

Development Guidelines

CHAPTER 1 **GENERAL DEVELOPMENT STANDARDS AND GUIDELINES**

1.01 Authority

The City of Centralia Design and Development Guidelines, herein cited routinely as the "Guidelines", were adopted by the Centralia City Council in Ordinance No. 2494 on June 28, 2022.

The City Engineer is authorized to amend or update the Guidelines in accordance with sound engineering practices. A copy of all amendments shall be made available on the City website as they are made.

1.02 Standard Specifications

Except where the Guidelines specify otherwise, design detail, construction workmanship and materials shall be in accordance with the most current edition of the following publications.

- 1.02.1 American Association of State and Highway Officials (ASSHTO) "A Policy on Geometric Design of Highway and Streets".
- 1.02.2 Washington State Department of Transportation (WSDOT)/Washington State Chapter of the American Public Works Association (APWA) Standard Specifications for Road, Bridge and Municipal Construction. These will be referred to herein as the "WSDOT/APWA Standard Specifications".
- 1.02.3 WSDOT/APWA Standard Plans for Road, Bridge and Municipal Construction. These will be referred to herein as the "WSDOT/APWA Plans".
- 1.02.4 WSDOT Design Manual.
- 1.02.5 WSDOT Hydraulic Manual.
- 1.02.6 WSDOT Traffic Manual.
- 1.02.7 WSDOT Construction Manual.

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- 1.02.8 City of Centralia Municipal Code, particularly Chapter 20, Zoning; Chapter 15, Water and Sewers, Chapter 19, Subdivision Code.
- 1.02.9 City of Centralia Comprehensive Plan.
- 1.02.10 City of Centralia Comprehensive Water System Plan.
- 1.02.11 City of Centralia Wastewater or General Sewer Plan.
- 1.02.12 Washington Department of Ecology "Criteria for Sewage Works Design".
- 1.02.13 Washington State rules and regulations regarding public water supplies.
- 1.02.14 City and County Design Standards for the Construction of Urban and Rural Arterial and Collector Roads promulgated by the City Engineers Association of Washington.
- 1.02.15 U.S. Department of Transportation Manual on Uniform Traffic Control Devices (MUTCD), as amended and approved by Washington State Department of Transportation.
- 1.02.16 Design criteria of federal agencies, including Department of Housing and Urban Development and the Federal Housing Administration.
- 1.02.17 City of Centralia Parks and Recreation Master Plan.
- 1.02.18 The Uniform Plumbing Code
- 1.02.19 The Washington State Department of Ecology Stormwater Management Manual for Western Washington.
- 1.02.20 City of Centralia Comprehensive Surface/Stormwater Management Plan.
- 1.02.21 Other specifications not listed in this section may apply when required by the City of Centralia.

1.03 Applicability

These standards shall govern all new construction and upgrading of facilities both in the public right-of-way and on-site for transportation and transportation related facilities; storm drainage facilities; water and wastewater facilities; and park, recreation and open-space facilities.

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1.04 Definitions

"Average Daily Traffic" or ADT: The average number of vehicles passing a specified point during a 24-hour period. Annual average daily traffic (AADT) denotes that daily traffic which is averaged over one calendar year.

"Building Sewer" or "Side Sewer": The portion of the sewer line beginning two (2) feet outside the outer foundation wall of the structure to the sanitary sewer main. Serves one residential structure or customer only. May serve two customers in the case of a duplex. Same as "Lateral".

"City Engineer": The City Engineer or their duly authorized representative.

"CMC": Centralia Municipal Code.

"Developer": Any person, firm, partnership, association, joint venture, or corporation or any other entity responsible for a given project.

"Development": The change/improvement of structure(s) and/or land as proposed and/or described in any application for development permit and/or plan approval submitted to the City of Centralia. For purposes of these Guidelines, development shall be defined to not include the following:

1. The construction, remodeling, and/or expansion of a single-family home or duplex.
2. Any conversion of a residence to commercial use where the building is less than 1000 square feet, except that building sewer, interceptor requirements are still in force if applicable.
3. Any remodeling of an existing building less than 1000 square feet.
4. Any remodeling of an existing building equal to or greater than 1000 square feet or other improvements to a developed lot where the value of such work is less than fifty (50) percent of the present value of the land and improvements on the parcel. The present value will be the value listed by the Lewis County Assessor's Office unless the applicant provides an appraisal by a licensed appraiser at their own expense.

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Once this exemption is used, the current and all future improvements will be cumulatively compared to the value of the property when the exemption is first used.

EXAMPLE:

Present Value of Property: \$500,000

50% Threshold: \$250,000

Proposed Improvement Value: \$150,000

Future improvements allowed before reaching 50% threshold: less than \$100,000

5. Any addition to an existing building where such work involves less than 1000 square feet of floor area.

"Development Permit": Any land use permit which must be approved by the City of Centralia prior to the development of land. Development permits include but are not limited to, building permits, long plats, building site plans, short plats, Planned Unit Development (PUD) plans, conditional use permits, special use permits, shoreline management substantial development permits, boundary line adjustments, variances, binding site plans, short plat amendments and long plat amendments.

"Driveway": An access from a public right-of-way or private easement that serves only one lot for single-family residential, one development for multi-family, commercial, or industrial.

"Easement": The right to use a defined area of property for specific purpose(s) as set forth in the easement document, on a plat or short plat, or as required for the purposes set forth in the Guidelines. Must be recorded by the Lewis County Auditor after appropriate City review.

"Engineer": Any professional engineer currently licensed by the State of Washington.

"ERU": Equivalent Residential Unit. Used to calculate sanitary sewer consumption. One ERU equals 900 cubic feet of water consumed per month. In these Guidelines, ERU shall be as follows:

1. Single-family residence, including mobile/manufactured homes: one ERU per living unit.
2. Duplex (two-family residence): two ERUs.
3. Residential buildings containing more than two living units: 0.70 ERU per living unit.
4. Commercial, industrial or other customers not readily identified as "residential", including, but not limited to, hotels, motels, boarding or rooming houses, nursing homes, assisted living facility and transient (overnight) trailer parks: one ERU for each estimated 900 cubic feet of water to be consumed per month.

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“ESU”: Equivalent Service Unit. Configuration of development or impervious surfaces on a parcel, estimated to contribute an amount of runoff to the City’s storm and surface water drainage system which is approximately equal to that created by the average single-family residential parcel. Once ESU is equal to three thousand square feet of impervious surface area.

“Frontage Improvements”: All of the street pavement, curb, gutter, sidewalk, storm drainage, water and sewer utilities, power and communication cable, street trees, and street lighting, as required and specified by these Guidelines, which are located within a public right-of-way or private street abutting the property boundary of the development.

“Half-Street”: Street constructed along an edge of development utilizing half the regular width of the right-of-way and permitted as an interim facility pending construction of the other half of the street by the adjacent owner. A minimum pavement width of 26 feet is required.

“Improvement”: All phases of a task related to a “project” or “work” and synonymous thereto.

“Interceptor”: A sewer that receives flow from a number of main or trunk sewers, force mains.

“Lateral”: The section of the sanitary sewer line extending from the City's main to the building (“Building Sewer”) that has no other common sewers discharging into it.

“Lot of Street Frontage”: The distance between the two points where the lot lines intersect the boundary of public street right-of-way.

“Plans”: The engineering drawings -- plans, profiles, cross-sections, elevations, details, and supplementary specifications -- signed by a licensed professional engineer and approved by the SPRC and/or City Engineer, which show the location, character, dimensions, and details of the work to be performed.

“Private Street”: Private vehicular access provided for by an access tract, easement, or other legal means to serve private property; privately owned and maintained.

“Project”: Includes all phases of the work to be performed; synonymous to “improvement”, “work”.

“Public Sewer”: The portion of the sanitary sewer system located within public right-of-way or easements (excludes laterals) and which are owned, operated and maintained by the City of Centralia.

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"Public Street": Publicly owned and maintained street.

"Right-of-way": Public land, property, or interest therein (e.g. an easement) acquired for or devoted to a public street, public access, or public use (utilities).

"Road": Used interchangeably with "Street".

"Sewer Main" or "Trunk": Sewer line that receives flow from one or more public sewer lines.

"Side Sewer": Same as "Lateral".

"Site Plan Review Committee": (SPRC) Committee comprised of City department representatives who meet with the developer to review plans as outlined in Chapter 20.84 of the Centralia Municipal Code.

"Street": Used interchangeably with "Road". A public right-of-way, usually containing improved facilities for transportation and utilities.

"Surveyor": Any professional land surveyor licensed by the State of Washington who represents the developer.

"Transportation Mitigation Fee": Fee required to be paid by a developer for off-site improvements due to the direct impact of the development on the transportation system.

"Use of Pronoun": In this document, the singular shall include the plural, and the plural, the singular; any masculine pronoun shall include the feminine and vice versa; "person" includes person or persons, firm, co-partnership, corporation or association, or combination thereof.

"Utility": A company providing public service including, but not limited to, gas, oil, electric power, street lighting, telephone, water, sanitary sewer/wastewater treatment, storm drainage, solid waste, cable or optical communication, whether or not such company is privately owned or owned by a governmental entity.

"Work": All the necessary details associated with the enhancement or "improvement" or "project" and synonymous thereto.

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1.05 Severability

If any part of these City of Centralia Design and Development Guidelines, as adopted by ordinance and amended shall be found invalid, all other parts shall remain in effect.

1.06 Design Standards

- 1.06.1 Detailed plans, prepared by a licensed professional engineer, must be submitted to the City for plan review and approval prior to the commencement of any construction. Each sheet of the plans must be dated, signed and stamped by the engineer prior to submittal for plan review. Final plans shall be approved by the SPRC and the City Engineer prior to the start of construction. The vertical datum used on the plans for all projects shall be the USGS 1988 Datum.
- 1.06.2 Materials proposed for use in construction of publicly-owned or publicly-maintained facilities must be in conformance to approved standards in place at the time of submittal.
- 1.06.3 One electronic copy and two hard copies of the plans are required to be submitted along with a completed Stormwater Plan Review Checklist, Stormwater Report and Stormwater Plan Review Fee. All drawings shall be on 24" x 36" or 11" x 17" sheet size (see Section 1.07). Original drawings of the approved plan shall become the property of the City of Centralia.
- 1.06.4 Plan and profile drawings are required for all proposed transportation-related improvements, street illumination, traffic signalization, storm drainage facilities, and sewer and water improvements. For specific minimum requirements, see the Plan Checklist in this chapter. On occasion, the scope of the project (e.g. relocating one hydrant) may not require engineered plans and can instead be handled by a Right-of-Way Permit. This option will be decided during the Site Plan Review.
- 1.06.5 Specifications shall be required and submitted with the plans if General Notes do not adequately cover the project requirements.

1.07 Drafting Standards

- 1.07.1 All plans submitted for either design approval or permanent record will be free of photographs, stick-ons and shading. Hatching may be acceptable if the pattern is not excessively dense.
- 1.07.2 Design drawings will be submitted on clean legible blue or black line format.

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1.07.3 As-built drawings will be submitted electronically in both PDF and AutoCAD format. One hard copy on static-free 4-mil mylar with permanent image shall be provided. Sheet sizes will be 11" x 17", preferred; 24" x 36" for engineering drawings; 18" x 24" for survey drawings. The Building Department will not issue the Certificate of Occupancy for commercial, industrial and multifamily developments until the as-built drawings have been submitted and approved by the City Engineer.

1.07.4 All notes on plans shall agree in form and content with bid specifications and tabulations.

1.07.5 No engineering plans will be accepted with architect's scale. All drawings will be either 1" = 5', 1" = 10', 1" = 20' or 1" = 30' horizontal, with vertical not to exceed 1" = 10'.

1.07.6 Water distribution utility drawings may be accepted at 1"=50' or 1"=40' if they are legible and prior approval is obtained from the City Engineer.

1.07.7 Plans will show all existing and proposed monuments. All monumentation shall be described using current City of Centralia coordinates. Centerline of roadways, easements (with type and dimensions), and other pertinent data will be referenced to existing monuments.

1.07.8 No drawings will be accepted for review if they are not legible or complete.

1.07.9 All existing features (pipes, curbs, power poles, etc.) are to be produced with a small pen or half-tones. Proposed features will be distinguished by a larger or bolder line weight.

1.07.10 Different line types shall be used to distinguish different features. For example, centerline and right-of-way will have different line types.

1.07.11 Please note that the guidelines in 1.07 are not intended to be the only requirements for completed drawings, but are an outline of minimum requirements for submitting complete drawings for the City's review. Particular care should be exercised in the preparation of the plans to ensure plan completeness and clarity in order for the City to provide a timely review and response.

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1.08 Plan Review Application

- 1.08.1 The developer shall submit an application for SPRC to begin the review process. This application can be obtained from the Community Development Department located on the second floor of City Hall located at 118 West Maple, Centralia, WA, at (360) 330-7662.
- 1.08.2 After obtaining preliminary approval from the SPRC, the developer shall prepare all necessary plans as outlined in these guidelines and in accordance with the SPRC requirements. No work shall take place until all plans have been approved by the SPRC and the City Engineer, and all appropriate City fees are paid.

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PLAN CHECKLIST

DESIGN AND AS-BUILTS FOR WATER, SANITARY SEWER, STORM SEWER, STREET, LIGHTING, AND SIGNAL IMPROVEMENTS

- Vicinity map (showing project location)
- Legend (APWA Standard Symbols or approved alternatives)
- North arrow with current City of Centralia meridian
- Scale bar
- City of Centralia datum 1988: bench mark #, elevation and location
- Title block:
 - Title:
 - Date:
 - Design by:
 - Drawn by:
 - Checked by:
 - Signature approval block
 - Sheet number of total sheets (e.g. 3 of 5)
 - Revisions and revision dates
- Engineer's/Land Surveyor's stamp, signed and dated
- Plans submitted on 11" x 17", 18" x 24" or 24" x 36" sheet size
- Detail sheet(s), describing applicable work
- "Call Before You Dig" note
- General notes and construction notes
- Sheet index
- Cover sheet (can include vicinity map, legend, general notes, construction details)
 - Signature box on each sheet for the City Engineer to approve drawings for construction

REQUIRED ITEMS: PLAN PORTION

- Construction centerline stations with origin based on existing monumentation
- Rights-of-way dimensions and right-of-way lines labeled
- Match lines with station and "see page" notation
- Edge of pavement, width, and pavement type
- Roadway and restoration sections (if applicable)
- Existing utilities -- above and below ground
- Adjacent property lines and addresses
- Note when matching existing features and utilities
- Easements -- existing, proposed, type, and dimensioning (if applicable)
- Define survey baseline vs. construction baseline (if applicable)

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- All proposed structures noted and stationed
- Flow direction arrows
- Street names with directional prefix or suffix
- Profile grades (decimal Foot/Foot (FT/FT))
- Existing ground (on construction baseline for street or over utility installation when roadway section not included)
- Scale -- horizontal and vertical
- Stationing
- Vertical elevation increments: 25' stations on vertical curves and 50' on all tangents
- Existing utilities crossings

SANITARY SEWER

Plan View:

- Station and offset shown at each proposed manhole
- Manholes numbered
- Manhole type designation
- Flow direction -- with arrow on pipe
- Depth at property line and station for side sewer
- Distance from water lines, if applicable
- Type of pipe
- Size of pipe
- Length of pipe between structures
- Service line locations and depth at property line, with distance from center of downhill manhole
- Wet well location
- Dry well location
- Service panel location
- Telemetry panel location
- Chain link fence location
- Type of conduit
- Size of conduit
- Type and size of wire

Profile View:

- Station shown and offset at each manhole
- Manholes numbered
- Invert elevation showing direction, in and out
- Rim elevation of each proposed manhole
- Grades shown (decimal FT/FT)
- Type of pipe
- Size of pipe

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- Length of pipe from center of manhole to center of manhole, in Lineal Feet (L.F.)
- Existing utilities crossings
- Cut section of wet well
- Cut section of dry well
- Chain link fence
- Service panel
- Telemetry panel
- Type of conduit
- Size of conduit
- Type and size of conduit
- Lifting rails

WATER

Plan View:

- Existing utilities crossings
- Fixtures (need horizontal location and minimum cover)
- Fire hydrants
- Blow-off (at dead end of line)
- Vacuum and air release valves when required
- Tees, crosses, elbows, adapters, and valves, meter station and offset
- Size of water main; type and brand of fixtures
- Length of water main in L.F. between fixtures
- Distance from sanitary and/or storm sewer, if applicable

Profile View:

- Existing utility crossings
- Show fixtures with stations and elevations
- Show valves and stations and elevations
- Size and material of water main
- Length of water main in L.F.
 - Grades

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STORM SEWER

Plan View:

- Station and offset at each proposed manhole/catch basin
- Manholes/catch basins numbered
- Manholes/catch basins type designation
- Manholes/catch basins rim elevation
- Flow direction, with arrow on pipe
- Type of pipe
- Size of pipe
- Length of pipe
- If applicable: outlet control detail with elevations, pond dimensions with elevation

Profile View:

- Station and offset at each manhole/catch basin
- Invert elevations on manholes/catch basins showing direction of flow
- Manhole/catch basin type designation
- Rim elevation, each
- Type of pipe
- Size of pipe
- Length of pipe in L.F., center structure to center structure
- Grades shown in decimal FT/FT
- Existing utility crossings

STREET

Plan View:

- Identify property lines and addresses
- Spot elevations on curb returns (gutter and top if not standard)
- PI, PC, PT stationing of horizontal curves
- Curve information: delta, radius, and length for all curves
- Horizontal angle points and curb return elevations
- Identify field design situations by notes
- Match existing features noted by station with elevation
- Typical roadway sections and pavement types
- Pavement markings noted by station and offset
- Sidewalks
- Driveway entrances
 - Station at center
 - Width, type (AC,PCC); note applicable City standard plan
- Curb access ramps -- or City standard plan
- Intersection detail if applicable

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- Location of traffic control devices
- Location of street trees
- Location of right-of-way landscaping

Profile View:

- Vertical information PVC, PVI, PVT, AP
- Show grades in decimal FT/FT form with + and - slope
- Super elevated roadway segments
- Detail: length of transition in, length of full super, length of transition out
- Gutter profiles: not required for new standard street section construction. Required for retrofit and variable gutter

TRAFFIC SIGNALS

Signal Standard Detail Sheet:

- Cabinet wire terminations
- Loops
- Service panel
- Pedestrian push buttons
- Vehicle display
- Emergency vehicle preemption
- Interconnect
- Pedestrian displays
- Signal standard detail chart

Signal Drawing Sheet:

- Service cabinet breaker schedule
- Legend for signal equipment/notes
- Scale (1" = 10') and North arrow
- One-line diagram for street light circuit(s)
- Pole notes
- Construction notes
- Wiring schedule table
- Pedestrian head diagram
 - Head numbers
 - Type of pedestrian signal head
- Vehicle head diagram
 - Head numbers
 - Type of vehicle signal head
 - Lens configuration
 - Back plates

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- Phase sequence diagram
- Loops
 - Size
 - Loop number
 - Loop location
- Traffic signal poles
 - Pole number
 - Mast arm(s)
 - Street lights
 - Vehicle heads with head number
 - Pre-empt detector
 - Pre-empt indicator
 - Spare tenon locations (if applicable)
 - Pedestrian heads with head number
- Street light poles (if applicable)
- Pedestrian head signal poles (if applicable)
- Junction boxes
- Conduit runs
- Electrical service cabinet
- Power source
- Controller cabinet
- Pavement markings
 - Crosswalks
 - Stop bars
 - Arrows and Onlys

STREET LIGHTING

- J-boxes
- Conduit runs
- Street light pole and number
- Construction notes
- Service panels
- Power source
- Wire notes
- Wiring schedule table
- One-line diagram for street light circuit(s)
- Scale (1" = 20') and North arrow
- Legend for street light equipment/notes
- Street light schedule
 - Street light number
 - Circuit number

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- Luminaire type/watts/distribution
- Mounting height
- Mast arm length
- Station and offset
- Sheet number
- Comments

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1.09 Plan Review

All civil plans are to be submitted to the Engineering Department. Any necessary easements or dedications shall be submitted for review along with the plans.

The initial turn-around time for the first review of plans submitted is normally four weeks. The developer's engineer is then requested to submit the original drawings for approval or is notified of additional required revisions. Additional review time will be required if revisions are necessary.

If plans require a third submittal, additional fees will be levied as established in the City's fee schedule. "Third Submittal" shall mean the third and any subsequent submittal of construction drawings, specifications, drainage calculations, and/or other information that requires additional plan checking pertaining to the construction of the proposed project. Approved plans will be returned to the City Engineer only after the plan checking fees have been paid.

Plans that have been approved more than one year before construction begins (i.e., a pre-construction meeting scheduled and inspection fees paid) shall be subject to re-review based on the hourly rate as established for third submittal.

1.10 Construction Control

Work performed for the construction or improvement of City roads and utilities, whether by or for a private developer, by City forces, or by a City contractor, shall be done to the satisfaction of the City and in accordance with the approved plans. It is emphasized that **No work shall be started until such plans are approved.** Any revision to such plans shall be approved by the City before being implemented. Failure to receive the City's approval can result in removal or modification of construction at the contractor's or developer's expense to bring it into conformance with approved plans.

1.11 Inspection

All work performed within public right-of-way or easements, or as described in the Guidelines, whether by or for a private developer, by City forces, or by a City contractor, shall be done to the satisfaction of the City and in accordance with the WSDOT/APWA Standard Specifications, any approved plans and these Guidelines. Any revision to construction plans must be approved by the City Engineer before being implemented.

It is the responsibility of the developer, contractor, or their agents to notify the City in advance of the commencement of any authorized work. A pre-construction meeting and/or field review shall be required before the commencement of work. Inspection fees shall be paid prior to the pre-construction meeting. Any necessary easements or dedications are required to be legally formalized before plan approval. It is the responsibility of the

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developer, contractor or their agents to have an approved set of plans and any necessary permits on the job site whenever work is being accomplished.

The City shall have authority to enforce these standards as well as other referenced or pertinent specifications. The City will appoint project engineers, assistants and inspectors as necessary to inspect the work and they will exercise such approved authority as the City may delegate.

All specific inspections, test measurements or actions required of all work and materials are set forth in their respective chapters herein. Tests shall be performed at the developer's or contractor's expense.

Failure to comply with the provisions of these standards may result in Stop Work Orders, removal of work accomplished, or other penalties.

A project is considered final when as-built drawings have been submitted to and approved by the City, and a letter of acceptance is issued by the City to the party responsible for the project. Bill of Sale transmittal of a public improvement, easements and Right-of-Way dedications, where applicable, will be required as part of the acceptance process. The as-builts shall be provided on a mylar and electronically in PDF and AutoCAD format.

No water meters shall be released for any lot or building served by a project until final acceptance has been granted and all fees for water, sewer, power, and right-of-way improvements have been paid.

1.12 Fees

Fees, charges or bonding requirements shall be as established by the City Council by the passage of a resolution adopting a fee, charge, and bonding requirement schedule except where specifically set forth in the CMC. The City Council shall further set the dollar penalty for failure to pay said fee or charge in a timely manner.

All plan check fees are due when plans are submitted for review.

All inspection fees are due at the time of the issuance of the Right-of-Way Permit.

Any Transportation Mitigation Fees, if required, shall be paid prior to civil plan approval.

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Transportation Mitigation Fee Calculation Method:

$$\frac{\text{Project AWDT} \times \text{STIP Project Estimated Cost}}{\text{Current AWDT}}$$

AWDT = Average Weekday Total Trips

STIP = Six Year Transportation Improvement Plan as adopted by the City Council.

AWDT for the project shall be calculated by the forecast method set forth in the Institute of Traffic Engineers Trip Generation Manual, provided, trucks shall be converted to passenger car equivalents (PCE) using the following formula:

Trucks with five or more axles = Four (4) PCE;

And

Buses and trucks with three or four axles = Two (2) PCE.

AWDT for the existing conditions will include actual traffic counts completed by or for the City, and may include AWDT provided to the City by other agencies, traffic engineering consultants or in a Traffic Impact Analysis completed for other developments that have obtained Site Plan Approval and have not yet been completed.

Only transportation facilities currently on the STIP directly impacted by the development will be used in the calculation of Transportation Mitigation Fees. Any additional offsite improvements identified as needed during the SEPA or Site Plan Review process due to the development will need to be completed by the developer prior to occupancy.

All calculations will be provided to the developer by the City Engineer during the civil plan review process.

1.13 Permits

Before any person, firm, or corporation shall commence or permit any other person, firm, or corporation to commence any work to grade, pave, level, alter, construct, repair, remove, excavate, or place any pavement, sidewalk, crosswalk, curb, driveway, drain, sewer, water, conduit, tank, vault, street banner, or any other structure, utility, or improvement located over, under, or upon any public right-of-way or easement in the City of Centralia, or place any structure, building, barricade, material, earth, gravel, rock, debris, or any other material or thing tending to obstruct, damage, disturb, occupy, or interfere with the free use thereof or any improvement situated therein, or cause a dangerous condition, a Right-of-Way Permit

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shall be obtained from the Engineering Department. A separate permit must be obtained for each separate project.

Much of the work covered in the Guidelines will require multiple permit authority review and approvals. Several types of permits and approvals require prior approval from the authority before a building or other permit can be issued. Any questions regarding information about permits, approvals and agreements should be directed to the Community Development Department.

The following general categories describe some of the permits, approvals and agreements, along with the issuing permit/code authority identified in parentheses:

1.13.1 Environmental Review

Environmental Checklist (Community Development Department). An Environmental Checklist must be completed by the applicant, if the project is not categorically exempt from SEPA and submitted along with the plans, specifications, and other information when approval or permits are being requested for a project.

Additional studies or reports may be requested during the SEPA process to determine the full extent of potential impacts of the development, whether additional offsite improvements will be required or Transportation Mitigation Fees assessed to address the development impacts. If requested, said studies shall be submitted and mitigation requirements addressed prior to permit issuance.

1.13.2 Construction Permits

Building Permit (Community Development Department). A Building Permit is required for most all construction work, including alteration, repairs, and demolition.

Right-of-Way Permit (Engineering Department). Required for any work within the right-of-way as defined earlier in this Chapter. Such work may include utility work, lane closures, driveways, curbs, sidewalks, and haul routes. Permission to temporarily close a street or portion thereof for construction activities or special events is obtained through the right-of-way permit. A permit requirement is the provision of a Certificate of Insurance naming the City as an additional insured with a minimum limit of one (1) million dollars per occurrence and two (2) million dollars aggregate. The application for this permit is available on the City of Centralia website: www.cityofcentralia.com.

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1.13.3 Approvals and Other Permits

There are several other permits or approvals which may be applicable; referred to in the Guidelines: Site Plan Review, plat and short plat approvals, Certificate of Occupancy (Community Development Department), etc.

In addition, there are other City approvals related to land use which may have to be obtained prior to the permits mentioned above: Rezone, Conditional Use, Planned Unit Development, and Shoreline Substantial Development Permit (Community Development Department), etc.

1.14 Bonding

Bonds or other allowable securities will be required by the City to guarantee the performance of or maintenance of required work. For improvements, where no building permit is issued, the type and amount of security shall be 150 percent of the cost of the improvements. Types of securities include, but are not limited to, a bond with a surety qualified to do a bonding business in this state, a cash deposit, an assigned savings account, or a set aside letter.

For new plats the bonding requirements shall be as outlined in Chapter 19.12.100(D).

1.15 Utility Locations and Required Separation between Utilities

The contractor shall call the One Call Locate center prior to starting any construction. The contractor shall request that the entire width of the right-of-way be located for the total length of work. The contractor/developer is responsible for utility locates in conjunction with their project until final City approval of the project is given.

A right-of-way permit is required of any utility, except City-owned facilities when any work is to be done within the right-of-way.

1.15.1 The following separation is required for new utilities from existing utilities:

Parallel Utilities: Minimum 4 feet of horizontal separation between parallel utilities is required except for the separation between water and sanitary sewer. See Section 2.13 for Water and Sanitary Sewer separation requirements. If 4 feet of separation is not possible, the City Engineer may reduce the separation requirements on a case by case basis to allow the new utility to be separated from the existing utility a minimum of 2 feet horizontally as long as the new utility is placed least 2 feet deeper than the existing utility.

Utility Crossings: Minimum 18 inches of vertical separation is required between utilities except for the separation between water and sanitary sewer. See Section 2.13 for Water and Sanitary Sewer separation requirements.

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Structures: Minimum 2 feet of separation is required from existing utility structures such as catch basins, valves, manholes, and vaults. Separation shall be measured from the widest point of the manhole, not the casting or lid.

1.16 Easements

- 1.16.1 Where public utilities and/or their conveyance systems cross private lands, an easement must be granted to the City. If the property is platted the easement may be conveyed when the land division is finalized and recorded. All easements must be prepared by an attorney or a licensed land surveyor or engineering firm capable of performing such work.
- 1.16.2 Easement widths shall be centered on the utility and be 15 feet for a single utility and 20 feet for dual utilities, except easements for sanitary sewer. Easements for sanitary sewer shall be a minimum of 20 feet wide. Construction easements shall be 30 feet minimum in total width, including the permanent easement. When trench depths dictate or where pipe diameter or vault widths exceed 4 feet, a wider easement may be required by the City Engineer.
- 1.16.3 Easements must initially be submitted in draft, unsigned form for review and approval prior to plan approval. Signed copies are required prior to plan approval. Any change in design which places a public improvement outside of the easement may necessitate stopping of construction until plans and easements can be resubmitted and approved. Plan review fee will be based on the rate as established for the third submittal fee. Easements will be filed by the City upon satisfactory completion of the work.

1.17 Latecomers (Reimbursement) Agreements

Any person who constructs a water, sewer, storm drainage or street light improvements at the direction of the City which is in excess of that which is required to meet minimum standards or which meets minimum standards and will benefit properties abutting the location of the improvement, may, with the approval of the City Engineer, enter into a contract with the City which will allow the developer to be reimbursed for that portion of the construction cost that benefits the adjoining properties and/or is in excess of the minimum standard. This contract is commonly termed a "Latecomers Agreement". The format for the Latecomers Agreement **must** be submitted for review and approval prior to site plan committee approval to be considered. Latecomers Agreements submitted after site plan committee approval **will not** be accepted. The actual Latecomer Agreement will be processed after the work has been completed and the actual costs are known.

The developer is responsible for initiating, executing, and after City approval, filing the Latecomers Agreement for recording. The agreement shall include a list of those properties

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which will benefit from the extension, a map outlining and designating these properties, legal descriptions as required by the City, and back-up data supporting the costs submitted. The City Engineer will determine the maximum number of units each parcel could potentially have based on existing zoning. Latecomer's fees will be determined based on the maximum number and type of future connections to the utility. The City will collect the latecomers fee from persons wanting to connect to or utilize the improvement and will subsequently see that the developer receives the payment.

1.18 Utility Extension

Anyone wishing to extend or upgrade any City utility should contact the Public Works Department or Centralia City Light Department for an Extension/Connection Fee Estimate and any special extension requirements. Although electric utility extensions and improvements are not covered in the Guidelines, this is also applicable to extensions involving Centralia City Light.

Utility mains shall be extended to and through the extremes of the property being developed for loop closures and/or future development as determined by the City.

1.19 Annexation Requirement

Properties lying outside of the City limit boundaries must execute an annexation agreement before they will be served by the City's utilities systems. The annexation requirement will be applied to all extensions of service beyond City limits as well as to connection to utilities already existing in suburban areas. Specific annexation process information and forms are available from the Community Development Department.

1.20 Traffic Control

1.20.1 The developer/contractor shall be responsible for interim traffic control during construction on or along traveled roadways. Traffic control shall follow the guidelines of the WSDOT/APWA Standard Specifications. All barricades, signs, coning, and flagging shall conform to the requirements of the MUTCD. The Traffic Control Plan shall be submitted to and approved by the City Engineer prior to the start of construction.

City utilities constructed or improved within Lewis County right-of-way will follow all traffic control requirements as set forth by the Lewis County Public Works Department and MUTCD. Road closures are allowed only when no viable alternative exists. Closures may be permitted for a specified duration. All requests must be submitted a minimum of three weeks prior to any closure, to provide for adequate notice and official board action.

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Signs must be legible and visible and shall be removed at the end of each work day if not applicable after construction hours.

All necessary and/or required traffic control devices shall be in place prior to the beginning of the project construction and on a daily basis during construction.

1.20.2 When road closures and detours cannot be avoided, the contractor will notify the Engineering Department in advance of the closure. The City will require a detour plan to be prepared, submitted and approved prior to closing any portion of a City roadway.

The contractor/developer is also responsible for notifying the agencies on the Road Closure List included in the Right of Way Permit, in advance of all road closures. All Agencies must also be notified when the road is reopened or detour deactivated.

1.20.3 A right-of-way permit will be required before work in the roadway can commence. The application for a right-of-way permit can be obtained from the City of Centralia website: www.cityofcentralia.com. Please review requirements noted earlier in this chapter; contact the City Engineer for specific permit information.

Signs must be legible and visible and shall be removed at the end of each work day if not applicable after construction hours.

All necessary and/or required traffic control devices shall be in place prior to the beginning of the project construction and on a daily basis during construction.

1.21 Call Before You Dig

All developers/contractors are responsible for timely notification of utilities in advance of any construction in right-of-way or utility easements. The utilities "One-Call" Underground Location Center phone number is 1-800-424-5555. A minimum of 48 hours advance notice is required.

1.22 Emergency Work Policy for Private Utilities

In the event of an emergency street or utility shut-down during non-working hours, the direct overtime costs of responding City personnel shall be billed to the responsible party. Centralia Utilities 24-hour emergency number is (360) 330-2747.

Lewis County Dispatch (360)740-1105 must also be notified immediately by the developer/contractor so that emergency responders can receive timely notification of changed road conditions.

1.23 Authorization and Release to Dump

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Excavated material from the public right-of-way must be disposed of at an approved dump site. The contractor shall use the “Authorization and Release to Dump” form located at the end of this Chapter. The complete form must be submitted to the City Engineer prior to any material being dumped at the proposed site.

1.24 Work Hours for Construction

Construction on private or public property shall only occur on Monday through Friday from 7:00 a.m. to 7:00 p.m. Any construction outside these hours or on weekends, must be approved by the City Engineer. A written request for approval must be submitted to the City Engineer two weeks prior to the date the work outside the approved work hours will occur.

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AUTHORIZATION AND RELEASE TO DUMP

Project: _____

THE UNDERSIGNED, being the owner, or owner's agent, of the real property situated at _____ hereby authorizes and directs _____ (Contractor) to dump and deposit the following on owner's property:

INITIALS	DESCRIPTION
	Fill dirt with rock
	Fill dirt with rock and excavation debris
	Stumps and tree debris
	Rock of any type
	Broken concrete
	Construction debris (GWB, lumber, etc.)

The undersigned has initialed the approved materials and hereby releases and fully discharges the City of Centralia / _____ (contractor), from any and all claims, demands, actions, causes of action, known or unknown, including, but specifically not limited to, trespass and property damage, which arise out of the dumping or fill activities. Any permits shall be obtained by property owner or owner's agent at owner's expense.

THIS IS A FULL RELEASE - READ BEFORE SIGNING

I represent and warrant to _____ (Contractor), under penalty of perjury, that I am the owner or owner's lawful agent and may authorize said dumping and enter into this release without further approval of any other party.

Signed: _____ Date: _____

Mailing Address: _____

Phone: _____

RETURN TO: PROJECT ENGINEER _____
Please Print Name