



Project Initiation Checklist

I. Background
In accordance with Resolution No. 12-11 of the Lake Oroville Area Public Utility District, the Board of Directors has established and adopted rules, regulations, rates and charges governing the use, operation, and management of the District sewer system facilities.
II. Objectives
The purpose of this checklist is to provide an outline for Owners, Tenants, Contractors, and Real Estate Professionals initiating projects for sanitary sewer facility construction, maintenance, and usage within the District boundaries. For a complete set of Rules and Regulations and District Policies, please visit the District website at http://www.loapud.com/ or contact the office at (530)533-2000.
III. Application
These checklist items are a general overview of procedures that apply to sewer construction, use, maintenance, discharge, deposit/disposal of all wastewater and to the issuance of permits and collection of fees.
IV. General Items
a) <input type="checkbox"/> Owner is to determine what type of sewer service will be required for a project. Types of service are Residential, Commercial, and Industrial.
b) <input type="checkbox"/> Confirm with the District if the project properties are within the District sphere of influence and service boundaries.
c) <input type="checkbox"/> Contact the District for assistance in locating the service lateral connection point. Staff will review records or perform a closed circuit camera inspection to determine existence or nonexistence of a connection point in the sewer main.
d) <input type="checkbox"/> Verify existence and location of sewer easements located within project properties before starting a project.
e) <input type="checkbox"/> Proposed or existing obstructions over or within sewer easements will require approval from the District. For further clarification see Board Policy No. 6210 and District Encroachment Policy, Exhibit 3.01, in District Rules and Regulations.
f) <input type="checkbox"/> Owners are responsible to install, keep and maintain all sewer laterals from the premises served to the point of discharge into the District's system. See Figure 3.01 and 3.02 of the Rules and Regulations for illustration of responsibilities for new and existing sewer services.
g) <input type="checkbox"/> Contact the District prior to excavation and underground construction in order to review record drawings on file.
h) <input type="checkbox"/> Owner is responsible for calculations and findings to determine location, elevations, and slope for the proposed excavation in relation to the District sewer facilities.
i) <input type="checkbox"/> Owner is responsible to call USA North (811) 48 hours prior to digging.

V. Sewer Service Availability	
a)	<input type="checkbox"/> Contact the District in order to determine sewer service availability in a subject area.
b)	<input type="checkbox"/> Projects outside the District service boundary must complete a sphere of influence amendment (if applicable) and annexation into the District with approval from LAFCo and the State Board of Equalization.
c)	<input type="checkbox"/> Projects outside the District service boundary must complete a Pre-Annexation Agreement, Capacity Study, and Mitigation Agreement with the Sewerage Commission-Oroville Region (SC-OR).
d)	<input type="checkbox"/> Projects inside District service boundaries with 20 EDUs and greater must complete a Capacity Study and Mitigation Agreement with the Sewerage Commission-Oroville Region (SC-OR)
e)	<input type="checkbox"/> Projects inside the District service boundaries with less than 20 EDUs do not require any special studies.
f)	<input type="checkbox"/> Owner and District will execute a Development Agreement if a project proposes to extend or modify sanitary sewer facilities in order to provide service. This agreement does not apply to work performed on sewer service laterals.
VI. Application/Permit For Sewer Service	
a)	<input type="checkbox"/> Application for and issuance of a permit must be made before connection or alteration of any part of the sanitary sewer system.
b)	<input type="checkbox"/> Owner will apply for either a standard construction permit if impacting sewer service or a remodel permit if project consists of installing or removing plumbing fixtures. Permit Required: <ol style="list-style-type: none"> 1. Connection of a new structure to the District's sewer system 2. Remodeling of a house, building or property served 3. Change of use classification for the property served, example, would be the change from residential to commercial use 4. Repair or replacement of all or part of the building or lateral sewer lines 5. Where water inflow or infiltration is suspected, or if a defect in the lateral sewer is suspected. 6. Upon determination by the General Manager that cleaning and testing is required for the protection of public health, safety or welfare.
c)	<input type="checkbox"/> Submit a project site plan with the application for service that shows lot grading, structures, utilities, and easements.
d)	<input type="checkbox"/> District will issue a sewer permit upon review and approval of the project site plan and application.
e)	<input type="checkbox"/> Owner is responsible for obtaining all applicable permits from other agencies such as Butte County and the City of Oroville. Permits include but not limited to, Building Permits, Encroachment Permits, and Environmental Health clearance.
f)	<input type="checkbox"/> Applicable connection fees and charges will be paid at the time the sewer permit is issued. A current fee schedule can be obtained from the District website or office.
g)	<input type="checkbox"/> If a corresponding county or city building permit expires or is canceled, the sewer permit shall be deemed canceled at the same time.
h)	<input type="checkbox"/> If an Owner transfers title from a parcel for which there is an open permit, the new Owner accepts responsibility for all outstanding work. The new Owner will be required to enter into an agreement with the District, accepting responsibility for completion of all incomplete work.
i)	<input type="checkbox"/> District inspection is required for all permitted sewer work

Project Initiation Checklist

j) <input type="checkbox"/> Normal inspection schedule is Monday through Friday from 8:30 am to 3:00 pm.
k) <input type="checkbox"/> Failed inspection results will be followed by a notice instructing the Owner of what corrections are to be made.
l) <input type="checkbox"/> Passed inspection results will prompt a signature of acceptance and a final of the sewer permit. A copy of the final permit will be given to the Owner or Real Estate Agent and Escrow Officer if necessary.
m) <input type="checkbox"/> Maintenance of both the lower lateral and upper lateral are the responsibility of the property owner.
n) <input type="checkbox"/> The District has instituted a Lateral Testing Program that allows the property owner to transfer maintenance responsibilities of the lower lateral once a passing test is performed. Detailed information regarding the Lateral Testing Program is in District Rules and Regulations, Section 6.02, Testing and Maintenance Procedures.
o) <input type="checkbox"/> Food Service establishment Wastewater Discharge License will be required for all businesses and individuals who operate or intend to operate Food Service Establishments. Detailed information regarding the Food Service Establishment Wastewater Discharge License is in the District Rules and Regulations, Section 8, Fats, Oils and Grease Control, General.
VII. District Improvement Standards
Improvement Standards shall apply to design and construction of all sewerage system facilities which will be offered for dedication to be operated and/or maintained by Lake Oroville Area Public Utility District.