

April 17, 2009

MEMORANDUM

To: All Excavators, Contractors, and Plumbers

From: Mel J. Bullinger, P.E.
City Engineer

A handwritten signature in black ink, appearing to be "MJB", is written over the name "Mel J. Bullinger, P.E." in the "From:" field.

Re: 2009 Excavator Packet of Information

The Excavator Packet's Certification and Authorization Form has been revised and requires additional information. After you have reviewed the enclosed items, please fill out the Certification and Authorization Form and return to us as soon as possible.

Also, if you have not yet submitted your updated "License and Permit Bond," please do so at this time.

Please call Dale Heinert, P.E., Design and Construction Engineer, or Damon Albers, Engineering Technician III, if you have any questions.

MJB/DH/psg

Melvin J. Bullinger, P.E., City Engineer

★ TDD: 711 ★ FAX: 701-222-6593 ★ 221 N. Fifth Street ★ P.O. Box 5503 ★ Bismarck, ND 58506-5503

EXCAVATOR PACKET ENCLOSURES

1. NEW EXCAVATOR INFORMATION REQUIREMENTS.
2. CERTIFICATION AND AUTHORIZATION FORM.
3. EXCAVATION PERMIT SAMPLE.
4. EXCAVATION PERMIT DATA FORM.
5. MEMORANDUM OF MARCH 19, 2002, TO ALL EXCAVATORS, CONTRACTORS, AND PLUMBERS REGARDING NORTH DAKOTA STATE PLUMBING BOARD RULES AND REGULATIONS.
6. MEMORANDUM TO ALL EXCAVATORS, CONTRACTORS, AND PLUMBERS EXPLAINING POLICIES OF EXCAVATING DEPARTMENT WITH DETAIL 900-1.
7. SITE PLAN SUBMITTAL FORM FOR 2-UNIT TO 4-UNIT RESIDENTIAL DEVELOPMENTS.
8. SITE PLAN DRAWING REQUIREMENTS LIST FOR 2-UNIT TO 4-UNIT RESIDENTIAL DEVELOPMENTS.
9. SITE PLAN AND PARKING LOT REVIEW APPLICATION AND CHECKLIST FOR MULTIPLE-FAMILY PROJECTS WITH MORE THAN FOUR (4) UNITS, COMMERCIAL PROJECTS, INDUSTRIAL PROJECTS, INSTITUTIONAL PROJECTS, AND EXPANSION OF ANY OF THESE STRUCTURES.
10. SITE PLAN REVIEW REQUIREMENTS FOR MULTIPLE-FAMILY PROJECTS WITH MORE THAN FOUR (4) UNITS, COMMERCIAL PROJECTS, INDUSTRIAL PROJECTS, INSTITUTIONAL PROJECTS, AND EXPANSION OF ANY OF THESE STRUCTURES
11. INFORMATION REGARDING LOT SURVEY EXHIBITS.

NEW EXCAVATOR INFORMATION REQUIREMENTS

1. CONTRACTOR'S LICENSE

Any work over \$500.00 requires a contractor's license (filed with the State of North Dakota). A \$1,000.00 bond is required.

Class D License	\$50,000 or less
Class C License	\$100,000 or less

2. LICENSE

If trenching and plumbing work are to be done, you must provide a copy of your State Plumber's License and/or Sewer and Water Contractor's License and/or Sewer and Water Installer's License issued by the North Dakota State Plumbing Board.

3. TO RECEIVE PERMISSION TO EXCAVATE IN THE CITY OF BISMARCK

The City requires you to submit a letter stating your experience as well as references to the City of Bismarck Engineering Department. We will check these references and your experience and let you know if we will permit you to do excavating in the city.

4. WHAT IS NEEDED IF YOU ARE GIVEN PERMISSION TO EXCAVATE

You must provide the original copy of your Performance Bond in the amount of \$25,000.00 (also called a License and Permit Bond). It must state "in accordance with City of Bismarck Ordinances." This requires a warranty of two (2) years for each permit approved. You will then receive a packet of information pertaining to all aspects of excavating in the city from forms to construction signing requirements.

You are required to read this information carefully and after doing so return to us the enclosed Certification and Authorization Form.

The excavator and any authorized employees are required to be listed.

Note: Please submit your letter and wait for approval before applying for your license/bond.

CERTIFICATION AND AUTHORIZATION FORM

RETURN TO: City of Bismarck Engineering Department
P.O. Box 5503, Bismarck, ND 58506-5503
Attn: P. Grosz

DATE _____

NAME _____
(Excavator, Contractor, or Plumber)

This is to certify that I have read all information pertaining to excavators, contractors, and plumbers in the City of Bismarck Engineering Department packet of information dated April 15, 2009.

The following persons are authorized to apply for excavation permits acting as my agent: (please print)

_____	_____
_____	_____
_____	_____

I agree to notify the Engineering Department if this list of names is changed in any way.

SIGNATURE _____

ADDRESS _____

BUSINESS PHONE NO. _____ CELL PHONE NO. _____

EMERGENCY PHONE NO. _____ FAX NO. _____

APPLICATION FOR PERMIT TO EXCAVATE IN PUBLIC STREETS, ALLEYS, OR CITY RIGHT-OF-WAY

Issued by City of Bismarck Engineering Department Phone 355-1505 Fax 222-6593

The undersigned hereby makes application for a permit to make the following-described connection to public utilities or excavation in the public streets or alleys of the City of Bismarck, and in consideration of the issuance and delivery to me by the City Engineer of the City of Bismarck of such permit, hereby agrees to do the proposed work in accordance with the description below and hereby states that the facts below set forth are true and correct.

This permit shall be valid for a period of 60 days from date of issuance and no refund shall be allowed if not used.

Starting Date of Excavation _____

Note: If cuts are to be made, please notify the Engineering Department prior to excavating.

Property Owner _____

DATE

4/7/2009

PERMIT #

2009 11

TOTAL FEES

\$0.00

PAY METHOD

No.	Street	Lot	Block	Addition

DESCRIPTION OF EXCAVATION

MISCELLANEOUS FEES

Utility	Length	Size	Kind	New	Stub	Completion	Surface Cut	Lane Closure	Street Closure

FEE STRUCTURE

Fees Services	\$0.00
Fees Cuts	\$0.00
Fees Lanes	\$0.00
Fees Street	\$0.00

N

Permission is hereby granted to _____ to make the excavation described in APPLICATION FOR PERMIT

 Licensed Excavator

Observation Copy

 Signature of Applicant

 Engineering Department Approval

NOTE: Utility location and information and/or dimensions shown herein are approximate; exact locations must be verified in the field.

Stop Box and Curb Stop in good working order upon completion by Excavator: Yes _____ No _____

Checked by the City of Bismarck Engineering Department on: _____ (date) by: _____ (initials)

Checked by the City of Bismarck Public Works Department on: _____ (date) by: _____ (initials)

MEASUREMENTS:

N	S	of	N	S	Wall of	(GARAGE)	(HOUSE)	(BLDG)
E	W		E	W				
N	S	of	N	S	Wall of	(GARAGE)	(HOUSE)	(BLDG)
E	W		E	W				

EXCAVATION PERMIT DATA

DATE _____

EXCAVATOR _____ STARTING DATE _____

PROPERTY OWNER _____

LOT ADDRESS _____

LOT _____ BLOCK _____ ADDITION _____

<u>“WATER”</u>	<u>“SEWER”</u>	<u>“STORM SEWER”</u>	<u>“OTHER UTILITY”</u>
No. _____ Type _____	No. _____ Type _____	No. _____ Type _____	
Size _____	Size _____	Size _____	Utility _____
Length _____	Length _____	Length _____	Location/Address: _____
New _____	New _____	New _____	_____
Repair _____	Repair _____	Repair _____	_____
Replace _____	Replace _____	Replace _____	_____
Stubout _____	Stubout _____	Stubout _____	Type of Work: _____
Completion _____	Completion _____	Completion _____	_____
Cutoff _____	Cutoff _____		_____
Shutoff _____	Shutoff _____		P.O. # _____
CUTS:			
Asphalt _____	Asphalt _____	Asphalt _____	Asphalt _____
Concrete _____	Concrete _____	Concrete _____	Concrete _____

CUTS REPLACED OR REPAIRED BY: _____

CONSTRUCTION SIGNING NECESSARY _____ TREES INVOLVED _____

SITE PLAN ATTACHED _____ TYPE OF BUILDING _____

EXCAVATION PERMIT FORM INFORMATION

- | | |
|--------------------------------|------------------------------------------------------------------------------------|
| No. & Type: | No. (ie. 2 sewer lines) Type (ie. Copper, PVC) |
| Owner: | Owner of property where work is being done |
| Size: | Size of pipe (inches) being put in ground |
| Length: | Approximate length of pipe from main to property line or building |
| Replace: | Replacing an old line with a new line |
| Repair: | Any type of repair work on line |
| Shutoff: | Any temporary shutoff of line |
| Cutoff: | Any permanent cutoff of line |
| New: | Line going from main to building |
| Stub: | Line going from main to property line |
| Completion: | Line going from property line to building |
| Cuts: | Any cut in public property (street, sidewalk) requiring a replacement patch |
| Cuts replaced/
repaired by: | Name of contractor/supplier |
| Other Utility: | Qwest, Midcontinent Communications, MDU Gas, MDU Electric, Capitol Electric |
| Location in ROW: | Approximate location from property line and direction (ie., 10' W of E prop. line) |
| Type of Bldg.: | Single family, duplex, multiple, commercial |

Bismarck

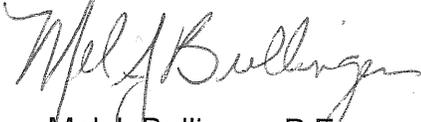
Engineering Department

March 19, 2002

To: All Excavators, Contractors, and Plumbers

It is the policy of the City of Bismarck that all contractors excavating in the public right-of-way with intention to connect, install, or repair sanitary sewer or water services shall conform to any and all North Dakota State Plumbing Board Rules and Regulations. All excavators shall be licensed and bonded and shall employ licensed installers to perform any work in conformance with City of Bismarck standard specifications. If you have any questions, please refer to North Dakota State Plumbing Board Rules and Regulations or contact Bob Leingang, Chief Inspector, at 328-9979. For City specifications, please contact Dale Heinert or Damon Albers at 355-1505.

Sincerely,



Mel J. Bullinger, P.E.
City Engineer

MJB/ps

cc: Bob Leingang



MEMORANDUM

To: All Excavators, Contractors, and Plumbers

From: Mel J. Bullinger, P.E., City Engineer

Date: April 17, 2009

Re: **Excavation Permits**

The excavation permit branch of the Engineering Department has developed procedures and policies in the hope that by anticipating issuance and construction problems prior to the granting of a permit, problems may be minimized. Please read the following procedures so that you may better understand the policies and changes to the policies which will affect all who apply for and are granted permits to excavate in the City of Bismarck.

WHO WILL BE YOUR CITY CONTACT FOR EXCAVATION PERMIT WORK?

At the present time excavation permit work will be under the direction of Project Manager Damon Albers. Damon will also keep records of all site plans, review them, and recommend action by the City Engineer. Pam Grosz will issue permits, keep records of measurements and billings, and assist Damon in coordination between the excavator and the Engineering Department. Dale Heinert, P.E., Design & Construction Engineer, supervises all excavation permit work.

WHO MUST HAVE AN EXCAVATION PERMIT TO EXCAVATE?

Anyone who intends to open up or make any excavation in or upon any public street, alley, or right-of-way in the City of Bismarck to connect, disconnect, repair, or install any sanitary, storm, or ground water drainage sewer, water, lawn irrigation, gas, power, television, telephone, communication, or other underground conduit must obtain a permit before excavating. Furthermore, any excavation upon private property for the express purpose of construction or repairing any sewer or water service that is or will be connected to a City of Bismarck utility, including storm sewer, shall require a permit before excavating. All excavations must be inspected by the Engineering Department. See "Who Must the Excavator Notify" paragraph.

Melvin J. Bullinger, P.E., City Engineer

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WHO MAY EXCAVATE IN THE CITY OF BISMARCK?

A permit to excavate may be granted to a contractor who has a minimum of a State 'Class D' license, is bonded, and who has demonstrated to the Engineering Department that they have the ability to perform the work in a workmanlike manner in accordance with normal construction methods and codes. The duration of the excavation will also be an integral part of the permit approval.

HOW MUCH BONDING IS REQUIRED IN ORDER TO EXCAVATE?

All persons applying for permits to excavate shall file with the City Engineer a Twenty-five Thousand Dollar (\$25,000.00) surety bond.

The bond shall indemnify the City against all costs, loss, and damage caused by the excavation. The bond is to be further conditioned on the guarantee of the excavating party to keep the site in repair for two years from the date of completion.

If the contractor fails to restore or maintain the excavation as required, the City may do the necessary work and recover all costs and expenses from the bond or the defaulting party.

HOW MAY AN EXCAVATION PERMIT BE ACQUIRED?

An excavation permit may be obtained from the City of Bismarck Engineering Department which is located at 221 North Fifth Street (second floor). **The applicant must complete the Excavation Permit Data form before requesting a permit. To minimize your waiting time at the counter, it would be helpful if requests for multiple permits were submitted several days before the date they are needed.**

Accurate legal descriptions and the new address for the property are required for all permits.

WHEN ARE SITE PLANS REQUIRED?

Excavators applying for an excavation permit for any commercial buildings or multiple building developments must present a site plan for approval of these utilities if an approved site plan is not already on file at the office of the City Engineer. The site plan shall be submitted at least ten (10) days prior to the issuance of an excavation permit. There is a fee for the site plan review.

The site plan for complex services shall contain the name of the engineering firm responsible for establishing the lines and grades of the service lines and the testing laboratory responsible for compaction testing. See the Site Plan Review Requirements attached about permit requirements for utility services to industrial and multiple building developments. Additional information can be found on the City of Bismarck's web site at www.bismarck.org/city_departments/department/documents.asp?divisionID=0&dID=16.

HOW MUCH DOES AN EXCAVATION PERMIT COST?

Each Excavation Permit for a particular service (water, sanitary sewer, storm sewer) or any other excavation will cost \$75.00. If you are taking out a permit for both water and sanitary sewer, your cost would be \$150.00. Each main line and each branch requires one permit.

Excavators requiring a surface cut will be charged \$30.00 for each sidewalk, driveway, or pavement cut.

Excavations requiring traffic control for lane closures or detours will be charged per site with simple traffic control at \$50.00 and complex traffic control at \$300.00. A traffic control situation will be deemed complex when a traffic control plan is required, when lane closures are on arterial streets, when ADT is more than 5,000 vehicles per day, or when detours on local streets are lengthy.

Larger developments requiring a site plan will be charged for inspection on an hourly basis for each employee plus 60% for payroll additives and administration. Vehicles used will also be charged at an hourly rate. These charges will be in addition to the fee normally charged for an excavation permit.

Excavation permits not used become invalid after 60 days and will require issuance of a new permit at the \$75.00 cost stated above.

WHO MUST THE EXCAVATOR NOTIFY BEFORE AND DURING EXCAVATION?

The excavator is responsible for the location of all areas of potential utilities and/or other hazardous conditions. The excavator shall provide advance notification to operators of underground facilities (i.e., Montana Dakota Utilities Gas & Electric, Capital Electric, U.S. Sprint, Qwest, AT&T, Dakota Carrier Network, McLeod USA, Cable TV, Amoco Oil, South Central Regional Water District, and Bismarck Water, Sewer, Street Light, and Traffic Signal Departments) prior to excavation, auguring, blasting, or other activities that may endanger underground facilities by using the ND One-Call system. The ND One-Call number is 1-800-795-0555. The excavator must report any damage, potential damage, or believed damage immediately.

The excavator shall not operate City or private water valves and hydrants without permission and must notify the Water Department to operate same.

The excavator must notify the Fire Department when fire hydrants are removed from and returned to service.

The excavator must notify the Forestry Department prior to beginning any construction which is within the drip line or ten (10) feet or closer to any tree, shrub, or woody plant.

The excavator must notify the project manager between two (2) to twenty-four (24) hours before actual construction begins. Forty-eight (48) hours' notice is required for

large sites, and the excavator must complete the project in a continuous and orderly manner.

The excavator must notify the project manager when the excavation is ready for inspection prior to backfilling, when the compaction is ready for inspection, and before the surface cut restoration is constructed. Because of the staffing limitations, the Engineering Department cannot guarantee that an inspection or compaction will be made on the same day notification is made for the inspection or compaction after 4:00 p.m. on that day. The excavator must be present for all of the inspections. The excavator shall contact the Water Department for the tap to the main. The Water Department will not guarantee that the tap can be made on the same day when a call is received after 3:30 p.m. Large taps may require more notice.

WHO SHALL REPLACE DAMAGED LOT CORNERS?

The protection of lot corners or other monuments is the responsibility of the excavator. If a lot corner must be moved to facilitate excavation, the lot corner should be offset prior to construction. Offsetting or replacement of moved or damaged monuments shall be accomplished by a registered land surveyor.

WHAT IS THE PROCEDURE FOR CLOSING ALL OR A PORTION OF THE TRAVEL LANE OR SIDEWALK?

The City of Bismarck has adopted the U.S. Department of Transportation Manual on Traffic Control Devices, Part 6, or latest revision for all traffic control devices and their placement. All materials and equipment used for traffic control on all construction projects in the City of Bismarck shall comply with Section 704 of the Standard Specifications for Road and Bridge Construction and the Design Standard Drawings of the North Dakota Department of Transportation. The documents referred to above are available at the City Engineering Department.

In addition, field guideline booklets are available in the City Engineering office or the North Dakota Department of Transportation. These booklets show design, application, and installation of various traffic control devices used for road and street construction, maintenance operations, and utility work. For applications other than those shown, please contact this office to work out the details.

When requested, the excavator must submit a detailed construction signing layout showing the construction zone and lanes proposed to be closed. A time schedule showing when the closure will be made and when restored to traffic, including any sequence for more than one closure, must be submitted. If, after the Traffic Engineer reviews the plan, any revisions are recommended, the excavator may change the plan and resubmit or agree to comply with the recommended changes. For most streets and sidewalks, the contractor must notify the City Engineer at least two (2) working days prior to the planned closure of such street or sidewalk to enable the City time to warn the general public as necessary. For arterials, a one- (1) week notification period may

be necessary. For sidewalks in retail, medical, or other districts generating pedestrian traffic, a one- (1) week notification period may be necessary.

HOW MUCH CONSTRUCTION SIGNING IS NECESSARY?

Construction signing shall be utilized in accordance with the Manual of Uniform Traffic Control Devices. All signing shall be in place before any construction activity starts. An inspection may be made prior to the beginning of construction at the Engineering Department's discretion, in which case construction shall not begin until the inspection of the signing is made and accepted. When construction signing is deficient, at any time, signing shall be made to conform to the Manual upon notice to the contractor. The general lengths of time allowed for correction of the deficiency are stated below after which time the Engineering Department may take corrective measures at the excavator's expense.

- a. Lightly traveled streets with no overnight open excavation or maintenance of surface cuts are, as a general rule, a non-emergency need for signing, and the excavator may have two (2) hours to erect proper signing when deficiencies are noted by the project manager. No further permits will be granted until signs are placed. If signs or barricading are not placed within the specified time, the City may order the signs and barricades to be placed by a private firm at the excavator's expense. Until proper signing and barricading is installed and payment is received, plus a proof of lease agreement of signs is given the Engineering Department, no permits will be issued, nor will work be allowed to begin on current excavation permits.
- b. Moderate to heavily traveled streets and/or streets with overnight excavation are, as a general rule, an immediate or emergency need for signing, and the excavator must immediately correct any deficiencies in signing. If, in the judgment of the project manager, the excavator is unwilling or unable to correct deficiencies immediately, signs may be ordered installed by the quickest means available to the City at the excavator's expense. Until payment for sign rental or proof of the lease agreement or purchase of signs is received, no permits will be issued, nor will work be allowed to begin on any current excavation permits.

WHAT SURFACE CUTS AND RESTORATION METHODS WILL BE ALLOWED?

Surface cuts are allowable when subcontracting arrangements are made by the excavator for the cut and restoration of the cut to its original condition. The excavator shall discuss the location and size of the cut with the project manager prior to the cut. No surface cut will be allowed without prior approval by the project manager. After excavating, the area shall be backfilled with suitable material to a minimum of 6 inches below finished grade. The asphalt patch shall consist of 3½ inches of AC Stabilized Base and 2½ inches of AC Surface Course. Street cuts may require trench and subgrade compaction tests taken by a private testing firm at the excavator's cost. The excavator shall discuss the testing requirements of backfilled area in street cuts before the cut is made with the project manager. All surface cuts due to excavation permits shall be inspected by the project manager prior to replacement.

An asphalt surface cut will be allowed if asphalt materials are available from a supplier with an approved job mix formula on file. The edge of the asphalt pavement shall be square cut prior to replacement of mix. Construction methods of replacement shall be in accordance with the City of Bismarck Construction Specifications for Municipal Public Works Improvements. All asphalt surface cuts shall be sealed with a bituminous seal coat and cover aggregate. Surface cuts may be patched temporarily with a cold mix or other pavements when asphalt materials are not available; however, the excavator must maintain the temporary patch and construct a permanent pavement as soon as materials are available.

No cleated equipment or outriggers may be used on pavement unless pavement can be protected from any damage to surface or subgrade. A concrete cut will be allowed if replacement is made by a bonded concrete contractor in accordance with the City of Bismarck Standards. The edge of the cut shall be saw cut when directed by the project manager.

All roadway and surface cuts shall be replaced, complete, less bituminous seal coat, within forty-eight (48) hours of the completion of the backfill. If the surface cut is not restored either temporarily or permanently within forty-eight (48) hours, the project manager may order the patch replaced by others at the excavator's expense. The excavator may be billed twice if a temporary patch is made first and the permanent patch is not made (within a reasonable amount of time) causing the project manager to order the permanent patch to be made by others.

The cutoff date in the fall and the startup date in the spring for the issuance of permits with surface cuts shall be set by the City Engineer. These dates are contingent upon judgment as to the quality of workmanship probable, availability of materials or acceptance of temporary patching, or the necessity of the improvement or repair. The City Engineer may waive these dates for emergency sewer and water repairs or where the project may be unduly delayed.

GENERAL CONSTRUCTION POLICIES

The convenience of the public and temporary approaches to and crossings of intersecting streets shall be provided for and kept in good condition where practicable. The sidewalks or portions of the street adjoining the work or this vicinity shall not be littered or obstructed more than necessary. The drainage ditches, gutters, and inlets for the storm water collection system shall at all times be kept clean and unobstructed or diverted as approved by the project manager.

WHAT METHODS AND MATERIALS ARE ACCEPTABLE WHEN CONSTRUCTING OR REPAIRING ANY WATER SERVICE CONNECTION TO THE CITY OF BISMARCK WATERMAIN?

- a. General – Construction methods and materials shall be in accordance with the City of Bismarck Construction Specifications for Public Works Improvements.

No valve or other control on the existing water system shall be operated for any purpose by the excavator without approval by the project manager, and all consumers affected by such operation shall be notified by the excavator at least one (1) hour for residential and forty-eight (48) hours for businesses before the operation and advised of the probable time when the service will be restored. If possible, the existing water system shall not be turned off before 8:00 a.m.

It shall be the property owner's responsibility to provide at least the two front property corners (including future designated sidewalk grades where the sidewalk or curb and gutter are not constructed) to establish the location of the service line for construction and recording purposes.

Water service lines shall be pushed or bored under asphalt streets, curb and gutter, and the tree root systems unless permission to cut the same is received from the City Engineer.

Water service stub outs shall be made to the street right-of-way line only.

The water pipe must be laid seven and one-half (7½) feet below finished sidewalk, gutter, and street grades from the water main to the curb stop and box. Prior to inspection, the curb box must be set approximately four (4) feet away from the property line in the street right-of-way.

All water service lines shall be thoroughly flushed prior to testing. Water services shall be tested and proved tight under City main pressure. If the main pressure is believed to be lower than normal, the test duration shall continue at the discretion of the project manager until normal pressures are attained. Then the water service line shall be shut off at the valve outside the building until the meter is installed.

For each water stub out, a 2" x 2" wood marker shall be placed a maximum of one (1) foot from the curb stop box and extending vertically from a minimum of three (3) feet below the top of the curb box to a minimum of two (2) feet above the existing surrounding ground and painted blue.

- b. Connections to the Main – Tapping saddles with valves shall be hydrostatic pressure tested on the main prior to requesting a tap. The test shall be 125 pounds per square inch for a duration of thirty (30) minutes.

Once inspection is made by the project manager, the Water Department will tap the main at no charge to the contractor for new installations sized 1 inch, 1½ inches, or 2 inches. Taps will be charged for any size when replacing or repairing an existing service or for any size larger than 2 inches. The current rates (rates may change at any time) are as follows:

SIZE OF WATER SERVICE	CHARGE TO EXCAVATOR FOR TAP
1"	\$40.00
1½"	\$55.00
2"	\$65.00
3" & 4"	\$100.00 plus labor and equipment
6"	\$130.00 plus labor and equipment
8"	\$150.00 plus labor and equipment
10"	\$200.00 plus labor and equipment
12"	\$225.00 plus labor and equipment

The excavator must be present to help lower the tapping machine into the trench.

All corporation taps, made into all sizes and classes of asbestos cement, PVC, sandcast iron, cast iron, ductile iron, and pre-stressed concrete water mains, shall be reinforced with a tapping saddle. Tapping saddles used on PVC water main shall be a minimum 2-bolt stainless steel skirted or complete gasket type. An "O" ring single-bolt stainless steel saddle is not acceptable. Tapping saddles used on PVC water main shall provide full support around the circumference of the pipe and provide a bearing area of sufficient width along the axis of the pipe, 2 inches minimum ensuring that the pipe will not be distorted when the saddle is tightened. Tapping saddles shall be one of the following, either a double-strap bronze (not to be used with PVC), a stainless steel, or an epoxy-coated malleable iron. Acceptable manufacturers for these saddles are Mueller, Rockwell, Superior, Ford, Romac, and Cascade or an approved equal. The maximum size saddle tap into a 6-inch diameter water main is 1½ inches, however, a stainless steel sleeve may be used for a 2-inch tap onto a 6-inch main.

- c. Curb Box – Curb boxes shall be the Mueller No. H-10300 (1¼-inch diameter upper section) with 75-inch stationary rod installed, with a stainless steel or brass pin to the curb stop, Mueller No. H-84274, for 1¼ inch or smaller curb stops. Curb boxes shall be Mueller No. H-10304 (2-inch diameter upper section) for 1½-inch or larger curb stops, or an approved equal. Stationary rods will not be required on curb stops 1½ inches or larger. The length of the curb box extended shall be 8 feet. Curb stops shall be installed on a ½ square foot by 4-inch thick concrete or brick pad.
- d. Water Service Lines – Water service line material shall be Type K or Type L copper or ultra high molecular weight polyethylene (PE) or iron pipe size or Class 200 SDR21 Polyvinyl-chloride (PVC). The polyethylene pipe shall be designated as UHMPVE 3406, SDR7 conforming to ASTM D2239 and approved by the National Sanitation Foundation. All markings shall be permanently labeled on the side of the

polyethylene pipe. Water service line material between corporation stops and curb stop shall be Type K copper.

- e. Connection Fittings – All new copper water service pipe shall be connected using a flared connection. New copper water pipe being connected to existing copper water pipe may be connected using a compression type connection if approved by the Engineer. Fittings for PE and PVC pipe shall be compression fittings (gasket type), stab fitting with an O-ring seal (Mueller Insta-Tite or an approved equal), or an insert fitting (Ford Pack Joint Coupling Series 66 or an approved equal for 1½-inch and 2-inch polyethylene only).

The corporation stop and PVC pipe shall be connected with a fabricated gasket adapter equal to Flo-Seal series 657. The curb stop shall be connected to the PVC pipe or PE pipe using an 8-inch to 12-inch long brass nipple with female adapter.

- f. Corporation Stop – Corporation stops shall be Mueller No. H-15000 for copper water pipe or approved equal.
- g. Curb Stop – Curb stops supplied for service lines shall be the Mueller No. B-25154, Mueller No. H-15154, McDonald No. 6104, or a Ford B22, without drain, having a Minneapolis Pattern, or an approved equal. Curb stops shall be installed using the proper tools as recommended by the manufacturer.
- h. Bedding – Water lines greater than 2 inches shall be bedded with pit run gravel a depth of 4 inches below the pipe to 2 inches over the pipe, the full width of the trench, and shall be compacted. Pit run gravel bedding shall be material with a gradation of 100% passing a 1-inch sieve, 60% to 100% passing a ¾-inch sieve, and 40% to 80% passing a ¼-inch, or as approved by the project manager. Trench material may be approved upon request.

Any spongy trench shall be excavated to a sufficient depth below invert grade and backfilled with subcut gravel to support the pipe prior to the placement of the bedding. Subcut gravel shall be granular material with 100% passing a 2-inch sieve and 0% to 10% passing a No. 4 sieve.

- i. Disconnections – The water service line shall be disconnected at the main by turning off the corporation and disconnecting the pipe at the corporation. The curb stop box shall be removed unless in the opinion of the project manager it is impractical because of improvements in the area. In this case the top of the box shall be removed and the shaft driven down approximately 1 foot and plugged.

WHAT METHODS AND MATERIALS ARE ACCEPTABLE WHEN CONSTRUCTING OR REPAIRING ANY SEWER SERVICE CONNECTED TO THE CITY OF BISMARCK SEWER MAINS?

- a. General – Construction methods and materials shall be in accordance with City of Bismarck specifications for Public Works Improvements.

Sewer stub outs shall be made to the street right-of-way line only. Sanitary sewer service lines shall be installed to an invert depth of 10 feet below the finished sidewalk grade or at a minimum positive grade of 2 percent (1/4 inch per foot) from the connection at the sewer main. It shall be the property owner's responsibility to provide at least the two (2) front property corners (including future designed sidewalk grades where sidewalk or curb and gutter are not constructed) to establish the location of the service line for construction and recording purposes.

For each sewer stub out a 2" x 2" wood marker shall be placed a maximum of 1 foot from the end of the sewer stub out, shall extend vertically and plumb to not less than 2 feet above the existing surrounding ground, and shall be painted green.

- b. Connections to Main – Whenever a wye is not available for connection to a sanitary sewer main, the connection shall be made using an Inserta Tee manufactured by Inserta Fittings Co., or an approved equal. A factory-assembled wye may be cut in using gasketed repair couplers. When connecting to VC sewer main, Strong Back-RC Series repair couplers manufactured by Fernco, Inc., or an approved equal, may be used.
- c. Pipe and Fittings – PVC sewer pipe and fittings shall meet the specifications of ASTM D3034 and shall have a DR of 35 or less, all of which shall be stamped on the pipe. Gasketed type joints on PVC pipe and fittings are preferred. Solvent cement joints must be made by using the two-step process (cleaner and solvent cement). Applications of solvent cement shall be made with a soft brush and in warm, dry conditions.
- d. Bedding – Pit Run Gravel Bedding shall be material with a gradation of 100% passing a 1-inch sieve, 60% to 100% passing a 3/4-inch sieve, and 40% to 80% passing a 1/4-inch sieve, or as approved by the Engineering Department. Trench material may be approved upon request. Bedding shall be placed a depth of 4 inches below the pipe. Bedding shall be placed one-half the way up on the pipe, the full width of the trench, and shall be compacted.

Any spongy trench shall be excavated to a sufficient depth below invert grade and backfilled with subcut gravel to support the pipe prior to the placement of sand bedding. Sub cut gravel shall be a granular material with 100% passing a 2-inch sieve and 0% to 10% passing a No. 4 sieve.

- e. Disconnections – All sewer line disconnections shall be cut off and plugged in back of the sidewalk or at the property line.

HOW SHALL WATER AND SEWER SERVICES BE SEPARATED?

Building sewers or drainage piping of clay or materials which are not approved for use within a building shall not be run or laid in the same trench as the water pipes unless the bottom of the water pipe, at all points, is at least 12 inches above the top of sewer line. The water pipe shall be placed on a solid shelf excavated at one side of the common trench with a minimum clear horizontal distance of at least 12 inches from the sewer line.

WHAT METHODS OF BACKFILL AND COMPACTION ARE ACCEPTABLE?

Trenches and excavations shall be backfilled immediately after inspection or installation or repair of conduit. Backfilling shall be completed within 24 hours. Compaction tests shall be taken at a minimum of one-half the depth of the trench and at the top of the trench.

Compaction shall be obtained by an approved method or equipment which will produce a uniform density meeting the requirements to obtain not less than the specified percent maximum dry density at optimum moisture made in accordance with ASTM D1557.

TRENCH TYPE	THICKNESS OF LAYERS	SPECIFIED DENSITY
Narrow 4"-6" Trench (digging chain or earth saw trench)	6"	90% from 0'- 4' deep and 85% below 4' deep
Pipe bedding and initial backfill	-	80% to 2' over pipe
Normal Trench	12"	85% to 4' below surface finish grade
Normal Trench	12"	90% from 4' deep to finish grade

Trenches shall be backfilled and compacted to the foundation. A drop pile hammer, loaded or unloaded clam shell, or backhoe buckets or other similar equipment will not be allowed in the initial backfill. The contractor shall supply all deficiencies in material or moisture needed for backfilling.

Backfilling gas piping, telephone, electrical, cable television, conduits, or other private utilities not connected to City utilities shall follow the procedure for sewer and water lines, except pit run gravel may be omitted from the bed of the trench unless required by the City Engineer.

WHAT IS THE RESPONSIBILITY OF THE EXCAVATOR IN MAINTAINING FAULTY TRENCHES OR OTHER MATERIAL OR WORKMANSHIP DEFICIENCIES?

Undue inconvenience or time delays affecting the public are considered deficiencies by the excavator. If inconveniences, time delays, construction methods, materials, or quality of workmanship are deficient at any time during construction, said deficiency shall be maintained or corrected within 4 hours of notification. When materials availability will delay the correction, then a temporary corrective measure such as barricades or a temporary patch shall be made until the pavement correction can be made. Failure to make timely correction, either temporary or permanent, shall give the City the right to order someone else to correct the deficiency at the excavator's expense. No additional permits will be issued until the correction or payment for the correction is made.

WHAT IS THE EXCAVATOR RESPONSIBLE FOR IN ORDER TO PROTECT TREES?

A contractor working in public right-of-way or properties shall be responsible for the prevention of damage to trees, shrubs, bushes, hedges, or other woody plants and their root systems located within, or infringing upon, the public rights-of-way and properties, including parks, and shall notify the City Forestry Department prior to beginning any construction near said areas.

The contractor shall construct a fence or frame, not less than 4 feet high, around the trees, at least as far as the dripline (canopy), capable of preventing soil, building material, or debris from accumulating about the base of the plant. Said fence or frame shall also be capable of serving as a barrier to all construction or public traffic. Materials or debris shall not be stored above the root zone of any tree which may impede the free passage of air, water, or nutrients except by written permission of the City Forester.

The contractor shall exercise care in driving or working on the root zone of area trees to prevent excessive compaction of the soil. Gaseous, liquid, or solid substances which are harmful to trees and plants shall not be allowed to come into contact with trees or plants. Nails, bolts, or other fastening materials shall not be imbedded into the trunk or limbs of a tree. Ropes, wire, or other hanging materials shall not be attached to a plant in such a manner that the bark may be damaged or cause undue stress to a plant structure.

Any overhanging branches or underlying roots which may be crushed, scarred, broken, or damaged in any way due to unavoidable construction activity shall be reported to the City Forester so that preventive action may be taken to minimize damage to plants. Any trees damaged without prior notification of the City Forester shall be the responsibility of the contractor to repair or replace as determined by the City Forester.

If it is determined by the City Forester that ditches, tunnels, trenches, or other earthmoving operations for underground utilities construction will cause damage to the

health, vigor, and stability of plants, the City Forester may require that power-driven soil augers or the power push method be used wherever possible. Where this is not possible, the City Forester must be notified to assist in determining alternate methods. If trees must be pruned, fertilized, or removed prior to construction, as determined by the City Forester, all costs, using prescribed methods, shall be the responsibility of the contractor. The contractor shall familiarize himself with and adhere to the Forestry Department's Standard Specifications on trenching and augering around trees.

Prior to backfilling any trench or ditch, the City Forester shall be notified to inspect any repairs made to damaged roots. All exposed roots shall be pruned or trimmed using a hand pruner or hand saw. Axe cuts will not be allowed.

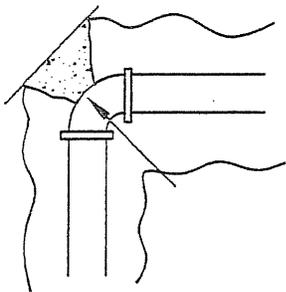
Upon completion of construction, the contractor shall notify the City Forester for a final inspection of the trees whether or not any damage occurred. Any damage found to have been due to the construction activity of the contractor shall be the remedial responsibility of the contractor.

MJB/psg

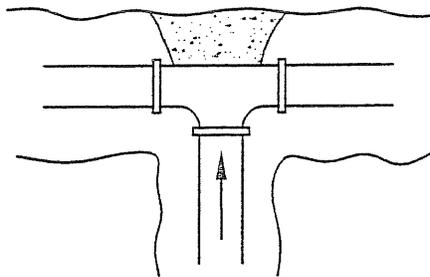
Enc.

cc: Keith Demke, P.E., Utility Operations Director
Jeff Heintz, Service Operations Director
Ray Ziegler, Building Official
Jackson Bird, City Forester

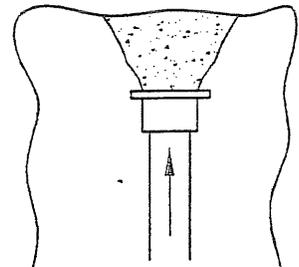
- NOTE NO. 1 BLOCKING OF TYPICAL HORIZONTAL BEND WILL INCLUDE ALL BENDS 11 1/4° (1/32). TO 90° (1/4)
- NOTE NO. 2 BLOCK TEE AS SHOWN. IN THE EVENT THAT ONE SIDE OF THE MAIN IS PLUGGED, 2 THRUST BLOCKS WILL BE REQUIRED.
- NOTE NO. 3 BLOCKING OF PLUG IS TO INCLUDE PLYBOARD BETWEEN THE PLUG AND CONCRETE.
- NOTE NO. 4 BLOCKING OF CROSS WITH 2 PLUGS IS AS SHOWN. WITH ONLY 1 PLUG PROCEED SAME AS TEE.
- NOTE NO. 5 INSTALL CONCRETE ANCHOR AND TIE DOWNS AS SHOWN IF SIZE IS REDUCED 2 PIPE SIZES OR MORE.
- NOTE NO. 6 ALL VERTICAL BENDS TO BE BLOCKED AND TIED DOWN AS SHOWN.
- NOTE NO. 7 ALL HYDRANTS TO BE BLOCKED AS SHOWN. KEEP CONCRETE AWAY FROM WEEP HOLES.
- NOTE NO. 8 THE END AREA OF CONCRETE THRUST BLOCKS SHALL BE SUBMITTED WITH SOIL BEARING CHARACTERISTICS TO THE ENGINEER FOR APPROVAL.



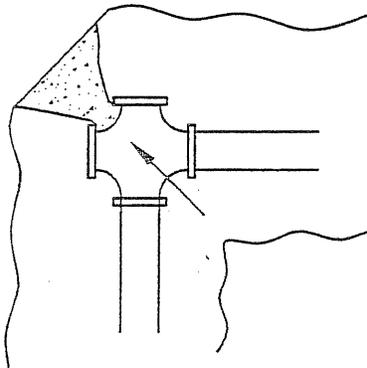
TYPICAL HORIZONTAL BEND
NOTE NO. 1



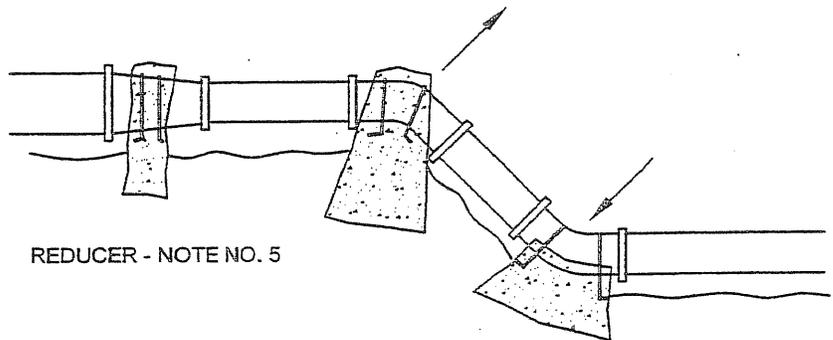
TEE AND WYE
NOTE NO. 2



DEAD END OR PLUG
NOTE NO. 3

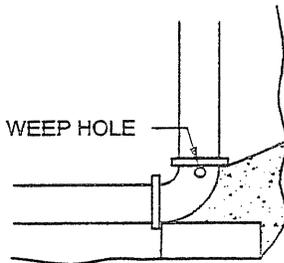


CROSS - NOTE NO. 4



REDUCER - NOTE NO. 5

TYPICAL VERTICAL BENDS
NOTE NO. 6



HYDRANT NOTE NO. 7

CONCRETE THRUST BLOCKING

SITE PLAN SUBMITTAL FORM

Please complete this form for all 2-unit residential building developments and submit it along with a copy of the completed Site Plan to Damon Albers in the office of the City Engineer.

Date: _____

Name of Site: _____

Street Address: _____

Legal Address:
(Lot) _____

(Block) _____

(Addition) _____

Name of Owner: _____ Phone No.: _____

Address of Owner: _____

Name, Address, and Phone Number of Person/Persons/Firm Responsible for Site Plan
Development

As Excavation Permits cannot be issued until the Site Plan has been reviewed and final approval given by the City Engineer, we recommend that the Site Plan be submitted at your earliest convenience. A copy must be submitted to the City Engineer for review and approval at least ten (10) calendar days prior to the application for an Excavation Permit. The City of Bismarck accepts no responsibility for any losses, incurred costs, or damages of any kind by approval or disapproval of a Site Plan.

Return to: Mel Bullinger, P.E.
City Engineer

221 North Fifth Street
P.O. Box 5503
Bismarck, ND 58506-5503

701-355-1505
701-222-6593 fax

SITE PLAN DRAWING REQUIREMENTS FOR
2-UNIT RESIDENTIAL DEVELOPMENTS

Site Plan Submittal Form with application fee enclosed.

Site plan review fee for a 2-unit residential development is \$30.00.

The site plan shall contain the following:

1. Name, address, phone, and other ways to contact submitter.
2. Proposed name of site.
3. Date submitted.
4. Property addresses(s).
5. Property legal description(s) - lot or portion of lot, block, and addition. Provide recorded document of new parcel.
6. Property dimensions - lot lines, set back lines, non-access control lines, and easements.
7. Street names, widths - alleys.
8. North direction indicator.
9. Existing topographical features - poles, utilities (with sizes, type), drainage ditches, culverts, trees, shrubs, roads, curb and gutter, sidewalks, and driveways (with elevations).
10. Proposed buildings (showing garage door locations).
11. Proposed parking lots (showing dimensions and elevations).
12. Proposed driveways (showing location from property line, dimensions, and elevations).
13. Proposed curb and gutter and sidewalk on street right-of-way.
14. Proposed utilities (showing connections, curb stops and valves, manholes, inlets, and main and service line locations, types, and sizes).
15. Existing utilities to be abandoned, disconnected, or removed. Unused water services must be disconnected at the city main.
16. Common Use Agreement for multiple dwelling units where each dwelling will be sold separately.
 - a. Common water, sanitary, or drainage facilities.
 - b. Common access drives, lanes, lots.
 - c. Access easement to backyard for townhouse-type condominiums.

This site plan is intended for use by the City of Bismarck for the purpose of checking systematic designs of utility service connections, including access to roads, streets, and walkways, and for maintaining accurate records for future reference.

Official Use Only: Are all public services available? _____
If not, are they petitioned and available at time of occupancy? _____

Is site platted? _____ Annexed? _____ Zoned? _____
Does usage of site require a special use permit? _____



Print Form

SITE PLAN AND PARKING LOT REVIEW APPLICATION AND CHECKLIST

PROJECT SUMMARY:

Project Name: City/ETA Location: City ETA
(Application fee & number of copies needed are based on location)

Legal Description - Lot, Block, Addition:

Property Address:

Existing Use of Property: Proposed Use of Property:

New Construction Addition to Building New Parking Lot Addition to Parking Lot

Parcel Size (SF): Building Footprint (SF): Total Building SF: Number of Stories:

Number of Off-Street Parking Spaces Currently Provided: Number of Additional Off-Street Parking Spaces:

Total SF for Existing Parking Lot: Added SF for Existing Parking Lot: Total SF for Parking:

PROPERTY OWNER:

Name: Daytime Telephone Number:

Mailing Address:

DEVELOPER (IF DIFFERENT THAN OWNER):

Name: Daytime Telephone Number:

Mailing Address:

CONTACT PERSON (FOR PURPOSES OF PROCESSING THIS APPLICATION):

Contact Person: Name of Firm:

Mailing Address:

Telephone Number: Fax Number: Email Address:

TO BE COMPLETED BY CITY STAFF:

Zoning District:
(RR) (R5) (R10) (RM) (RMH) (RT) (HM) (P)
(CA) (CB) (CG) (CR) (PUD) (MA) (MB) (A)
(Floodplain Overlay) (FAA Glide Path)

Use of Building:

Occupancy Classification:
(A-1) (A-2) (A-2.1) (A-3) (A-4) (B) (E-1) (E-2) (E-3) (F-1) (F-2)
(H-1) (H-2) (H-3) (H-4) (H-5) (H-6) (H-7) (I-1.1) (I-1.2) (I-2) (I-3)
(M) (R-1) (R-3) (R-4) (S-1) (S-2) (S-3) (S-4) (S-5) (U-1) (U-2)

Type of Construction: (I - F.R.) (II - F.R, One-hour, N) (III - One-hour, N) (IV - H.T.) (V - One-hour, N)

The following information is required on all site plans submitted for approval.

I. GENERAL INFORMATION	Applicant's Checklist	City Staff Checklist
A. Set(s) - six (6) for City and seven (7) for ETA - of non-reduced sheets (minimum scale of 1" =50'). If more than one sheet is submitted, all sheets must be numbered, be of the same size and include matchlines along with an index.		
B. Project summary information (must be the same as application form): - Name, address and telephone number of owner/developer - Name of proposed development - Legal description of property - lot, block, and addition - Address of property		
C. Name, address and telephone number of engineer, surveyor and architect.		
D. North direction indicator.		
E. Scale including both a graphic and a numeric scale (engineer's scale preferred)		
F. Date (original and all revisions) shown on all sheets.		
G. All dimensions, both linear and angular. Linear measurements should be expressed in feet and decimals of a foot. Angular land measurements should be expressed by bearings. Curved land measurements should be defined by radius, central angle, and arc distances.		
II. EXISTING CONDITIONS		
A. Parcel boundary lines of the property with dimensions and area (platted dimensions)		
B. Location of any non-access control lines, with dimensions.		
C. Location, width and identification of existing easements (both public and private).		
D. Building setback dimensions.		
E. Existing topographical features, contour lines for slopes greater than seven percent, and existing drainage patterns.		
F. Existing buildings, structures, driveways (on-site with elevations and across adjacent public rights-of-way), parking and loading areas, outdoor storage areas, fire lanes, and any other manmade features, dimensioned and clearly distinguished from proposed improvements.		
G. All adjacent and on-site streets, including dedicated right-of-way width, pavement widths, curb and gutter locations, sidewalks and curb ramps.		
H. Within and/or adjacent to property: existing municipal utilities including light poles, water and sewer mains, service lines, connections, curb stops and valves, manholes, hydrants, inlets, and any other stormwater facilities (location and size).		
I. The boundaries of any floodway, floodway fringe, 100-year floodplain, streams and/or wetlands.		

III. PROPOSED CONDITIONS

Applicant's Checklist **City Staff Checklist**

- A. Proposed new and/or relocated municipal utilities including mains and service lines (location and size), connections, disconnections, curb stops and valves, manholes, hydrants (with distance to building), inlets and any other stormwater facilities (location and size), including sidewalk trench drains.
- B. Location of any relocated street lights.
- C. Limits of any proposed demolition.
- D. Proposed street cuts and any street land and/or sidewalk closures.
- E. Proposed buildings and structures, with locations, footprints, entrances, area by floor, finished floor elevation, building construction type, number of stories, and distance of buildings from other buildings and/or property lines. The fire resistance of exterior walls, location of wall openings, and the use of automatic fire suppression systems should be clearly indicated if known.
- F. Proposed driveways, including distance from lot lines, width at top, relationship to non-access control lines. Any proposed driveway closures. For rural roadway approaches, add the location and diameter of culverts.
- G. Proposed off-street parking areas, including dimensions, elevations, setbacks and number of spaces. List number of parking spaces provided and how calculated.
- H. Proposed sidewalks and/or trails, both on-site and within adjacent right-of-way, with locations and dimensions. Proposed crosswalk ramps at corner lots.
- I. Proposed fencing, if located across a drainage easement, and all proposed retaining walls (location and height).
- J. Dumpster (or any other solid waste handling facilities) location, size of dumpster (verify need with Public Works), dimensions of concrete pad (must be level and a minimum of 4" concrete), and any proposed screening labeled with height and material (there must be a 24" clear zone on all sides of pad and no overhanging structures, vegetation or utilities). If access to dumpster is not directly accessible from public right-of-way, a damage claim waiver is required before service can be started.
- K. Proposed fire access features, including location of hydrants, location and dimension of fire lanes (minimum width of 20' - required when any portion of an exterior wall of the first story of the building is located more than 150' from fire department access), and height of any overhead obstructions. Dead-ends greater than 150 feet in length need an approved turn-around. A 45-foot turning radius is needed for adequate clearance for turns. A minimum vertical clearance is needed to accommodate vehicles.
- L. Proposed contours lines for slopes greater than seven percent.
- M. Copy of recorded common use agreement if multiple-family, commercial, or industrial with separate ownership (common water, sanitary or drainage facilities; common access drives, lanes, and lots; access easement to backyard area).

A landscaping plan is required for the construction of any principal commercial, industrial, institutional, or multi-family building with more than four units; for the installation of any parking area or the expansion of any existing parking area by five or more required off-street parking spaces; and for a change in the use of the property that requires rezoning to a more intensive zoning classification or a special use permit.

Copies of the City’s landscaping and screening ordinance can be obtained from the Planning and Development Department.

IV. LANDSCAPING PLAN

- A. North point and scale.
- B. The boundary lines of the property with dimensions and area.
- C. The location of all driveways, parking areas, sidewalks, structures, utilities, or other features, both existing and proposed, affecting the landscaping of the site.
- D. The location, common name, scientific name, size and quantity of all existing trees, shrubs or other vegetation intended for use in meeting the requirements of the City's landscaping and screening requirements.
- E. The location, common name, scientific name, size and quantity of all proposed landscape materials.
- F. The location and height of any proposed earthen berms, masonry fences, or other features used to meet the City's landscaping or buffer yard requirements
- G. The location of any existing and/or proposed easements.

STORMWATER MANAGEMENT PLAN/PERMIT REQUIREMENTS

A stormwater management plan/permit is required for all residential developments with three or more units, commercial projects, and industrial projects. The Engineering Department will not issue a stormwater permit until the stormwater management plan has been reviewed and approved. The application for a stormwater permit is separate from this site plan review application, but must be submitted in conjunction with the site plan.

A stormwater management plan waiver request may be made under the following conditions or as deemed appropriate by the City Engineer:

- The associated plat along with its stormwater management plan was approved within the past 24 months and no significant changes occur to the plan due to the proposed site plan construction.
- The disturbed area is less than 2,000 square feet and construction will not significantly change drainage patterns or imperviousness.

An approved waiver of the storm water management plan by the City Engineer does not grant a waiver of the stormwater permit, permit fee requirement and erosion control requirements as part of the permit.

The stormwater management plan must be prepared by a professional engineer who is registered in North Dakota.

V. STORMWATER MANAGEMENT PLAN		
Existing Site Plan		
A. Applicant.	<input type="checkbox"/>	<input type="checkbox"/>
B. Contact person (during construction).	<input type="checkbox"/>	<input type="checkbox"/>
B. Site Location	<input type="checkbox"/>	<input type="checkbox"/>
D. Existing topography, with a maximum of two-foot contours or adequate spot elevations to determine drainage patterns.	<input type="checkbox"/>	<input type="checkbox"/>
E. Watershed map.	<input type="checkbox"/>	<input type="checkbox"/>
F. Stream delineation, public waters, wetlands and their description.	<input type="checkbox"/>	<input type="checkbox"/>
G. Existing stormwater facilities	<input type="checkbox"/>	<input type="checkbox"/>
H. Soil types.	<input type="checkbox"/>	<input type="checkbox"/>
I. Current vegetative cover.	<input type="checkbox"/>	<input type="checkbox"/>
J. Current land use.	<input type="checkbox"/>	<input type="checkbox"/>
K. 100-year floodplain, floodfringes and floodways	<input type="checkbox"/>	<input type="checkbox"/>

V. STORMWATER MANAGEMENT PLAN - continued

Construction Site Plan

- A. Location and dimension of proposed land disturbing activities and phasing or schedule of activities.
- B. Approximate location of all temporary soil or dirt stockpile areas.
- C. Location and description of construction site erosion control measures.
- D. Schedule of anticipated start and completion dates.
- E. Provisions for maintaining the construction site erosion control measures prior to, during and after construction.

Plan of Final Site Conditions

- A. Final grading plan, showing relationship to existing conditions.
- B. Proposed ground cover/resurfacing (ie - grass, pavement, stones, etc).
- C. Drainage plan for developed site.
- D. Existing and proposed impervious areas.
- E. NDDOT permit required for drainage to State right-of-way.

Stormwater Management Plan Report

- A. Pre- and post-development hydrology and hydraulic analysis.
- B. Erosion and sediment control during and after construction.
- C. Contact person (erosion control).
- D. Protective measures for proposed and existing structures.
- E. Water quality concerns.



SITE PLAN REVIEW REQUIREMENTS

Complete the attached application form for new multiple-family projects (any structure with more than two (2) units), commercial projects, industrial projects, institutional projects, expansion of any of these structures, accessory buildings for any of these structures, and expansion or installation of parking lots. (Residential projects with one or two units are subject to review through a separate process with the City's Engineering Department.) Submit the completed application form along with six (6) copies of the site plan and the applicable review fee to the City's Community Development Department – Planning Division. If the project is outside of the corporate limits within the four-mile extraterritorial area (ETA), an additional two (2) copies of the site plan are required for the Burleigh County Engineer and Bismarck Rural Fire, for a total of eight (8) copies.

Office Address: 2nd Floor, City-County Office Building, 221 North 5th Street, Bismarck, ND
Mailing Address: PO Box 5503, Bismarck, ND 58506-5503
Phone: 701-355-1840
Fax: 701-222-6450

All building additions and accessory structures that are greater than 120 square feet and associated with commercial, industrial, institutional or multi-family buildings with more than two (2) units are subject to the site plan review requirements. For building additions and accessory structures greater than 120 square feet but less than 1,000 square feet, a waiver from the site plan review process can be requested. For building additions and accessory structures 1,000 square feet or larger, the site plan review process must be completed prior to obtaining a building permit. For more information on requesting a waiver contact Jason Tomanek in the Planning Division at 701-355-1849.

Landscaping Plans:

A landscaping plan is also required for the construction of any principal commercial, industrial, institutional, or multi-family building with more than four (4) units; for the installation of any parking area or the expansion of any existing parking area by five (5) or more required off-street parking spaces; and for a change in the use of the property that requires rezoning to a more intensive zoning classification or a special use permit. If the proposed project requires a landscaping plan, the landscaping plan section on page 4 of the application must be completed and two (2) copies of the plan submitted in conjunction with the site plan. Any site plan containing a landscape plan with required vegetation will be posted on the Forestry Division's website at www.bismarck.org/forestry. The plans will be available for download/viewing by landscape contractors in an effort to curtail alternate or non-approved landscape plans from being installed.

Stormwater Management Plans:

A stormwater management plan and permit are also required for all commercial projects, industrial projects, institutional projects, expansion of any of these structures, all land disturbing activities and all residential developments with three (3) or more units, within the corporate limits and ETA. The Engineering Department will not issue a stormwater permit to disturb lands until a stormwater management plan has been reviewed and approved by the City Engineer. If the proposed project requires a stormwater management plan and permit, page 5 of the application must be completed and three (3) copies of the stormwater management plan and permit application submitted in conjunction with the site plan. This stormwater management plan and permit is not the same as the ND Department of Health permit which may also be required.

SITE PLAN REVIEW FEES:**Buildings/Additions:**

- Multi-Family Residential: \$5/unit (minimum of \$285) (3 or more units)
- Non-Residential – City: \$5/1000sf gross floor area (minimum of \$285)
- Non-Residential – ETA: \$5/1000sf gross floor area (minimum of \$235)

Parking Lots:

- New/Expanded Parking Lots: \$5/1000sf (minimum of \$285) (7,000 sf or more)
- New/Expanded Parking Lots: No review fee (less than 7,000 sf)

Landscaping Plans:

- Landscape plan: \$100 (if a landscape plan is required)

The City may charge additional fees based on actual review time required by staff because of resubmittals, field conditions, complexity of projects, or site plan revisions.

Stormwater Management Plan/Permit Fees:

The stormwater management fee includes two components: the plan review fee and the permit fee. The plan review fee is for review of the submitted stormwater management plan and the permit fee is for administration of the permit to allow land disturbing activities.

- Plan Review Fee: \$2.75/acre (minimum of \$75)
- Permit Fee: \$5.50/acre (minimum of \$75)

PROCESS:

Only complete submittals will be processed (completed application form, correct number of copies and check for required fees payable to “City of Bismarck”). All information on the application form must be completed, including the applicant’s checklist column for each category. Please be advised that the items included in this checklist do not necessarily constitute a complete application. Depending on the nature of the project, additional items may be required by one or more City department(s) to complete the review of the project. For large-scale or complex projects, it is suggested that a pre-application meeting be scheduled with City staff to identify issues prior to preparation and submittal of a site plan. For more information on pre-application meetings contact Jason Tomanek at 701-355-1849 or jtomanek@nd.gov. Applicants will be notified within six (6) working days if an application is incomplete.

The Planning Division will receive and route site plans to the following departments and divisions: Building Inspections; Engineering; Fire; Planning; Public Works; Forestry; County Engineer (if ETA) and Rural Fire (if ETA). If a landscaping plan is required, the Planning Division will route the landscaping plan to the Forestry Division. If a stormwater management plan/permit is required, the Planning Division will route the submitted information to the Engineering Department.

Upon receipt of a complete application and all submittal requirements, it is anticipated that review will take approximately ten (10) working days; however, a complex project may require additional review time. If site plan revisions are required, additional review time will also be required.

The City will provide a unified comment letter to the applicant or designated contact person, with a copy forwarded to the Building Inspections Division as well as other departments and divisions. A building permit will not be issued by the Building Inspections Division until it receives a copy of the unified comment letter. The City of Bismarck accepts no responsibility for any losses, incurred costs, or damages of any kind by approval or disapproval of a site plan.

If any changes are being considered for an approved site plan, including but not limited to changes to the parcel size, building size or location, access, sidewalks, City utilities and connections, hydrant locations, grading or drainage or landscaping, please contact Jason Tomanek in the Planning Division at 701-355-1849 to determine if a revised submittal will be required.

OTHER SITE PLAN CONSIDERATIONS:

Municipal Services: If municipal services (sanitary sewer, water, drainage, street improvements such as curb and gutter, lighting, and paving) are not available, a petition for services and/or a developer's agreement will be required. A building permit may not be allowed until funding to place these services is secured and the installation can be completed prior to the anticipated occupancy. The petition as well as the site plan requirements, routing information and the application/checklist forms are available on the City's web site at www.bismarck.org/engineering under the documents tab. If rural water services are desired, an agreement with the City, South Central Regional Water District and the property owner may be necessary. For additional information on petitions and developer's agreements, contact Dale Heinert in Engineering at 701-355-1505.

Traffic Issues: There are several traffic issues that should be considered when submitting a site plan. During construction the request for closure of roadway lanes, sidewalks, or the placement of equipment, job trailers and dumpsters, within the City of Bismarck right-of-way must be approved through the Traffic Engineering section of the Engineering Department. In addition, development of property zoned RM15 or greater may require the submittal of potential trip generation based on the proposed use. Based on the trip generation information submitted, a traffic impact analysis may be required. Information regarding private roads and streets can be obtained from the City Engineering Department at 701-355-1505.

Private Streets and Roadways: Any development utilizing a private street or roadway for access is subject to a separate review. For more information contact the Engineering Department at 701-355-1505.

REQUIRED PERMITS:

Building Permits: The Building Inspections Division will not issue a building permit until the site plan has been reviewed and approved by these departments/divisions. The issuance of a building permit is separate from this site plan review application. The Building Inspections Division requires a separate Building Plan Review Application that may run concurrently with the Site Plan Review Application. For more information regarding the Building Plan Review Application contact the Building Inspections Division at 701-355-1465.

Traffic Permits: The request for lanes closures, the placement of job trailers, dumpsters, and building materials within the public right-of-way, requires a permit issued by the City Engineer.

Excavation Permits: The Engineering Department will not issue an excavating permit in the City of Bismarck until the site plan has been reviewed and approved by the City. The application for an excavation permit is separate from this site plan review application. Grading of a public right-of-way requires an excavation permit, also known as a grading permit. Permit fee of \$75 required for each connection, discharge to or use of City utilities such as water, sanitary sewer or drainage facilities.

Street Tree Permits: A permit and application for cost sharing to plant trees on public right-of-way must be obtained from the Forestry Division prior to planting street trees. Property owners may plant street trees by obtaining a Permit to Plant Trees on Public Street Right-of-Way from the Forestry Division. Permits are free of charge. A forester will conduct an on-site inspection to determine where the trees can be placed, recommend species that are best suited for each site and issue the permit. A list of accepted species, cultivars, varieties and minimum width between the street-side edge of the sidewalk and the face of the curb is available at www.bismarck.org/forestry. Placement of trees in the boulevard area must accommodate proper spacing between trees and minimum distances from intersections, fire hydrants, street lights, overhead wires, driveways, mailboxes, street lights and water service lines. The forestry department will begin scheduling appointments for street tree planting permits in mid-April. In most cases it is not necessary for the property owner to be present.

Call the Forestry Division at 701-355-1733 to schedule an appointment for a Permit to Plant Trees on Public Street Right-of-Way and to inquire about the cost share incentive program, Partners In Planting.

SITE PLAN ROUTING AND REVIEW INFORMATION:

The following are departments and divisions affiliated with the site plan review process.

Building Inspections: This division of Community Development will review the site plan and building plans for compliance with the most current building codes, the sign code, and the zoning ordinance (land use, dimensional, off-street parking and loading, floodplain, etc).

Contact: Ray Ziegler – Building Official – City-County Building, 221 North 5th Street
Phone: 701-355-1465 Fax: 701-258-2073 E-mail: rziegle@nd.gov

Engineering: This department will review for compliance with ordinances and current engineering standards, including, but not limited to, site access, access control lines, drainage, stormwater management, presence and location of water and sanitary services, conflicts with existing street lights, hydrants or other public appurtenances, presence and location of easements, and review of common use agreements or easements. This department will review current and proposed infrastructure and verify connections to and relocations of municipal facilities (utilities and public rights-of-way) and will maintain records for future reference. A traffic impact analysis may be required for larger sites.

Contact: Damon Albers – Engineering Technician III – City-County Building, 221 North 5th Street
Phone: 701-355-1505 Fax: 701-222-6593 E-mail: dalbers@nd.gov

Final Review and Site Plan Approval by City Engineer, Design & Construction Engineer, Traffic Engineer, Stormwater Engineer, Excavating Permit Manager, and Concrete Work Manager.

Questions regarding access points on roadways within the ETA should be directed to Marcus Hall, County Engineer, at 701-221-6870.

Fire: This department will review for compliance with current fire codes, including, but not limited to, fire flows in the area, the proximity and number of fire hydrants on both public and private property, the location and sufficiency of access drives on the site, and overhead obstructions.

Contact: Rod Hickcox –Assistant Fire Chief–Headquarters Fire Station, 1020 East Central Avenue
Phone: 701-355-1400 Fax: 701-222-6524 E-mail: rhickcox@nd.gov

Questions on fire code issues for buildings within the ETA should be directed to Al Klein with Bismarck Rural Fire at 701-258-5792.

Public Works: This department will review for aspects related to providing municipal services, including, but not limited to, location and accessibility of dumpsters, snow removal on adjacent rights-of-way, and connections to public utilities (including industrial wastewater discharges).

Contacts: Jeff Heintz – Service Operations – Public Works Building, 601 South 26th Street
Phone: 701-355-1700 Fax: 701-221-6840 E-mail: jheintz@nd.gov

Keith Demke – Utility Operations – Public Works Building, 601 South 26th Street
Phone: 701-355-1700 Fax: 701-221-6840 E-mail: kdemke@nd.gov

Forestry: This division of Public Works will review for aspects related to on-site landscaping, location of street trees, and sight triangle visibility on corners.

Contact: Jackson Bird – City Forester – Public Works Building, 601 South 26th Street
Phone: 701-355-1733 Fax: 701-221-6840 E-mail: jacksonbird@nd.gov

Planning: This division of Community Development will review for aspects related to on-site landscaping, parking lot design and landscaping, compliance with planned unit development or special use permit approvals, and required lot modifications (lot splits, lot line adjustments and lot combinations).

Contact: Jason Tomanek – Planner – City-County Building, 221 North 5th Street
Phone: 701-355-1849 Fax: 701-222-6450 E-mail: jtomanek@nd.gov

Bismarck

Fire & Inspections Department

November 23, 2004

Revised February 7, 2008

To: Land Surveyors, Developers, Home Builders, and Other Interested Parties
Re: Lot Survey Exhibits

The City of Bismarck currently requires survey exhibits for new construction and additions to existing construction for all land use zones which show the following:

1. Lot dimensions.
2. Legal description.
3. Site address.
4. Builder name
5. Setback with dimension.
6. Survey or stamp and signature.

In order to prevent misunderstandings and provide better service to the homeowner, effective January 1, 2008, we will require the following additional information to be submitted on the lot survey exhibit and to be staked and marked at the site.

1. Non access control lines.
2. Easements.
3. Building footprint.
4. Driveway location and dimension.
5. Location of existing street light poles, junction boxes, hydrants, storm inlets, and utility boxes in the lot boulevard or curb.
6. Set all pins or show as found.

Completed exhibits must accompany the application for building permit; they will no longer be accepted via fax. Completed exhibits must also be sent to the Engineering Department.

Please call us if you have any questions.

Sincerely,



Mel J. Bullinger, P.E.
City Engineer

MJB/RZ/jlw

Sincerely,



Ray Ziegler
Building Official

Fire Division
1020 East Central Ave
Bismarck ND 58501-1936
Phone: 701-250-7671
Fax: 701-222-6524

Building Inspections Division
PO Box 5503 - 221 North 5th St
Bismarck ND 58502-5503
Phone: 701-258-2070
Fax: 701-258-2073

Environmental Health Division
1020 East Central Ave
Bismarck ND 58501-1936
Phone: 701-250-7671
Fax: 701-222-6524

Emergency Management Division
2301 University Dr Bldg 21
Bismarck ND 58504-7595
Phone: 701-222-6727
Fax: 701-221-6804