



## Southeast Metro Stormwater Authority

### ***Public Improvement Permit Instruction Packet***

*Refer to City of Centennial Stormwater Management Manual for Additional Information*

#### **Step One: Applying for Stormwater Public Improvement Permit (SPIP) from SEMSWA**

The applicant will need to pick-up the approved Phase III Drainage Report and Construction Drawings and the SPIP Instruction Packet. It is the applicant's responsibility to complete the permit contained in the SPIP Instruction Packet and return to SEMSWA with the permit fee. In order to determine the permit fees, the permit fee calculation sheet should be completed by the applicant.

In order to apply for a SPIP, the following must have already been completed:

- Construction Drawings approved by City of Centennial/SEMSWA
- Phase III Drainage Report Approved by SEMSWA
- GESC plan/report approved by SEMSWA
- Subdivision Improvement Agreement (SIA) executed between applicant, City, and SEMSWA
- Letter of Credit for the SPI's has been provided to SEMSWA (see LOC template)
- Operations and Maintenance Manual and Maintenance Agreement Executed and Recorded
- Drainage Easements and Easement Agreement executed and recorded.
- All applicable City, State, or Federal permits obtained

#### **Step Two: Obtaining a Stormwater Public Improvement Permit from SEMSWA**

If the conditions outlined above have been met, the applicant can pay the permit fee and pick up the SPIP at the SEMSWA offices. NO SPIPs WILL BE ISSUED IN THE FIELD.

The applicant should schedule a public improvement preconstruction meeting with SEMSWA.

#### **Step Three: Throughout the Duration of the Stormwater Public Improvement Permit**

Provide regular inspections in accordance with the Stormwater Management Manual. THE CONTRACTOR MUST CONTACT SEMSWA FOR INSPECTIONS RELATING TO STORMWATER PUBLIC IMPROVEMENT INSTALLATION 48 HOURS IN ADVANCE OF THE INSTALLATION AT 303-858-8844. FAILURE TO CONTACT SEMSWA FOR SUCH INSPECTIONS MAY RESULT IN THE REQUEST TO REMOVE THE STORMWATER IMPROVEMENT.

#### **Step Four: Stormwater Public Improvement Permit and Probationary Acceptance**

For all Stormwater Public Improvements (PA), such as improvements constructed under an SIA, record drawings must be submitted to SEMSWA. The Probationary Acceptance request packet should be compiled as follows:

- (a) Application for review form (see packet)

- (b) PA Acceptance Form (see packet)
- (c) Request for PA letter – the letter must describe the improvements for which the request is being made. ALL PUBLIC IMPROVEMENTS ASSOCIATED WITH A PROJECT WILL BE ACCEPTED AT THE SAME TIME. Therefore, the request for PA must occur after all of the SPIs are complete. The letter should designate a contact person, including an address and telephone number. Additionally, the letter must acknowledge maintenance responsibility. If the applicant is requesting SEMSWA’s maintenance, SEMSWA’s Memorandum of Design Approval must be attached to the letter indicating that the improvement is eligible for SEMSWA maintenance. The letter must also acknowledge that the developer/owner has fulfilled the SIA requirements including testing.
- (d) Record or As-Built Drawings – Must be submitted as original black line reproductions suitable for scanning and as a Digital CAD copy on CD, include Engineer’s Certification Statement (see packet), include the SEMSWA case number, sequentially numbered sheets.
- (e) Surveyor’s Certification Statement (see packet)

In the event the responsible Engineer cannot certify substantial compliance for the site, or any portion of the site, a list of changes to the plans should be provided to SEMSWA for consideration of acceptance. All such proposed changes should be bubbled or otherwise highlighted on the plans. These requested changes should be noted on the Record Drawings and labeled as “Exceptions”.

Upon receipt of the PA Packet from the applicant, SEMSWA will schedule a PA inspection. This inspection should occur within 10 working days of SEMSWA’s receipt of said request. Within 10 working days of the PA inspection, SEMSWA will issue a list of deficient or a “punch list” that outlines stormwater public improvements that are not eligible for PA due to deficiencies. After repairs have been made, the applicant should request a PA re-inspection for the SPIs. When there are no outstanding issues associated with the SPIs, SEMSWA will issue PA through a PA Letter. This letter will give the date the improvements are eligible for Final Acceptance (FA), which typically occurs one year after the date of the PA Letter.

Upon PA, the applicant is eligible for a reduction to 10% of the original amount of collateral posted with SEMSWA through the SEMSWA SIA. However, if SEMSWA determines it to be necessary, an amount greater than 10% of the collateral can be held.

Please note that City of Centennial Preliminary Acceptance for general Public Improvements is separate from the SEMSWA Preliminary Acceptance process.

#### **Step Five: Stormwater Public Improvement and Final Acceptance**

Once PIs have been completed and the designated warranty period as outlined in the PA has been met, the applicant can request Final Acceptance (FA). The FA Letter should include reference to the project name, case number, and location, and should be attached to the FA Request Form (see packet).

Upon receipt of the FA Packet from the applicant, SEMSWA will schedule a FA inspection within 10 working days of said request. It is the owner/developer’s responsibility to assure the SPIs are free of sediment, debris, and clean at the time of FA inspection. SEMSWA will issue a list of deficiencies “or a “punch list” based on the FA inspection. After repairs have been made, the applicant should contact

SEMSWA for FA re-inspection. When there are no outstanding issues associated with the SPIs, SEMSWA will issue FA through a FA Letter. If the applicant has requested SEMSWA maintenance of regional facilities, or facilities in the ROW, SEMSWA will issue a Memorandum of Maintenance Approval upon successful completion of FA (provided the conditions listed in the Memorandum of Maintenance Approval have been met).

Upon FA, the applicant will receive a full reduction of the original amount of collateral posted with SEMSWA through the SEMSWA SIA.