

EFRWS Application for Line Extension

Name _____ Date _____

Street Address _____

City, State, Zip Code _____

Phone number _____ e-mail address _____

Written Description of Extension Location (include number and size of lots to be served) _____

Water Usage Requirements: (check one)

Residential Residential with sprinkler system

Agricultural, list type _____

Commercial, list activity _____

Institutional, list activity _____

STEP-BY-STEP PROCEDURE FOR LINE EXTENSIONS FROM EFRWS

1. Submit application to EFRWS Office Manager along with 3 plats showing location, roads, lots to be served, and scale; 2 of these go immediately to EFRWS Operations Manager and Consulting Engineer. They begin an evaluation of EFRWS capacity to handle the proposal. If time allows for reasonable period of investigation the Application is presented at the next BoD meeting with staff recommendations on preliminary approval. If time does not allow, the recommendation is continued until the next regular meeting (unless and until the BoD initiates an interim e-mail or conference call policy)
2. Once the BoD grants Preliminary Approval the staff begins work on plans and specs. When the Consulting Engineer approves, the developer is provided information needed to solicit bids.
3. Once a contractor is chosen, the developer and/or contractor meets with EFRWS Operations Manager and Consulting Engineer to determine a construction plan including scheduled inspection phases.
4. After an approval letter from the Operations Manager construction can commence.
5. Contractor notifies EFRWS Operations Manager near the end of construction to coordinate purchase and installation of tie-ins.
6. After passing all tests required by DHH or the staff of EFRWS request final acceptance can be submitted.

EAST FELICIANA RURAL WATER SYSTEM POLICY ON NEW DEVELOPMENTS

**9923 Battle Road
Ethel, Louisiana 70730
225-683-9698 / 225-683-9610 fax**

Construction of new water service, in an as yet unimproved area franchised to the East Feliciana Rural Water System (hereafter EFRWS) shall be the responsibility of the requesting party(ies). They shall submit a letter requesting new services to the EFRWS Board of Directors, which includes 3 copies of a plat showing the project name, scale, north arrow, location, any new lots created, existing and proposed streets, site usage, and a contact person's name, telephone, and e-mail address. (Note: the EFRWS Board of Directors meets on the third Thursday of each month). At the discretion of the Board, this will initiate an evaluation by the EFRWS System Manager, and Consulting Engineer of existing supply lines, well capacity, and other factors which might affect feasibility.

If the Consulting Engineer finds the request is feasible, letters shall be sent advising the requesting party and President of the Board that preliminary approval has been granted and work may begin on design drawings. Any design must take into account the standards and specs of the EFRWS. In case the Consulting Engineer finds the request cannot be granted, a report stating reasons why and recommending possible remedies shall be forwarded to the Board for consideration at the next regular meeting.

When design drawings are complete the requesting party shall submit one copy to the EFRWS Office and one to the consulting Engineer for review. Once the proposed design is reviewed and approved, the requesting party may let the project for bids. **Note:** Contractors must be currently licensed to do business in the State of Louisiana, provide a bond, and insurance certificate listing EFRWS as additionally insured. Following that, the requesting party and/or his contractor shall set a pre-construction meeting with the contractor, EFRWS System Manager, and the EFRWS Consulting Engineer to review specs and requirements, and set up stages for inspection and approval by EFRWS. No work shall commence without approval of the EFRWS Consulting Engineer. EFRWS reserves the right to terminate preliminary approval of any project that is not conforming to specifications and inspection schedules.

During the course of construction, the contractor shall keep accurate records of any deviations from the design plans so that an accurate plan of the in-ground system results.

When work is near completion the contractor shall inform the System Manager and Consulting Engineer by letter to coordinate purchase and installation of tie-ins.

EFRWS will be responsible for all tie-ins to existing lines and installation of meters. Any materials for tie-ins shall be specified by EFRWS and purchased by contractor prior to their installation by EFRWS. After notification of completion by EFRWS, the contractor shall super chlorinate, flush, and sample the new lines. EFRWS will issue final approval after all inspection reports are satisfactory and on written proof of clear health samples conforming to all regulations set forth by the La. Dept of Health and Hospitals. After final approval the EFRWS Board of Directors may accept ownership of new developments. Under no circumstances will the EFRWS Board of Directors accept any new construction which has not gone through this process.

Chronology

1. Submit a written request to EFRWS BoD along with 3 copies of plat showing proposed new Project
2. At the EFRWS BoD discretion the plats are distributed to the Consulting Engineer and System Manager for evaluation and recommendation.
3. The Consulting Engineer may grant preliminary approval and notify the requesting party may begin design drawings according to the standards and specs of EFRWS. If approval is not recommended the System Engineer reports and makes a recommendation to the EFRWS BoD at the next regular meeting.
4. Completed preliminary design drawings are submitted to both the System Engineer and System Manager.
5. The Consulting engineer reviews and approves construction drawings and calls the pre-construction conference. After that the requesting party may shop for bids or begin construction at their discretion; NOTE construction must be done by qualified licensed contractors (see EFRWS policy on new developments)
6. The requesting party is responsible for submitting accurate, up-to-date plans of the actual installation, including notations about any deviation from construction plans and why made.
7. Contractor notifies EFRWS Systems Manager near the end of construction to coordinate purchase and installation of tie-ins.
8. Super chlorinate, flush, and sample all lines for clear health samples.
9. Developer requests final acceptance by EFRWS Board of Directors.

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