PUBLIC SEWER EXTENSION GUIDE

Step One. Determine the needs of your project.
Staff Contact- Elizabeth Weitman 405/793-5053 or eweitman@cityofmoore.com
The first step in this process is to determine exactly what your project needs, so the very first thing you have to do is to determine what you need. Hopefully, by the time you reach this point in the process you already know what your requirements are and have contracted with an engineer for design, but if you have not, you must pause here and determine exactly what you need in regards to public sewer and contract with an engineer to design your project. Please contact city staff with any questions you may have.

Step Two. City Standards.
Staff Contact- Elizabeth Weitman 405/793-5053 or eweitman@cityofmoore.com
As you design your public sewer improvement, please consult our Subdivision Regulations, Applicable Building and Fire Codes and our City Standards. All public sewer improvements must meet this design criteria. Please contact city staff for questions related to design criteria.

Step Three. Application and 1st Check Print Submittal.
Staff Contact- Nora Kerbo 405/793-5053 or nkerbo@cityofmoore.com
The approval process for public water improvements generally requires multiple check print reviews. In order to start this process, you must submit a complete application and all required documents with your 1st check print submittal. Incomplete applications will not be accepted, so please review this required list carefully before you submit. Your application must include all of the following items:

1. Fully complete Public Sewer Improvement Application
2. Two (2) physical sets of plan and profile sheets and one (1) PDF version. The plans must meet the following requirements:
    A. Plans must be standard 24” x 36” and bound together
    B. Plans must be submitted with hydraulic engineering calculations
    C. Each plan sheet must contain a title block, including space for the notation of revisions located in the lower left hand corner of each plan sheet
    D. Each plan sheet must contain a north arrow, scale, date, and benchmark description to sea level datum.
    E. Each plan sheet must be stamped/sealed by the licensed professional engineer who prepared the plans.
3. Application fee of $100

Step Four. City Review
Staff Contact- Elizabeth Weitman 405/793-5053 or eweitman@cityofmoore.com
Once your complete application has been submitted city staff will begin the review. The review is done by city staff and an outside engineer contracted by the city and we strive to review and return the plans in ten (10) business days. However, this process can take longer depending on

work load as well as the accuracy of the submitted plans and application. Once this review is complete and all staff notes have been redlined on your plans, one set of plans will be returned to you to be revised.

Step Five. Revise and Resubmit.

Staff Contact- Nora Kerbo 405/793-5053 or nkerbo@cityofmoore.com

After you have received your redlined check print, you must revise your plans and resubmit them to the city to be reviewed again. Included in your resubmittal should be:

1. The redlined check print from your previous submittal
2. Two (2) copies of your new plan and profile sheets and one (1) PDF version.
3. Any hydraulic calculations that were modified by your revisions (If applicable)

After reviewing your revised submittal the city will determine what step is next. One of three things could occur:

1. Revise and Resubmit- If your plan still needs revisions, city staff will inform you that you must revise and resubmit again. If this occurs, city staff will return to you your redlined check print. You then must repeat Step Five, including all of the same resubmittal requirements. You must continue to repeat this process until you receive approval.
2. Approved as Corrected- If your plan is mostly correct and only needs small revisions, the city will give you one copy of your redlined check print so that you can see what revisions need to be made to your final plan set. You must return this redlined check print with your final construction plan submittal. Proceed to Step Six.
3. Approved- If city staff determines no corrections are needed, please proceed to Step Six.

Step Six. Final Submittal.

Staff Contact- Nora Kerbo 405/793-5053 or nkerbo@cityofmoore.com

After your plans have been Approved or Approved as Corrected, you will then need to submit your final construction plans to the city. With this submittal you must turn in the following items:

1. Five (5) copies of your approved construction plans (Plans must meet the same requirements as all submitted plan sets from Step Three) and one (1) PDF version.
2. ODEQ Permit Application

City staff will return to you three sets of stamped plans and the ODEQ paperwork. You must submit these items to DEQ. Please note, the City of Moore does not have specifications on file with ODEQ. You will be required to create and submit your own specifications for your ODEQ submittal. You will not be allowed to connect any service to the new sewer main without the Approved ODEQ Permit back from DEQ.

Step Seven. Work Order, Fees, and Bonds.

Staff Contact- Nora Kerbo 405/793-5053 or nkerbo@cityofmoore.com

Once the City has received your final submittal and everything has been approved the Community Development Director will issue a Work Order. However, work cannot begin until

you or your contractor has paid all inspection fees. Here is the fee schedule and the requirements for your bonds:

Improvement Inspection Fees:

$ 0-	$ 2,000	4.0%
$ 2,001-	$ 5,000	3.5%
$ 5,001-	$10,000	3.0%
$10,001-	$25,000	2.5%
$25,001-	$50,000	2.0%
Over $50,000		1.5%

Bond Requirement

A two year maintenance bond from the date of completion will be required

Once these fees have been paid, a Construction Permit will be issued by the Community Development and given to the Construction Inspector. This is when work can begin.

Step Eight. Construction.

Staff Contact- Sky Larson 405/793-5051 or slarson@cityofmoore.com

Before beginning construction, you must contact the Construction Inspections Division. They will inform you of all aspects of your project that must be inspected and witnessed before you may move forward. A Pre-Construction Meeting must be scheduled with the Construction Inspections Division before any work may begin. Please schedule this meeting as soon as possible once the plans are approved. All inspections must be completed and signed off on by the Construction Inspector so it is imperative that you communicate with him throughout your entire construction process. For questions about inspections please call or email Sky Larson.

Step Nine. Final Approval.

Staff Contact- Sky Larson 405/793-5051 or slarson@cityofmoore.com

Once construction is complete you will have ninety (90) days to return As-Builts for the public improvement to the City per City requirements. The improvement will not be finalized until the As-Builts are received, and the two year maintenance bonds are turned in from the date of completion. Additionally, your project must be approved by all of the following: the Stormwater Manager, the Construction Inspector, the Water Department, and the Community Development Director. The City will obtain the required approvals, but this process takes time as each department is inspecting and looking for different things at your project. If corrections are required, you will be notified and will be required to make these corrections. Once these signatures are obtained, the improvement will go before City Council to be accepted as a public utility.