Public Works Inquiry Submittal Requirements For Consideration as a BES Simplified Permit

All mainline sewer extensions are by default reviewed under the Public Works Permit process. However, short *sanitary* sewers (less than 100ft) can be considered for permitting under a BES Simplified Permit. Applicants should review the criteria listed in (B) below to determine if his/her project may be considered under the BES Simplified Permit process.

If an applicant believes his/her sanitary sewer project meets the criteria to be considered under the Simplified Permit process, the applicant must submit a Public Works Inquiry Request Form and attach an engineered plan view of the project. At a minimum the Inquiry plan and profile must include:

(A) Inquiry Submittal Requirements

- Proposed and existing conditions (with any nearby structures, retaining walls, and/or water bodies shown)
- Elevations at rim and IEs of all manholes and pipe (existing and proposed)
- Pipe material, size, slope (existing & proposed)
- Manhole material (existing and proposed)
- Existing utilities (type, size, material, and dimension from proposed sewer)
- Clearly marked ROW lines and sewer dimensioned from ROW
- Profile required for Inquiry *if* proposed sewer is less than 5 feet deep or if there are probable utility conflicts—crossings shown on profile
- Description of how private (on-site) stormwater will be disposed of. because Simplified Permits are for sanitary sewers.

(B) Simplified Permit (SP) Criteria

Simplified Permit NOT allowed for…..

- Construction of a manhole 12ft deep or greater,
- Construction in arterial streets or requiring extensive traffic control,
- Crossing major utilities,
- Extensions from brick manholes,
- Extensions from City storm sewers, interceptor lines, or combination sewers where the proposed pipe size will need to be engineered,
- Extensions of brick or clay sewers,
- Conflict with standard proximity rules pertaining to utilities,
- Excavations at or near structures and/or retaining walls,
- Excavation close to water bodies or involving groundwater areas,
- Outside public right-of-ways,
- Sewer main proposed is greater than 18 feet deep, or
- Requires a design variance from the standards of the City *Sewer and Drainage Facilities Design Manua*l.