

TANEY COUNTY REGIONAL SEWER DISTRICT DEVELOPMENT GUIDE

The following document has been prepared to serve as an informational guide to Developers proposing to develop property in the unincorporated areas of Taney County.

The Taney County Regional Sewer District (District) Board of Trustees is the local approving authority of any proposed wastewater treatment system to be constructed in the unincorporated areas of the County. Any development in which connection to a District maintained collection system or construction of a private collection and treatment system is proposed, must be granted concept and final approval from the Board in order to comply with the requirements of the Planning and Zoning Department.

This guide has been divided into two (2) sections. Section I is specific to Developers who propose to construct wastewater facilities that will connect to and become part of the District utility system. Section II is specific to Developers who propose to construct private wastewater collection and treatment facilities.

SECTION I

CONNECTION TO A DISTRICT MAINTAINED SYSTEM

STEP 1 – PRE-SUBMITTAL MEETING:

The pre-submittal meeting is necessary to provide a time in which the District Administrator and the Developer and/or his/her representative can meet to discuss the approval process and the necessary information required when seeking concept and final approval from the Board. A preliminary plat or aerial photo of the project site will be helpful at this meeting to use as a point of discussion. At this meeting the Developer will be given the proper application form along with a checklist to be used to monitor the progress of the project.

STEP 2 – CAPACITY ANALYSIS AND PLAN REVIEW:

One set of preliminary engineering plans, specifications and engineering report shall be submitted to the District's Consulting Engineer, as specified by the District's Administrator, who will perform the capacity analysis and plan review for the District. The cost of this service will be charged to the Developer by the Consulting Engineer firm at an hourly rate. It is recommended that the Developer provide accurate information in order to expedite this process thus keeping the costs for these services to a minimum. The information must give specific detail regarding design and peak flows, population equivalents and point of connection to the District's system. Based on the results of the capacity analysis upgrades to the existing system may be necessary. In this event, the Developer and the District shall enter into a "Development Agreement" that will specify how the development will be approved to proceed. It is the general policy of the District that the cost of any necessary upgrades shall be borne by the Developer. The estimated cost to perform said upgrades must be paid to the Taney County Regional Sewer District in the form of a cashiers check or electronic funds transfer to the District's account prior to the development being allowed to move forward in the process. This will all be spelled out in the Development Agreement. If the capacity analysis shows that sufficient capacity exists to serve the development, and the project plans have been approved by the Consulting Engineer, then the Developer shall move to Step 3 – Concept Approval.

STEP 3 – CONCEPT APPROVAL:

The concept approval meeting is the first time that the project is presented to the Taney County Regional Sewer District Board of Trustees for their review. At this time, the project's file shall include a completed project application, assessor property number identifying the location of

the site, a copy of the capacity analysis, complete engineering report and accurate engineering design plans and specifications. This information must be presented at least two-weeks (2) prior to the requested meeting date to provide time for staff review. Once all necessary information is on file and found to be in order, the project will be placed on the next available meeting agenda for concept presentation to the Board. The Board sets aside the first Tuesday of each month to review projects. If all the information is deemed to be in order and concept approval is granted by the Board, the Continuing Authority Letter will be signed and the project will be allowed to move forward to begin the Missouri Department of Natural Resources (DNR) review and approval process. If there are issues or questions from the Board, the Developer will address them and resubmit documentation for the next Sewer Board meeting.

STEP 4 – FINAL APPROVAL:

Once the project has been reviewed and approved by the DNR and the “Construction Permit” issued, the project must be brought before the Board a second time for final review and approval. To submit to the Board for final approval a full set of DNR approval documents including a copy of the DNR approved and stamped plans must be submitted to the District for staff review. Also, if any part of the engineering documents including the engineering report, design plans or specifications have changed due to DNR requirements, the District shall be copied of all changes. This information, as required in the concept phase, must be presented two-weeks (2) prior to the requesting meeting date to provide time for staff review. The final approval meetings are also held on the first Tuesday of each month. If, during the final review and approval process, all materials are found to be in order, the Board will grant final approval and “Decision of Record”. The Decision of Record must be followed throughout the development phase of the project. If it is shown that the Decision of Record is not being followed, the approval shall be revoked and construction halted on the project until the issue is corrected in a manner consistent with the District’s policy.

STEP 5 – ACCEPTANCE BY DISTRICT OF FACILITIES:

At the time of completion of the wastewater facilities and prior to acceptance of the facilities by the District, an agreement shall be entered into providing for the transfer of assets to the District as well as the Right-of-Way easements necessary to access and maintain the facilities. All components of the system must be tested to insure proper construction. The required testing that shall be conducted is outlined in Appendix A of this document along with the required standards that must be met demonstrating a passing result of each test. Any deficiencies found must be corrected prior to acceptance by the District. All testing results must be certified by the project engineer and submitted in writing to the District office prior to final connection being approved. Any development making connection to the District’s system prior to these issues being complied with shall be promptly disconnected. The Developer must reimburse any and all costs incurred for this disconnection to the District final connection will be allowed.

The Developer shall be responsible for the workmanship and components of the system for a period of two-years beginning at the date of acceptance by the District. It shall be the responsibility of the Developer to correct, at his/her expense, any failures of the system resulting in poor workmanship or component/material failure.

SECTION II

APPROVAL OF PRIVATE WASTEWATER COLLECTION AND TREATMENT FACILITIES

STEP 1 – PRE-SUBMITTAL MEETING:

The pre-submittal meeting is necessary to provide a time in which the District Administrator and the Developer and/or his/her representative can meet to discuss the approval process and the necessary information required when seeking concept and final approval from the Board and the project itself. A preliminary plat or aerial photo of the project site will be helpful at this meeting to use as a point of discussion. At this meeting the Developer will give the proper application form along with a checklist to be used to monitor the progress of the project.

STEP 2 – CONCEPT APPROVAL

The concept approval meeting is the first time that the project is presented to the Taney County Regional Sewer District Board of Trustees for their review. At this time, the project file shall include a completed project application, assessor property number identifying the location of the project site, complete engineering report and accurate engineering design plans and specifications, copy of DNR Geohydrologic evaluation of the liquid waste treatment site (if applicable) completed application for DNR construction permit and completed DNR "Continuing Authority Approval Form". This information must be presented at least two-weeks (2) prior to the requested meeting date to provide time for staff review. Once all necessary information is on file and found to be in order, the project will be placed on the next available meeting agenda for concept presentation to the Board. The Board sets aside the first Tuesday of each month to review projects. If all the information is deemed to be in order and concept approval is granted by the Board, the project will be allowed to move forward to begin the Missouri Department of Natural Resources (DNR) review and approval process.

STEP 3 – FINAL APPROVAL:

Once the project has been reviewed and approved by the DNR and the "Construction Permit" issued, the project must be brought before the Board a second time for final review and approval. To submit to the Board for final approval, a full set of DNR approval documents must be submitted to the District's staff for review. Also, if any part of the engineering documents including engineering report, design plans or specifications have changed due to DNR requirements, the District shall be copied of all changes. This information, as required in the concept phase, must be presented two-weeks (2) prior to the requested meeting date to provide time for staff review. The final approval meetings are also held on the first Tuesday of each month. If, during the review and approval process, all materials are found to be in order, the Board will grant final approval and "Decision of Record". The Decision of Record must be followed throughout the development phase of the project. If it is shown that the Decision of Record is not being followed, the approval shall be revoked and construction halted on the project until the issue is corrected in a manner consistent with the District's policy.

STEP 4 – START UP OF FACILITIES:

Prior to the completed facilities being placed into operation, the District requires that the Project Engineer certify in writing that the project has been completed in accordance with its approved Plans and Specifications. A copy of the DNR "Statement of Work Completed" form may be used for this purpose. Once the DNR has issued the "Missouri State Operating Permit" (MSOP), a copy shall be forwarded to the District office to be added to the project file.

DEVELOPERS CHECKLIST

CONNECTION TO DISTRICT MAINTAINED UTILITIES

CONCEPT APPROVAL:		PRIOR TO APPEARING BEFORE BOARD FOR CONCEPT APPROVAL THE FOLLOWING INFORMATION / ACTIONS ARE REQUIRED:
REC'D	DATE	
		1. Pre-Submittal meeting
		2. Capacity analysis
		3. Completed project application
		4. Assessor property number
		5. Engineering report (Prepared in accordance with DNR requirements)
		6. Engineering plans & specifications
		7. Concept Approval granted
		8. Continuing Authority Letter signed
		9. Concept Decision of Record issued to Developer

FINAL APPROVAL:		PRIOR TO APPEARING BEFORE BOARD FOR FINAL APPROVAL THE FOLLOWING INFORMATION / ACTIONS ARE REQUIRED:
REC'D	DATE	
		1. Copy of DNR "Construction Permit"
		2. Copy of DNR approved plans & specifications. (Must be stamped and signed by DNR official.) NOTE: Were plans & specifications changed due to DNR review process?
		3. Final Approval granted
		4. Final Decision of Record issued to Developer

ACCEPTANCE BY DISTRICT:		PRIOR TO ACCEPTANCE OF THE SYSTEM BY THE DISTRICT, THE FOLLOWING INFORMATION / ACTIONS ARE REQUIRED:
REC'D	DATE	
		1. System tested and certified in writing by project engineer
		2. Agreement to transfer facilities to District. (Must be prepared by Developer's attorney).
		3. Right-of-Way easements to access & maintain facilities granted to the District
		4. District approval of facilities prior to connection to District utility
		5. District acceptance of facilities
		6. Developer notified that they shall be responsible for workmanship & components of the system for a period of two-years beginning at date of acceptance by the District.

PRIVATE DEVELOPERS CHECKLIST

CONSTRUCTION OF PRIVATE WASTEWATER FACILITIES

CONCEPT APPROVAL:		PRIOR TO APPEARING BEFORE BOARD FOR CONCEPT APPROVAL THE FOLLOWING INFORMATION / ACTIONS ARE REQUIRED:
REC'D	DATE	
		1. Pre-Submittal meeting
		2. Completed project application
		3. Assessor property number
		4. Engineering report (Prepared in accordance with DNR requirements)
		5. Engineering plans & specifications
		6. Copy of DNR "Geohydrologic Evaluation – if applicable
		7. Copy of DNR "Construction Permit Application
		8. Copy of DNR "Continuing Authority Approval Form
		9. Concept Approval granted
		10. Concept Decision of Record issued to Developer

FINAL APPROVAL:		PRIOR TO APPEARING BEFORE BOARD FOR FINAL APPROVAL THE FOLLOWING INFORMATION / ACTIONS ARE REQUIRED:
REC'D	DATE	
		1. Copy of DNR "Construction Permit" NOTE: Were plans & specifications changed due to DNR review process?
		2. Copy of DNR approved plans & specifications. (Must be stamped and signed by DNR official.) NOTE: Were plans & specifications changed due to DNR review process?
		3. Final Approval granted
		4. Final Decision of Record issued to Developer

FINAL DOCUMENTS:		FOLLOW-UP DOCUMENTS REQUIRED TO BE ON FILE IN DISTRICT'S OFFICE TO COMPLETE PROJECT FILE:
REC'D	DATE	
		1. Copy of DNR required "Statement of Work Completed Form"
		2. Copy of DNR required "Missouri State Operating Permit"