. Submit a detached 8-1/2" x 11" address map to the City for submission to "Emergency Services", (911), to database this site for emergency response. Include lot number, block, and address. Suggested scale is 1" = 100'.
84. Add building addresses for 911, (Emergency Services), purposes to the site plans and contract drawings. **(See attached list. DELETE THIS IF NO LIST)**

Project Name
Project Number
19

85. Show project benchmark on the contract and improvements construction plans with reference made to the specific City benchmark, using City vertical datum, from which the project benchmark was transferred.
86. The signature of the Public Works Director will be required on the original drawing of the approved plan. For this purpose, the approved signature block must be provided on the original drawing sheets in the lower right hand corner of each sheet.
87. All signatures on all documents must include the printed name.
88. Show and orient the NORTH arrow to read Maryland State Grid, 1927 NAD.
89. Show vicinity map on plan.
90. Engineer's Certification Block & Seal - signed and Sealed by a registered professional engineer or land surveyor (currently registered in Maryland) is required on the cover sheet of all submittals. The titleblock, certification, seal, and signature shall appear close to each other. Pursuant to a final action taken by the Board for Professional Engineers on April 12, 2007, a professional engineer is required to include the following additional certification when signing and sealing plans, specifications, drawings, reports, or other documents.

(The titleblock, certification, seal, and signature shall appear close to each other.)

Include the following note:

“Professional Certification. I hereby certify that these documents were prepared or approved by me, and that I am a duly licensed professional engineer under the laws of the State of Maryland, License No. _____, Expiration Date: _____.”

91. Please acknowledge that the location and elevation of all existing utilities in the field have been verified.
92. All proposed non-City utilities, such as but not limited to, irrigation, electric, telephone, gas, and C.A.T.V. are not to be located within the City of Salisbury Utility Easements. Perpendicular crossings will be allowed.
93. This office will contact you to request the Originals for approval and signature. Provide 1 set of prints with the Originals. This will be considered a “Pre-Final” stage for the plan submittal.
94. You will be contacted to pick up the signed originals and will prepare five (5) sets of signed site plans and/or six (6) sets of signed detached utility contract drawings, and/or two (2) sets of the Traffic Control Plan, and a CD of the drawings for submittal to Gloria Smith of Planning and Zoning for distribution to the agencies.

Project Name
Project Number
20

95. Approval of the site plan and the contract drawings expires two (2) years from the final approval date. Construction of the project must have been started prior to the expiration date. The City reserves the right to extend the expiration date upon written request and written confirmation.
96. As authorized by Section 16.32.010 D. of the City's subdivision code, one fully executed copy of any legal agreements required for the control of any common use areas and/or a fully executed copy of any condominium documents shall be provided to the Director of Public Works. Water meter installation shall be withheld pending receipt of this information. **Residential Only**
97. All City standard detail drawings to be used for public infrastructure construction must be referenced on the plan. Inclusion of the standard detail drawings on the plan is not acceptable because those drawings are frequently revised and it is an inefficient use of staff time to check that the detail shown in the plan set is the latest version.

CONTRACT DRAWINGS

Final contract drawings on City standard 11-inch by 25-inch format are required for all public water, sewer and utility construction. ***Preliminary review copies may be submitted on 11-inch by 24-inch paper.*** See the latest version of this department's "Construction and Material Specifications for Utility and Roadway Construction." Utility drawings included within the preliminary plan submittal package are to be schematic drawings only, featuring pipe size and location but lacking detailed information. Please include a sheet index and the subdivision name, if applicable, on the cover sheet. The detailed construction information shall be included on contract drawings referred to above. Include profile sheet(s) for the water main(s). Use Auto-cad 2008 or an earlier version of Auto-cad. Contact the City drafting department for a blank diskette with contract drawing border. The contract drawings shall be signed and sealed by a registered professional engineer, (currently registered in Maryland). Each set of contract drawings, water, sewer, and storm drains, must be separately bound and numbered independently from the site plan drawings. ***Contract drawings must be neatly trimmed, separate individual pages. Submissions with two or more drawings on one sheet of paper will be rejected.***

THE FOLLOWING NOTES SHALL BE ON THE TITLE SHEET OF ALL CITY UTILITY CONTRACT DRAWINGS

(The notes must appear in order as listed below or the submittal will be rejected.)

98. *"Professional Certification. I hereby certify that these documents were prepared or approved by me, and that I am a duly licensed professional engineer under the laws of the State of Maryland, License No. _____, Expiration Date: _____."*

(The titleblock, certification, seal, and signature shall appear close to each other.)

99. “The approved utility contractor’s field representative shall be required to follow and have an approved, signed copy of the contract drawings, the latest revision of the City of Salisbury Construction and Material Specification for Utility and Roadway Construction and the Construction Standards, (Standard Details) manuals at the construction area during working hours.”
100. “All construction within City right of ways and easements shall be in accordance with the latest edition of SPW Construction and Material Specifications for Utility and Roadway Construction.”
101. “All public infrastructure improvements, including water, sewer, storm drains, curb, gutter, sidewalks, street lights, and paving for this project or phase of project in its entirety must be accepted in writing by the City prior to installation of any water meter. See SECTION 16.48.030 of the SALISBURY SUBDIVISION REGULATIONS. Reductions in project surety will not be approved prior to final written acceptance by the City of all public infrastructure improvements. Sub-phasing of this project shall not be permitted.
102. “A written “Notice to Proceed” must be obtained from and a Pre-Construction meeting scheduled with SPW, before beginning construction in City public R/W’s, easements and/or City maintained utilities or roadways. Contact Frank Ennis of SPW, Room 202, 125 N. Division St., Salisbury, Maryland, 21801-4940, telephone 410-548-5460 or 410-430-2547, e-mail fennis@ci.salisbury.md.us, to schedule a Pre-Construction meeting and obtain a written “Notice to Proceed”. **48 hours notice is required.**”
103. “Contractor to verify all elevations against a previously constructed point of known elevation before beginning construction.”
104. “The City reserves the right to require structural modifications to the site work following permit issuance if such modifications are necessary.”
105. “Milling and Repaving shall be per Resolution 1312.”
106. “The contractor shall notify “Miss Utility” at 1-800-257-7777, three (3) days prior to beginning any work in the vicinity of existing utilities.”
107. “During the progress of the job, the Contractor shall keep a careful record at the job site of all changes and corrections to the information shown on the contract drawing(s) and the Stormwater Management plan drawing(s). Prior to backfill, the Contractor shall enter such changes and corrections on one set of red line as built drawings. The red line as built drawings shall indicate, in addition to all changes and corrections, all subsurface structures/utilities installed or uncovered, referenced to two permanently fixed surface structures. Prior to testing of the utility/utilities and acceptance of the SWM facilities involved under the Contract, the Contractor shall submit, concurrently, to the owner one set of red line as built drawings showing the aforementioned data and one copy of the red line as built drawings to Salisbury Public Works. Should the contractor fail to maintain

red line as built drawing(s), the owner may be required to hire a private locator and may be required to test pit the mains at the discretion of the City Engineer. Partial acceptance of the public utilities and acceptance of the Stormwater Management facility may be delayed pending receipt of this information.

DISCREPANCIES

- A. The Contractor shall immediately stop work and notify the City representative or the Consultant of any discrepancies discovered between the drawings and existing conditions.
 - B. Errors or omissions in drawings or layout shall be treated as a discrepancy
 - C. The City representative or the Consultant will review the contractor's finding to confirm the discrepancy.
 - D. The City representative or the Consultant with Salisbury Public Works approval, will issue new instructions as soon as possible to relieve the discrepancy.
 - E. The Contractor shall resolve any discrepancy before start of work or continuation after the discrepancy arises."
108. "Approval of the site plan and the contract drawings expires two (2) **years** from the final approval date. Construction of the project must have been started prior to the expiration date. The City reserves the right to extend the expiration date upon written request and written confirmation."

PICK ONLY WHAT IS APPLICABLE OF THE FOLLOWING FIVE NOTES

RESIDENTIAL

109. "Following completion of construction and within 60 calendar days after the effective date of partial acceptance by the City, the developer shall be responsible for submission of as-built drawings of the partially accepted portions of the public water, sewer, and storm drains. The private stormwater management as-builts must be submitted within 60 calendar days following the date of MDE's final field inspection report for sediment control. Submit a copy of this report with the as-builts. All applicable as-builts must be submitted at the same time unless otherwise approved by SPW. Partial submittals will be rejected. The "As-Built" drawings must be sealed by a professional land surveyor, property line surveyor, or engineer, currently registered in Maryland. If the "As-Built" drawings are not received within 60 calendar days after the effective date of partial acceptance of the public water, sewer, or storm drain, the installation of water meters for lots within the partially accepted construction phases may be delayed until approval of the as-built drawings. The initial submittal shall be paper only, five (5) copies. The final as-builts must be submitted to this office on Mylar and Auto-cad 2008 or an earlier version of Auto-cad. All compact discs (CD) must be in a plastic protective case. Project surety will be withheld until this as-built information is submitted to and approved by this office. Should the required as-built drawings not be diligently prepared and submitted to Public Works, Developer understands and agrees that any construction or conveyance privileges related to the project, including the setting of water meters, may be suspended by the City of Salisbury until the as-built drawings are submitted and finally approved."
- The title page notes will remain unchanged as to tense.**

COMMERCIAL & RESIDENTIAL SWM ONLY

110. “Following completion of construction of the private storm water management facility the developer shall be responsible for submission of as-built drawings of the facility. The as-built drawings shall be submitted within 60 calendar days following the date of MDE’s final field inspection report for sediment control. Submit a copy of this report with the as-builts. The “As-Built” drawing must be sealed by a professional land surveyor, property line surveyor, or engineer, currently registered in Maryland. The initial submittal shall be paper only, five (5) copies. The final as-builts must be submitted to this office on Mylar and Auto-cad 2008 or an earlier version of Auto-cad, one (1) each. All compact discs (CD) must be in a plastic protective case. Project surety will be withheld until this as-built information is submitted to and approved by this office. Should the required as-built drawings not be diligently prepared and submitted to Public Works, Developer understands and agrees that any construction or conveyance privileges related to the project, including the setting of water meters, may be suspended by the City of Salisbury until the as-built drawings are submitted and finally approved.” **The title page notes will remain unchanged as to tense.**

FOR COMMERCIAL INSTALLATION ONLY - DELETE THIS LINE Utilities Only

111. “Following completion of construction, the developer shall be responsible for submission of an as-built drawing of the public water, sewer, and storm drains to ensure compliance with the approved Improvements Construction Plan. All applicable as-builts must be submitted at the same time unless otherwise approved by SPW. Partial submittals may be rejected. The “As-Built drawing must be sealed by a professional land surveyor, property line surveyor, or engineer, currently registered in Maryland. The initial submittal shall be paper only, five (5) copies. The final as-builts must be submitted to this office on Mylar and Auto-cad 2008 or an earlier version of Auto-cad, one (1) each. All compact discs (CD) must be in a plastic protective case. Project surety will be withheld and water meter installation may be delayed until this as-built information is submitted to and approved by this office. Should the required as-built drawings not be diligently prepared and submitted to Public Works, Developer understands and agrees that any construction or conveyance privileges related to the project, including the setting of water meters, may be suspended by the City of Salisbury until the as-built drawings are submitted and finally approved.” **The title page notes will remain unchanged as to tense.**

FOR COMMERCIAL INSTALLATION ONLY - DELETE THIS LINE Utilities & SWM

112. “Following completion of construction, the developer shall be responsible for submission as-built drawings of the public water, sewer, and storm drains. The private stormwater management as-builts must be submitted within 60 calendar days following the date of MDE’s final field inspection report for sediment control. Submit a copy of this report with the as-builts. All applicable as-builts must be submitted at the same time unless otherwise approved by SPW. Partial submittals will be rejected. The “As-Built”

drawings must be sealed by a professional land surveyor, property line surveyor, or engineer, currently registered in Maryland. The initial submittal shall be paper only, five (5) copies. The final as-builts must be submitted to this office on Mylar and Auto-cad 2008 or an earlier version of Auto-cad, one (1) each. All compact discs (CD) must be in a plastic protective case. Project surety will be withheld and water meter installation may be delayed until this as-built information is submitted to and approved by this office.”
The title page notes will remain unchanged as to tense.

INCLUDE THE FOLLOWING NOTES ON THE SEWER MAIN TITLE SHEET:

(The notes must appear in order as listed below or the submittal will be rejected.)

- 113. “Sewer mains to be SDR 35 PVC.”
- 114. “Sanitary sewer manholes shall conform to City Std. No. 400.25.”
- 115. “All manholes installed in unpaved areas shall be furnished with a concrete collar extending 1’ beyond the frame of the manhole lid. The collar shall be 6” thick and be supported by a 6” base of CR-6 aggregate which in turn shall be supported by suitable soil compacted to 95% proctor. Concrete collars shall be installed after the top of the manhole lids are adjusted to finished grade. Slope the surrounding earth around manhole in such a way as to create positive drainage away from the lid.”
- 116. “For inspection of private sewer mains and for abandonment of existing sewer services; Contractor to contact City plumbing inspector for requirements, and to coordinate the work and inspection.”

INCLUDE THE FOLLOWING NOTES ON THE WATER MAIN TITLE SHEET:

(The notes must appear in order as listed below or the submittal will be rejected.)

- 117. “Maintain 42” of cover over all water mains.”
- 118. “Fire hydrants and valves shall conform to City Std. No. 300.55.”
- 119. “Cap and blow off hydrants shall conform to City Std. No. 300.51.”
- 120. “Water mains to be (_____).”
- 121. “Place buttresses per City Std. No. 300.40 and 300.41 at all tees, valves, plugs, caps, hydrants and horizontal bends or as directed by SPW.”

Project Name
Project Number
25

122. “#12 bare copper tracer wire to be used on all City water mains per City Std. No. 300.55.”
123. “All valve boxes installed in unpaved areas shall be furnished with a concrete collar extending 1’ beyond the frame of the Valve box lid. The collar shall be 6” thick and be supported by a 6” base of CR-6 aggregate which in turn shall be supported by suitable soil compacted to 95% proctor. Concrete collars shall be installed after the top of the valve box lids are adjusted to finished grade. Slope the surrounding earth around valve box in such a way as to create positive drainage away from the lid.”
124. “Water meters and associated vaults shall not be located in driveways or other areas intended for vehicular traffic. Any meter or vault found to be in such an area after project completion, shall be relocated to a SPW approved location. The Owner shall bear all expense associated with the relocation including but not limited to additional inspection fee, water main taps, pavement, curb, gutter, and/or sidewalk restoration, any retesting, and any and all associated appurtenances.”
125. “Deflect the water main around other utilities per city Std. No. 300.42 as necessary to avoid conflicts. Maintain a minimum of 1’ of separation between the outside edge of pipes. If water mains are installed before any other utility it will be at the risk of the contractor.”
126. “Contractor to contact City plumbing inspector for inspection of private utility mains.”
127. ”Existing water services that are to be abandoned are to be plugged/capped at the corporation stop on the main per SPW inspector's requirements. If the service does not have a corporation stop it shall be abandoned per SPW inspector's requirements.”
128. “Private irrigation lines shall not be installed in City right-of-ways or easements without written approval of Salisbury Public Works.”

Gary C. Hales
Development Coordinator
Tel. 410-548-3170
Fax. 410-548-3107
ghales@ci.salisbury.md.us

Project Number: 00-000
Cc: Name of Developer and/or owner
Address

E-Mail P & Z - Gloria Smith

Project Name
Project Number
26

File Copy

Revised 1-31-2012 **DO NOT INCLUDE REVISION DATE WITH LETTERS**