



**TO:** Design Consultants and Contractors  
**FROM:** Gary Janzen, City Engineer  
**DATE:** June 15, 2016  
**SUBJECT:** Private Project Justification

Questions have recently been raised regarding the City's Private Project procedures and the justification behind the requirements. All should be aware that plans are required for publically owned and maintained facilities, including abandonment of public lines and adjustment/modification of inlets, manholes and fire hydrants in order to establish records of the assets the City is responsible for. An Ordinance regarding private projects is being developed and will be available for your review and input in the near future.

This memo addresses the purpose of requiring plans for privately owned and maintained facilities that connect to City lines. Plan and profile shall be provided in all situations unless otherwise indicated.

Private Drainage Projects (PPD) are required for ponds and/or projects with pipe 12" or larger to:

- ensure conformity to the drainage plan submitted with the plat
- ensure that Water Quality requirements are being met
- provide the City with the ability to reassure surrounding property owners that they are not being adversely affected
- keep the City in compliance with MS4 permit, which requires mapping of the full system, 12" and larger, public and private
- allow for record information on private lines to be entered into GIS
- verify that improvements do not encroach into easements.

Private Water Projects (PPW) are required for domestic services over 2" (plan view only) and all fire protection lines (plan and profile) to:

- ensure proper placement of domestic vaults (on private property)
- verify location of the service line connection to the building and to ensure that there are no unauthorized service connections
- ensure water quality testing is completed, which protects the public line from backflow (which will happen since pressure testing takes place at higher pressures than the City's operational pressure), as well as protecting the owner
- ensure proper depth to prevent trying to fight a fire with a frozen line; and to ensure that proper blocking can be constructed
- ensure the Fire Department has available hydrants mapped
- verify that improvements do not encroach into easements.

Private Sewer Projects (PPS) are required for sewer lines 8" and larger to:

- verify that improvements do not encroach into easements
- ensure appropriate grade coming into the City's system
- ensure proper drops within MHs
- allow for record information on private lines to be entered into GIS for sewer service permitting