

COMMERCIAL WATER & SEWER

BUILDING INSPECTIONS DEPARTMENT
www.ci.blaine.mn.us



1. Site Address _____
2. Business Name at this Address _____
3. Contractor _____ Address _____ Phone _____
4. Estimated Cost _____ Primary Contact Email: _____
Note: An escrow of \$2,000 (or as determined by the Building Official) will be required to guarantee the repair/replacement of top soil, sod, hard surfaces – public and/or private (does not apply to projects already covered by a separate site plan agreement).
▪This escrow may be in addition to an escrow for a “Work in Right-of-way Permit” –see attached.
5. Additional Information _____

6. Engineered size of Domestic Meter _____
7. Engineered size of Irrigation Meter _____
8. _____ 2 sets of complete working utility plans and specifications
(Approval required by the Building & Engineering Departments, and Fire if applicable)
Yes No
9. _____ Contractor has requested SAC determination. Required prior to issuance of permit for hook-up to city sewer. Contact Metropolitan Council 651-602-1421 and see attached.
Yes No
10. _____ Will work be done in Right of Way? (if yes a Work in Right-of-way Permit is required from the Engineering Department – see separate application)
Yes No

NO PERMITS WILL BE PROCESSED IF ABOVE ITEMS ARE NOT COMPLETE

Typical minimum domestic line size is 2” and must be a separate tap off the city main.

Typical minimum fire line size is 6” (verify size with the Fire Marshal @ 763-785-6187) and must be a separate tap off the city main.

Property will be checked for special assessments.

Metropolitan SAC fees will be added where applicable.

Right-of-way permits are required where applicable (see attached.). Dewatering is required when connecting to City water or sewer, or for any water line construction which requires a City water main shut-off unless otherwise approved by Engineering. Please contact the Engineering Department @ 763-785-6172.

ACKNOWLEDGEMENT AND SIGNATURE: The undersigned hereby represents upon all of the penalties of law, for the purpose of inducing The City of Blaine to take the action herein requested, that all statements herein are true and that all work herein mentioned will be done in accordance with the ordinances of the City of Blaine, The State of Minnesota, and rulings of the Building Department.

APPLICANT SIGNATURE _____

APPLICANT TITLE _____

City of Blaine – Building Inspections Department
10801 Town Square Drive NE • Blaine, MN 55449 • 763-785-6170 • www.ci.blaine.mn.us

Water & Sewer Escrow
(Black Dirt, Sod, Hard Surface Repair Guarantee)

*This escrow applies to both public and/or private property.

*This escrow may be in addition to the escrow required for a "Work in Right-of-way Permit"

DATE _____

Site Address _____

Business Name at this Address _____

Contractor/Owner _____

Address _____ Phone _____

Permit Number _____

*REFUND TO: NAME _____

ADDRESS _____

*Escrow Release - check will be mailed within approximately 2 weeks after the final site inspection.

Scope of required repair:

Site Repair Approved By _____
(Building Inspector)

Inspection Date _____

Accounts: Trak-it for Permit: <u>101.2366</u>
<u>NewWorld for Refund: 101.2508</u>
Sewer & Water Permit # _____
Amount _____
Date _____



CITY OF BLAINE - ENGINEERING DEPARTMENT APPLICATION FOR WORK IN RIGHT OF WAY

Site Address: _____
Legal Description: _____
Property Owner: _____
Contractor: _____
Address: _____

Phone: _____ Fax: _____

Person Responsible for Work: _____ Phone: _____

Description of Proposed Work (include plan): _____

Date work is to begin: _____

Date work is to be completed: _____

Signature of Applicant: _____ Date: _____

Fee must be paid with Application. Residential = \$10.00 Commercial = \$25.00 Fee received: _____

SEE SPECIAL CONDITIONS ON REVERSE.

1. No work is to be performed until this application is approved.
2. Where necessary, traffic control must be provided and maintained by the applicant in accordance to the Minnesota Manual on Uniform Traffic Control Devices (MMUTCD). Failure to do so will result in a Stop Work Order being issued by the City.
3. Applicant must keep all City streets clean and free of debris during construction.
4. After construction is complete, the Applicant must notify the City Engineering Department at 763-785-6172 for an inspection.
5. No changes may be allowed from the approved plan without permission from the City Engineering Department.
6. This permit does not relieve the Applicant from obtaining all other necessary approvals from other agencies.

It is expressly understood that this permit is conditioned upon replacement or restoration of the City Street and its right-of-way to their original or to a satisfactory condition.

CITY OF BLAINE ENGINEERING DEPARTMENT

Application approved: _____ Date: _____

Inspected by: _____ Date: _____

SPECIAL CONDITIONS

TRAFFIC CONTROL.

1. No detours shall be permitted without prior approval of the City of Blaine.
2. Detailed detour layouts shall be submitted to the City of Blaine Engineering Department for approval. One week's notice must be given prior to the installation of any detour.
3. It shall be the responsibility of the applicant to notify Anoka County Central communications, and any affected bus companies 48 hours prior to any road closures/detours.
4. All traffic control devices, barricades, flashers, etc. shall be furnished by the applicant and shall be in accordance with the most recent edition of the Minnesota Manual on Uniform Traffic Control Devices (MMUTCD), and Temporary Traffic Control Zone Layouts Field manual dated April 1995 of the same manual.

CONSTRUCTION REQUIREMENTS.

1. No trenches will be allowed to remain open overnight.
2. Materials removed from the trench shall be used as backfill insofar as they are suitable. All backfill material shall conform to MnDOT specifications for compaction. The use of heavy equipment on top of the trench, slapping with backhoe bucket, and/or backcasting to achieve compaction is prohibited. The applicant shall be responsible for, and restore any settlement.
3. All roadway/roadside maintenance required within the limits of the work covered under this permit that is related to the applicant's activities shall be the sole responsibility of the applicant for 1 (one) year after completion of the project. The 1 (one) year responsibility date shall start on the date of final approval of restoration by the City.

RESTORATION.

1. The locations and dimensions of all openings to be made in the bituminous surface shall be approved by the City of Blaine prior to any cutting or any surface opening operations.
2. All openings in bituminous surfaces shall be cut in a straight line with sides smooth and vertical. No ragged edges will be permitted. Cutting shall be done with a concrete saw.
3. The minimum street section shall match the existing street, or as noted in the special conditions, whichever is greater.
4. All manhole castings, gate valves and other utility structures shall be set one-quarter to one-half inch below the top of the finished surface.
5. All bituminous surfacing shall be replaced as soon as practical after the construction is finished.
6. Any unnecessary or negligent damage to existing surfaces in conjunction with the work covered under this permit shall be cut out and replaced in kind as directed by the City of Blaine.
7. Concrete curb & gutter, sidewalks and driveways shall be restored in accordance with MnDOT specifications 2531 and 2521. Concrete shall be MnDOT 3A32.

OTHER.

1. If a street is unable to be restored due to weather, a "cold" mix bituminous patch must be installed and maintained by the applicant. The street must be restored as listed above as soon as practical and no later than June 15th.

A PERFORMANCE AND/OR MAINTENANCE BOND MAY BE REQUIRED FROM THE APPLICANT AS DETERMINED BY THE CITY OF BLAINE ENGINEERING DEPARTMENT AS FOLLOWS:

Boulevard only	\$500
Curb and/or sidewalk	\$1,000
Street (50 sq ft and less)	\$2,000
Street (up to 100 sq ft)	\$5,000



Sewer Availability Charge (SAC) 2016 DETERMINATION APPLICATION

Return to: SACprogram@metc.state.mn.us

If filling form out by hand, you must print clearly. Incomplete or illegible form will be rejected.

CURRENT PROJECT INFORMATION (All fields are required)

Business Name: _____
Type of Business: _____
Estimated Year of Occupancy: _____
Site Address (if address not assigned, need street intersections): _____
Suite Number: _____
City Name: _____
Site Location / Campus (e.g. Mall of America; etc): _____
Parcel Identification Number (PID): _____
Original Building Construction Year: _____
Project Description: _____

PREVIOUS SITE/BUSINESS INFORMATION (All fields are required if there was a different business previously in this suite/building)

Previous Business Name in same space as current project: _____
Previous Type of Business: _____
Estimated Year(s) of Occupancy: _____
Previous Site Address (if different than current project): _____
Previous Suite Number (If different than current project): _____
Has (or will) the Entire Building Be Demolished (Check no or yes)? No or Yes, Year _____

CONTACT INFORMATION (All fields are required)

Contact Name for Questions and Copy of Determination: _____
Company Name: _____
Contact Phone Number (xxx-xxx-xxxx): _____
Contact Email Address: _____



Sewer Availability Charge (SAC) 2016 DETERMINATION APPLICATION INSTRUCTIONS & CHECKLIST

APPLICATION INSTRUCTIONS

1. **Business Name and Type of Business** – Name of the business to be determined for SAC and the type of business (e.g. office, apartment, learning center, retail, clinic, etc.)
2. **Estimated Year of Occupancy** – What year did (or will) this business move into this space?
3. **Site Location/Campus** – The name of the building, such as Mall of America, Centennial Lakes, City Centre, etc.
4. **Parcel Identification Number** – This is a unique number assigned by the County for the specific property where the building is located. If you don't know this information, you will need to contact the County, County Website, City or property owner to obtain it. This helps us identify exactly where the property is located on the map.
5. **Original Construction Year** – When the building was originally built. If you don't know this information, you will need to contact the County, County Website, City or property owner to obtain it.
6. **Project Description** – Be specific in the description of the work that you are doing so that the SAC charges are assessed correctly.
7. **Previous Site/Business** – This section is to help identify potential SAC credits to offset your SAC charges. Enter the previous business name and type of business that the new business will be taking over. If the address is different than the current address (though the same exact location) enter this information. If the suite number is different than the current business (renumbered) enter this here.
8. **Contact Information** - This is the person the SAC Technician will contact if there are any questions. A copy of the determination letter will also be sent to this person.
9. **Save Form and email with the other items from the Submittal Checklist listed below.**

MANDATORY SUBMITTAL CHECKLIST

1. SAC Determination Application (Transmittal-A)
2. Site Plan – if not available, an aerial photo pinpointing the location of the building will be accepted
3. Architectural Floor Plans – must be:
 - a. Same plan sent to City for their review
 - b. Scalable – or with individual dimensions shown on the plan for every room and every space
 - c. All rooms labeled on the plan for the intended use of the space, or room schedule
 - d. Furniture plan (for restaurant, salon, bar, theater, stadium/arena seats) – include indoor and outdoor
 - e. Plumbing fixture layout (for clinic, hospital, parking garage)
4. Additional Transmittal or Affidavit forms – if applicable to the project. Please review Transmittal-B, Affidavit-A, Affidavit-B or Reclaim forms to see if they are applicable to your specific project

ADDITIONAL ITEMS THAT MAY BE REQUESTED FOR REVIEW

1. Building Tenant Layout – plan or drawing showing the location of the current business in overall building
2. Demolition Floor Plans – this helps identify the previous use in order to determine potential credits – Must be:
 - a. Scalable – or with individual dimensions shown on the plan for every room and every space
 - b. All rooms labeled on the plan for the intended use of the space, or room schedule



What is SAC?

SAC is an easier way to say “sewer availability charge.”

The Metropolitan Council charges this one-time fee when a residence or business connects to the regional wastewater (sewage) system for the first time or when a business expands in a way that uses substantially more water.

We charge this fee to cities, who pass it on to property or business owners.

Most cities also charge an additional fee for connection to the local sewer system.



Why do I have to pay SAC?

SAC pays for the extra capacity we need to build into the system for future growth. Today there is space in the pipes for your use because others paid the SAC in years past.

How do you determine how much SAC I will pay?

SAC is charged in units.

One single-family home = 1 SAC unit = \$2,485 (2017)



Industrial, commercial, institutional and multifamily residential properties require a “determination” (calculation) of the amount of wastewater capacity needed for the site. They usually pay more than one SAC unit (and sometimes much more).



For example, a restaurant will pay 1 SAC unit for every 10 seats.

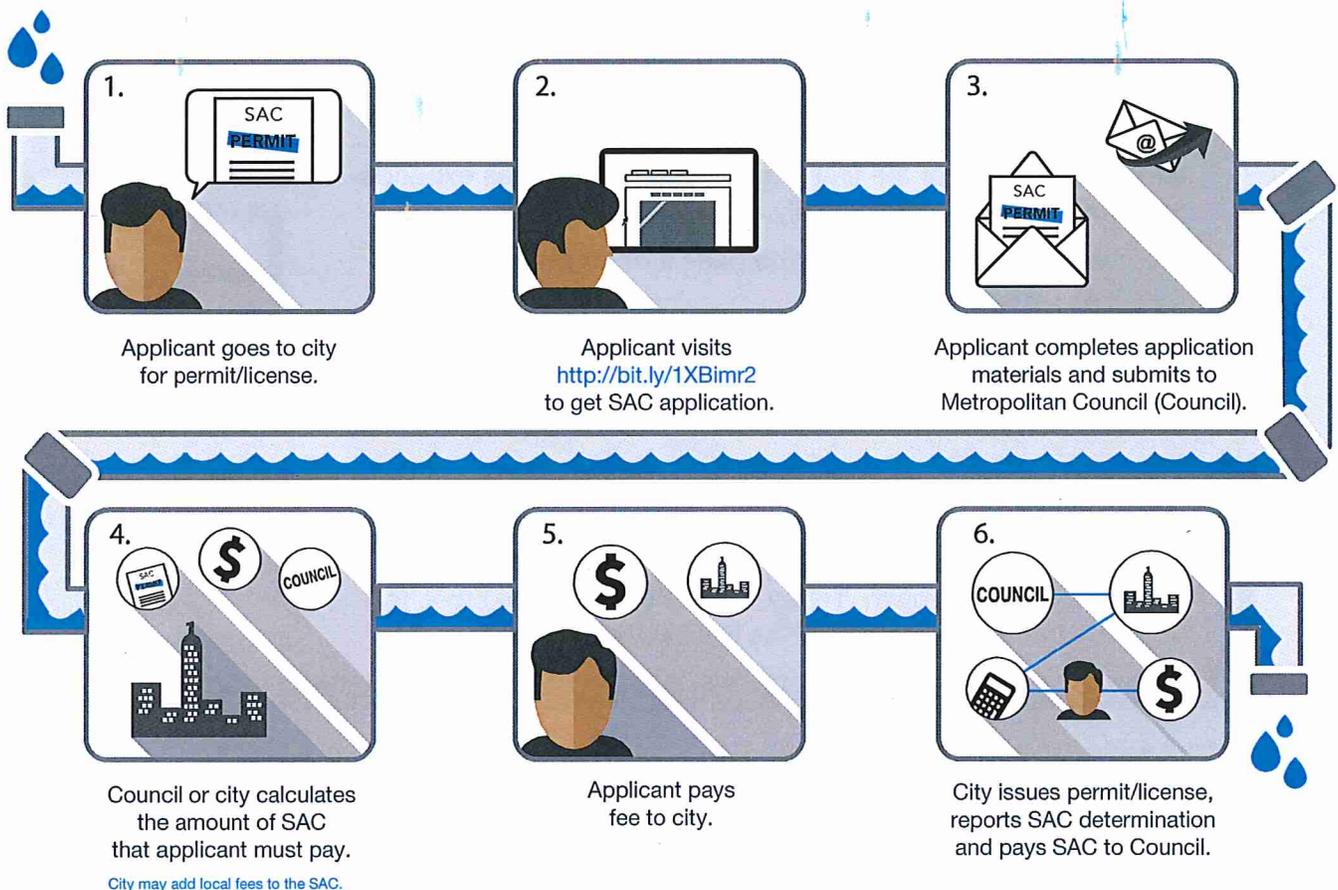
SAC is determined based on the expected flow created by the activities at the location (food preparation, dishwashing, floor cleaning, manufacturing, etc.)



If you are buying or opening a business that is substantially the same use as the previous use on the property, you may pay no SAC. Check with your city about SAC credits that may be available on the property.

Did you KNOW?

How do I apply for a SAC determination?



The Council will contact you within one business day after receiving your application to confirm whether it is complete or not. We can usually complete a determination in two to three weeks once we receive all the necessary forms and documents. Then you pay SAC to your city, usually as part of a permit or business license.

Are payment options available?

- You may be able to get a small business loan to spread out the cost of SAC and other city fees. Check with your local bank or lending agent.
- Your city may also be able to delay the cost of a portion of your SAC. Ask your city if they participate in the SAC Deferral Program.

Questions?

Email SACprogram@metc.state.mn.us or call 651-602-1421 to speak with a SAC representative.



SANITARY SEWER SERVICE REPAIR

Permits for sanitary sewer repairs are issued by the Building Inspection Department. The inspection of the work covered by the permit is done by the Public Works and Engineering Departments, depending on where the work is located and what type of work is being performed. Any work that requires disturbing the right-of-way, existing sidewalk, curbing or street will require a cash surety to be posted by the Contractor.

The Public Works Department will inspect the actual repair of the pipe. Generally a minimum 2 hour notice is required for the inspection, providing that an opening is available.

For work done in the right-of-way the Engineering Department will inspect the backfilling of the trench and the replacement of the surface. Compaction testing of the backfill, aggregate base and bituminous may be required. It will be at the discretion of the Engineering Department inspector to determine if and what tests will be required. A minimum 24 hour notice is required for an inspection. All surface restoration work must follow all requirements of the City's "Work in Right-of-way" permit.

Cash escrows:	Boulevard only	\$500
	Curb and/or sidewalk	\$1,000
	Street (50 sq ft and less)	\$2,000
	Street (up to 100 sq ft)	\$5,000

CURED IN PLACE PIPE LINING

An alternate to excavating a yard, boulevard or street for a sanitary sewer service repair is the cured-in-place-pipe (CIPP) lining method. This method of "no-dig" can be used to repair cracked, broken or leaking small diameter residential and commercial services. This method will not work if the service is severely out of alignment.

The process involves installing a tube (sock like in appearance) into the service and then heated water or steam is introduced to cause a chemical reaction that hardens the tube. A small television camera is used before and after the installation to verify results.

Installation of CIPP must meet the minimum requirements of the following ASTM standards:

ASTM F1216, ASTM D-638, ASTM D-790

The minimum thickness of liner shall be 4.5 mil. The service line must be cleaned, televised, and recorded, before and after the installation.

The digital copy of the pre-installation video may be submitted to the City's Building Department for review prior to a permit being issued for repair. The City's Building Department will issue a permit for the work.

No protrusions of any kind will be allowed into the City's sanitary sewer main. A post-installation digital video copy will be required to be submitted to the City. If a copy of the video is not available, the Public Works Department will inspect the televising live with the Contractor.

The following are approved by the City of Blaine for use:

Maxliner, Martinsville, VA www.maxlinerusa.com

Other manufacturers and/or methods will be considered by the City upon submittal.

Required Inspections:

Standard Repair:

Department	Inspection
Public Works	Pipe Repair
Engineering	Backfill *
Engineering	Surface Restoration *
Engineering	Escrow Release *

Cured In Place Lining Repair:

Department	Inspection
Public Works	Post-installation Video or televising

* - Only required for work in right-of-way.