Overview of Section 9

9.0

The Small Utility GESC Permit Section provides a description of the Small Utility GESC Permit Program.

Step 1. Determine if a Small Utility GESC Permit is Applicable and if a Project Specific GESC Plan is Required.

Section 9.3 Projects Requiring a Small Utility GESC Permit *indicates the type of utility construction projects that require a Small Utility GESC Permit.*

Section 9.3.1 through 9.3.5 Submittal Requirements for a Small Utility GESC Permit *identifies items needed to submit applications for Small Utility GESC Permits annually.*

Step 2. Preparing a Small Utility GESC Plan

Section 9.4 Small Utility GESC Drawing Criteria *provides the elements required for Small Utility GESC Drawings and Plan submittals.*

Step 3. Permit Fees

Section 9.5 Permit Fees *describes the process and requirements for the payment of Permit Fees.*

Step 4. Preconstruction Meeting, Inspection and Issuance of the Small Utility GESC Permit.

Section 9.6.1 through 9.6.12 *discusses the role of the GESC Manager, the Preconstruction Meeting requirements and the procedures for implementation of the Small Utility GESC Permit requirements in the field.*

Step 5. Maintaining the Site BMPs to Meet the Requirements of the Small Utility GESC Permit.

Sections 9.6.13 through 9.6.18 *identifies the requirements to maintain the site BMPs to ensure compliance with the Small Utility GESC Permit.*

Step 6. Project Acceptance and Small Utility GESC Permit Closeout.

Section 9.7 *describes the process for closing out Small Utility GESC sites and the Small Utility GESC Permit.*

The Small Utility GESC Permit Program

9.1
Section 9 is oriented towards owners and operators of small utilities and describes the Small Utility GESC Permit Program. The Small Utility GESC Permit is an annual permit that has been designed for utility owners and operators that may have one or more small utility projects in a given year.

Small Utility GESC Permit Projects

9.2
Small utility projects generally do not disturb large areas of soil, have relatively short exposure periods, and don't typically have the soil erosion potential that larger land development projects often do. Small utility projects are generally fast-paced activities that are driven by the need to add, upgrade, or restore utility service to homeowners, businesses, and municipalities. This Section of the *GESC Manual* describes the permitting program that applies to Small Utility GESC Permits.

Purpose of the Small Utility GESC Permit

- *Implement effective erosion and sediment control best management practices (BMPs) as a standard for all Small Utility projects.*
- *Ensure compliance with Federal, State, and local environmental regulations.*
- *Provide a streamlined permitting process for utility owners and operators.*

Submittal Requirements for Small Utility GESC Permit

9.3
The Small Utility GESC Permit is required for the installation, upgrade or replacement of any utility line that requires a utility trench less than 36 inches wide, utility projects that are completely bored, and overhead utility projects that demonstrate minimal soil disturbance. Individual Small Utility projects shall be limited to less than one acre of land disturbance.

9.3.1 Submittal Requirements. As described in Section 9.1, Small Utility GESC Permits are annual permits that authorize multiple small utility projects during a given year. Section 9.3.2 through 9.3.4 describes the timing and submittal requirements for the Small Utility GESC Permit.

9.3.2 Small Utility GESC Permit Application. Annually the Permittee(s) shall submit an application (Appendix J) for a Small Utility GESC Permit.

9.3.3 Small Utility GESC Projects Less Than 1,000 Lineal Feet. Each small utility project that is conducted under a Small Utility GESC Permit, that meets the requirements found in Section 9.3 and is less than 1,000 lineal feet shall not be required to submit site specific Small Utility GESC Plans. The Permittee(s) shall install the site BMPs per the Small Utility GESC Plan Standard Notes and Details (Appendix B) and per the Standard Boring or Trenching Details (Appendix N) depending on the type of utility installation. Notification to Douglas County is not required prior to the start of a utility project that is less than 1,000 lineal feet in total length.

9.3.4 Small Utility GESC Projects Over 1,000 Lineal Feet. Each small utility project that is conducted under the Small Utility GESC Permit that

Submittal Requirements for Small Utility GESC Permit, continued

meets the requirements found in Section 9.3 and is more than 1,000 lineal feet shall submit the following items at least 10 business days prior to the anticipated start of construction:

1. A project specific Small Utility Project Notification Form (Appendix M).
2. A Small Utility GESC Plan as outlined in Section 9.4.

9.3.5 Small Utility GESC Permit Exemptions. Any individual utility project that is a part of a planned development with an active Standard GESC Permit may be covered under the existing Standard GESC Permit. If the utility project is to be covered under the existing Standard GESC Permit for the development, then the submittal requirements outlined under Section 9.3.4 of the *GESC Manual* are not required. Emergency utility repairs are exempt from the Small Utility GESC Permit process. Once the repair has occurred notification of the location and type of work performed shall be submitted to the Engineering Permit Staff via phone or email (see Appendix A).

Preparing a Small Utility GESC Plan

9.4

The Small Utility GESC Plan provides the layout for the BMPs and, an overview and general utility alignment for the work area(s).

9.4.1 Small Utility GESC Drawing.
The Small Utility GESC Drawing, (see example Small Utility GESC Drawing in Appendix C) shall consist of a current high resolution aerial photograph that includes:

1. Limits of Construction (LOC) for all areas of work, storage, staging, etc. The LOC shall be sized appropriately to account for any lateral changes to the alignment of the utility line that may be requried based on-site conditions or field construction issues.
2. Alignment of the utility line installation.
3. Identify (label) the property owner information for privately or publically owned parcels through the proposed utility alignment.
4. Location, map symbol, and letter callouts of all erosion and sediment control BMPs.
5. Small Utility GESC Plan Standard Notes and Details (Appendix B).
6. Standard Utility Boring or Trenching Details (Appendix N) according to the type of utility installation to be performed.
7. Douglas County approval block.
8. FEMA Mapped 100-year Floodplain.

An aerial photograph depicting the work area, LOC, alignment of the utility line, and location and type of BMP shall be included with the permit application.

Permit Fees

9.4.2 Douglas County Reserves the Right to Require Engineering Plans. Douglas County reserves the right to require site specific Small Utility GESC Plans for any individual utility project that may impact sensitive areas or that may involve complex engineering concerns or issues. This determination shall be made by the Public Works Engineering Director.

9.5

This section describes the requirements for the payment of Small Utility GESC Permit Fees.

9.5.1 Permit Fees. The Small Utility GESC Permit fees shall be submitted to the Department of Public Works Engineering. The Small Utility GESC Permit fees consist of the following:

1. Permit fee for the annual Small Utility GESC Permit.
2. Utility project permit fee for each individual utility project that requires the submittal and review of a Small Utility GESC Plan per Section 9.3.4.

See the Douglas County *User Fee Manual* for the Permit Fees.

Small Utility GESC Field Section

9.6

The Field Section is oriented toward construction field personnel and addresses the role of the GESC Manager, installation of the erosion and sediment control BMPs, inspection requirements, and enforcement for non-compliant sites.

9.6.1 Responsiblities of the GESC Manager. The GESC Manager is the Permittee(s) contact person with the County for all matters pertaining to the erosion and sediment control BMPs for each individual site. The GESC Manager may be an employee of the utility, but shall have the authority to act on behalf of the Permittee(s) to ensure that the site remains in compliance. If the GESC Manager is not the same person(s) as the Permittee(s), then the Permittee(s) shall remain the legally responsible party. The GESC Manager shall respond to the corrective actions requested by the Erosion Control Inspector, and make any necessary corrections to the site BMPs.

9.6.2 Availability of the GESC Manager. The GESC Manager shall be present at the project site a majority of the time and shall provide the County with a 24 hour emergency contact number. In the event that the GESC Manager is not on-site, and cannot be reached during any level of violation (see Section 5.10.2), a Stop Work Order shall be issued.

9.6.3 Changing the GESC Manager. Notification in writing shall be provided to the County if the GESC Manager leaves the company or the Permittee(s) intend to change personnel. A field meeting with the Erosion Control Inspector and the new GESC Manager shall be scheduled within 7 days of the change to exchange contact information, and discuss site conditions and responsibilities of the GESC Manager.

9.6.4 Field Requirements for Small Utility GESC Projects Over 1,000 Lineal Feet. For Utility Projects that are required to submit a Small Utility GESC Plan (as described in Section 9.3.4), the Permittee(s) shall follow the steps outlined in Sections 9.6.5 through 9.6.12.

9.6.5 Installation of the Erosion and Sediment Control BMPs in the Field. The erosion and sediment control BMPs shall be installed per the Standard Utility Boring or Trenching Details (Appendix N) prior to the

Small Utility GESC Field Section, continued

Preconstruction Meeting for each Small Utility Project. The BMPs shall be installed in accordance with the Standard Utility Boring or Trenching Details (Appendix N) and the Small Utility GESC Plan Standard Notes and Details (Appendix B).

9.6.6 Review of the Permit, Approved GESC Small Utility Plan, and Standard Notes and Details. Prior to the Preconstruction Meeting, the GESC Manager shall thoroughly review the accepted Small Utility GESC Plans, the Small Utility GESC Plan Standard Notes and Details and related plans and permit(s) for the project.

9.6.7 Construction Shall Not Start. Other than the installation of the BMPs, excavation, utility construction, or other construction shall not occur.

No work may begin until the installation of the BMPs has been approved by the Erosion Control Inspector at the Preconstruction Meeting.

9.6.8 Scheduling the Preconstruction Meeting. The Permittee(s) shall contact the Public Works Engineering Permits Staff (see contact information in Appendix A) to schedule the on-site Preconstruction Meeting. The Preconstruction Meeting shall be scheduled a minimum of 3 business days in advance of the date of the meeting.

Important!

A Preconstruction Meeting and inspection shall be scheduled prior to the start of small utility construction for each project over 1,000 lineal feet.

9.6.9 Attendees at the Preconstruction Meeting. The on-site Preconstruction Meeting is a critical milestone prior to the start of construction. In addition to the Erosion Control Inspector, the GESC Manager shall be in attendance. A Preconstruction Meeting and inspection shall be scheduled prior to the start of utility construction meeting the criteria outlined under Section 9.3.4.

9.6.10 Preconstruction Inspection. A visual inspection of all of the BMPs that have been installed will take place. The Erosion Control Inspector will confirm if any corrections are required. The Small Utility GESC Plan will be reviewed to confirm the attendees' understanding of the Small Utility GESC Plan, and to discuss any modifications to the plan. The Limits of Construction shall be confirmed. If modifications to the Small Utility GESC Plan are thought to be advantageous, the changes will be discussed, and final acceptance of changes shall be at the discretion of the Erosion Control Inspector.

9.6.11 Acceptance of the BMPs. If the BMPs are accepted by the Erosion Control Inspector, as is, or with minor corrections, the Erosion Control Inspector will inform the Permittee(s) and issue an Inspection Report approving the individual Small Utility project to begin construction.

Small Utility GESC Field Section, continued

9.6.12 Duration of the Small Utility GESC Permit. The Small Utility GESC Permit is valid for a period of 1 year from the date of issuance.

9.6.13 Routine Maintenance of Erosion and Sediment Controls. Routine maintenance can save both time and money by reducing the need for re-grading, repair, clean-up, and rework, and avoids delays associated with Stop Work Orders (see Section 5.10). The Permittee(s) shall maintain the site erosion and sediment controls at all times. The Permittee(s) shall frequently inspect and maintain the erosion and sediment controls as needed to ensure their operable and functional condition. Damaged, degraded, and otherwise compromised controls shall be repaired or replaced upon discovery.

9.6.14 General Construction Practices for Small Utility Construction Projects. Sheet 1 of the Small Utility GESC Plan Standard Notes and Details (Appendix B) contains a series of standard notes governing construction practices in the County. Permittee(s) working in the County have the responsibility to review, understand, and comply with these notes. See Section 5.8 of the *GESC Manual* for the entire list of General Construction Practices for work in Douglas County. The following requirements are designed to reduce the contamination of stormwater runoff from the installation and maintenance of underground utilities.

Small utility installation projects shall comply with the following:

- All utility work within a Douglas County right-of-way shall be required to obtain a Douglas County Right-of-Way Use and Construction Permit in accordance with the *Roadway Manual*.
- Provide adequate erosion and sediment controls (see Section 3.15).
- Where consistent with safety and space considerations, excavated material is to be placed on the uphill side of trenches.
- When excavated spoils are temporarily placed in paved areas, the Permittee(s) shall backfill any open excavations and clean all paved areas before the end of each work day.
- Dewatering discharges shall be free of any sediment. The Permittee(s) shall schedule an on-site inspection with the Erosion Control Inspector prior to the start of any site Dewatering operations. See the Small Utility GESC Plan Standard Notes and Details (Appendix B) for the Dewatering requirements.
- Storm sewer Inlet Protection shall be provided whenever soil erosion from the excavated area has the potential of entering the storm

Fabric filter bags are not a Douglas County approved inlet protection BMP. See the Small Utility GESC Plan Standard Notes and Details (Appendix B) for the approved inlet protection details.

Small Utility GESC Field Section, continued

drainage system. See the Small Utility GESC Plan Standard Notes and Details (Appendix B) for the installation and maintenance requirements for inlet protection.

- All disturbed areas shall be Drill Seeded and Crimp Mulched, seeded and blanketed with Erosion Control Blanketing, or landscaped within 14 days after utility installation is completed. See the Small Utility GESC Plan Standard Notes and Details (Appendix B) for the approved seeding and mulching installation and maintenance requirements.
- When making saw-cuts in pavement, as little water as possible shall be used. Downstream storm sewer inlets shall be protected per the Inlet Protection detail (Appendix B). Contain and remove all slurry generated from the saw-cutting operation.
- The Permittee(s) shall not discharge any concrete, or concrete rinse water into street, flow line, storm drains, or drainage channels.
- All spills and leaks shall be cleaned up using dry methods (with absorbent materials and/or rags). If spills occur on dirt areas, the contaminated soil shall be removed and dispose of properly.
- All other applicable criteria as outlined in the *GESC Manual*.

9.6.15 GESC Inspections. The County requires GESC inspections to be scheduled and performed at several points in the permitting/construction process. GESC Inspections will also be performed randomly, and at the discretion of the Erosion Control Inspector. The following inspections are mandatory:

1. Preconstruction inspection prior to the start of utility construction for each project that requires the submittal of a project specific Small Utility GESC Plan per Section 9.3.4.
2. Any time during construction when a new GESC Manager is selected (See Section 9.6.3).
3. Prior to the start of any Dewatering operations.
4. Project Closeout Inspection (See Section 9.7.4.1).

Failure to install BMPs prior to the start of a utility project shall result in the issuance of a Stop Work Order.

9.6.16 Violations, Penalties, and Enforcement. See Section 5.10 of this Manual for the complete description of Violations, Penalties, and Enforcement. Douglas County shall have jurisdiction over any construction-site that is being covered under the Small Utility GESC Permit. If an Erosion Control Inspector visits the project site and determines that the Permittee(s) is not fulfilling the requirements of the Small Utility GESC Permit, the GESC Manager shall be informed, and corrections shall be made by the Permittee(s). If the situation is not corrected in a timely manner, enforcement action in accordance with Section 5.10 of the *GESC Manual* shall be followed.

Small Utility GESC Field Section, continued

9.6.17 Revocation of Small Utility GESC Permit Eligibility. The Permittee(s) or project(s) that fail to comply with the requirements of the *GESC Manual* may be removed from the Small Utility GESC Permit process and may be required to process their projects through the Standard GESC Permit process.

9.6.18 Projects that Exceed the Scope of the Small Utility GESC Permit Program. Utility Projects that exceed the scope allowed under the Small Utility GESC Permit, as determined by Douglas County, may be required to obtain a Standard GESC Permit in accordance with the *GESC Manual*.

Project Close Out

9.7

This section describes the requirements for project closeout, including; the establishment of vegetation, removal of temporary BMPs, and the control of noxious weeds.

9.7.1 Required Vegetation Coverage. See Section 6.4.2 of the *GESC Manual* for the Required Vegetation Coverage. If the Permittee(s) is unable to meet the requirements for vegetation coverage for any of the small utility projects prior to the expiration of the Small Utility GESC Permit, the Permittee(s) shall:

1. Renew the Small Utility GESC Permit, and
2. Maintain the erosion and sediment control BMPs until the required vegetation coverage can be attained.

9.7.2 Removal of the Temporary BMPs. The Temporary BMPs shall be removed upon the complete establishment of vegetation, and at the direction of the Erosion Control Inspector.

9.7.3 Control of Noxious Weeds. See Section 6.5 of the *GESC Manual* for the full requirements regarding the Control of Noxious Weeds.

9.7.4 Project Closeout. Small Utility GESC Projects shall be closed out individually, and prior to the expiration of the Small Utility GESC Permit. The Permittee(s) shall perform the following prior to scheduling the Project Closeout Inspection:

1. Ensure that the vegetation meets the Required Vegetation Coverage (see Section 6.4.2). If the utility line installation occurred in a landscaped or paved area, then the Permittee(s) shall ensure that the pre-existing conditions have been restored.
2. Remove all remaining temporary erosion and sediment control BMPs.
3. Repair any damaged curb and gutter, pavement surfaces, and any other damages to County-owned facilities.

9.7.4.1 Project Closeout Inspection. The Permittee(s) shall schedule the Project Closeout Inspection with the Engineering Permits Staff (see contact information in Appendix A). The Erosion Control Inspector will verify that all of the project closeout requirements have been met, and will close out the individual Small Utility GESC Project**.**