



## **SEWER SERVICE CHECKLIST**

**Please use this checklist as a guide during your sewer service application and installation process.**

- Complete and submit *Sewer Service Application*, and pay for sewer connection and inspection fees.**
- Complete and submit *Utility Excavation within the Public Right-of-Way Application*. NOTE: Applications are not considered complete unless accompanied by required documentation and payment has been received.**
- \*\*\*Inspection Required\*\*\* All materials and connections must be inspected by a representative of the Town Sewer Department prior to final covering of any work connecting to a sewer main. Please call 360-378-5400 to schedule your inspection.**
- Provide the Town with a *Bill of Sale*, as required, for all installed piping, taps, cleanouts, and other appurtenances from the owner's property to the sewer main.**

**Please do not hesitate to contact us with questions:  
360-378-2810**

**Town of Friday Harbor**

PO Box 219 / Friday Harbor / WA / 98250

(360) 378-2810 / fax (360) 378-5339 / www.fridayharbor.org

**Sewer Service Application**

|  |                          |                                 |
|--|--------------------------|---------------------------------|
| Application date:  | Tax Parcel Number:       |                                 |
| Applicant name (please print):   | Phone number:            |                                 |
| Mailing address of Applicant:  | Email:                   |                                 |
| Name of Property Owner:  | Phone number:            |                                 |
| Location & legal description of property to be served (use additional sheet if necessary)  |                          |                                 |
| 1. Intended use (circle one): <input type="checkbox"/> SFR <input type="checkbox"/> MFR <input type="checkbox"/> PS <input type="checkbox"/> CO <input type="checkbox"/> UT <input type="checkbox"/> PU <input type="checkbox"/> SA <input type="checkbox"/> LM <input type="checkbox"/> IN  |                          |                                 |
| 2. <b>Attach a site plan</b> of property showing building location to be served.   |                          |                                 |
| <p>I, the undersigned, understand that no work or service installation may commence until all of the above requested information is submitted, all applicable charges are paid<sup>1</sup>, and a Utility Excavation within the Public Right-of-Way permit is obtained. Additionally, I understand I must provide the Town with a Bill of Sale. I further understand that sewer service charges shall be assessed on the first of the month following the side sewer installation or in no case later than thirty (30) days after receipt of payment of the connection charge and shall continue until a request for disconnection of service is received. I also agree to conform to the rules and regulations established by the Town as a condition to the use of the sewer system.</p> |                          |                                 |
| <b>SIGNATURE OF APPLICANT</b> <span style="float: right;"><b>Date</b></span>   |                          |                                 |
| <b>TOWN OF FRIDAY HARBOR USE ONLY</b>  |                          |                                 |
| Water meter size: _____  |                          |                                 |
| Connection Charge <sup>2</sup> :   |                          |                                 |
| System Development Charge  | 425.000.001.379.35.10.00 | \$                              |
| General Facilities Charge  | 425.000.001.379.35.11.00 | \$                              |
| If Multi-Family Residential:<br>Number of units _____ @ _____ per unit   |                          | \$<br>(Split: SDC 40%, GFC 60%) |
| Inspection Charge  | 420.000.000.343.50.13.00 | \$150.00                        |
| <b>Total Charges Due:</b>  |                          | \$                              |
| <hr/>  |                          | <hr/>                           |
| Tax Parcel #   | Town Administrator       | Date                            |

<sup>1</sup> All fees and charges are subject to change without prior notice. <sup>2</sup> Applied charges based on the most recent Town fee schedule.

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**UTILITY EXCAVATION WITHIN THE  
PUBLIC RIGHT-OF-WAY APPLICATION**

|  |  |  |                         |
|--|--|--|-------------------------|
| Application Date   | Tax Parcel number(s) of project location | <b>OFFICE USE ONLY:</b><br>Permit File # _____ |                         |
| Applicant / Franchise Holder   |  |  |                         |
| Mailing Address  |  | Email Address                                  |                         |
| City   | State                                    | Zip  | Telephone #             |
| Project Location (must include map identifying project location)   |  |  |                         |
| Project Description (must include date(s) of proposed work)  |  |  |                         |
| Is project within 200 feet of the shoreline?   |  | Yes  | No                      |
| Contractor of Record:  |  | WA State Contractor's Reg. #                   | Town Business License # |
| <b>A Certificate of Liability Insurance policy, naming the Town of Friday Harbor as Additional Insured and Certificate Holder, plus associated Additional Insured Endorsement must accompany this application. The Town of Friday Harbor shall be the Certificate Holder and the description of operations/locations must be specific to the project. Policy limits on the Certificate shall be in the amounts as set forth on page 8.</b> |  |  |                         |
| The Contractor of Record (COR) agrees that all repairs will be completed in accordance with Town of Friday Harbor Street Standards on pages 3 and 6. <b>COR Signature</b> _____ <b>Date</b> _____  |  |  |                         |
| <b>I, the undersigned, have read and understand the attached and agree to follow all instructions, procedures, and conditions stated herein. I, the undersigned, also understand and agree that I am/we are fully responsible for any and all damages or injuries occasioned by the work detailed herein, including work performed by employees, sub-contractors, or consultants of Applicant.</b>   |  |  |                         |
| <b>Signature of Applicant</b> _____  |  | <b>Date</b> _____                              |                         |
| <b>OFFICE USE ONLY:</b> Approved _____ Approved w/ Special Requirements (see pg. 5) _____ Denied _____   |  |  |                         |
| Town Administrator _____   |  | Date _____                                     |                         |

## **PROCEDURE**

1. Applicants for permits to perform work in or to occupy Town street right-of-way (ROW) with utilities, or holders of granted franchise rights contemplating work upon, along, over, or under any Town street, road, avenue, or alley on property in the Town, shall first file with the Town Administrator an application to do such work.
2. Applicant will be responsible for understanding and following all specifications and conditions agreed upon.
3. Such applications shall be accompanied by a drawing. Drawings shall be to a working scale, showing position and location of work, names or numbers and width of streets, roads, etc., showing their location in the plat, or subdivision, showing the relative position of such work to existing utilities, constructed, laid, installed, or erected within such streets or right of way.
4. The actual location of the work to be done under this permit must be flagged or marked, its depth below or above surface or grade of any Town structure, street, road, avenue, or alley, and shall be approved by the Town Administrator for any special requirements before any work shall be done by the applicant.
5. The applicant shall specify the type of construction by submitting plans showing the class of material and the manner in which the work is to be accomplished. Signing, barricades and traffic control in the vicinity of the work shall strictly conform to provisions of the "Manual on Uniform Traffic Control Devices for Streets and Highways" and the "Manual for Emergency Traffic Control for Protection of Men & Equipment". The applicant shall pay to the Town all costs of expenses incurred in the examination, inspection, and supervision of such work resulting from the granting of said permits.

## **STANDARDS AND SPECIFICATIONS FOR UTILITY INSTALLATION**

1. Utilities shall be installed in accordance with Town specifications.
2. It will be the applicant's responsibility to contact all utilities in the area of the proposed street crossing to ensure that no existing underground utilities will be disturbed when the work is performed.
3. Utility crossings shall be as near right angles to the street as practicable.
4. All utilities crossing the street shall be installed with PVC Schedule 3034 plastic or equivalent conduit.
  - 4a. **All piping work related to sewer service connections made to the Town sewer main will be performed by a licensed plumber unless otherwise authorized by the Town Administrator.**
  - 4b. A 6" (six-inch) sewer clean out shall be installed at the edge of the Town right of way/property line for future access and locating purposes. If the sewer connection is utilizing an existing 4" service line, then a 4" clean out will be acceptable. Clean outs shall be housed in a box labeled "Sewer C/O" and material of box appropriate for the potential weight load on the surface at the clean out location (i.e. driveway vs. lawn or flowerbed).
5. A minimum of 24 hours notice shall be given to the Street Department.
6. The traffic control required for the crossing shall be provided by the contractor and approved by the Town Administrator.
7. All blacktop removal shall require vertical cuts of the existing surface.
8. All trenches shall be bedded and backfilled with select material in 8" lifts by the contractor and compacted by a mechanical tamper.
9. Unsuitable backfill material (as determined by the Town) shall not be permitted.
10. The top 6" of the crossing shall be crushed rock.
11. The roadway and roadsides affected by the crossing shall be restored to a neat and orderly condition.
12. Pavement cuts shall be patched with HMA, minimum 2 inches, by the contractor within 30 days. The contractor shall be responsible for maintaining the traveled way each day until such time as the patching has been accepted by the Town.
13. All work under this permit must be performed in compliance with the Town of Friday Harbor Design and Construction Standards in place at the time the work is performed. This includes both the excavation and repair of all right of way disturbed.

**Town of Friday Harbor**

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(360) 378-2810 / fax (360) 378-5339 / [www.fridayharbor.org](http://www.fridayharbor.org)**UTILITY CHECKLIST**

Property Owner / Authorized Agent:

Job Address:

**The following utility companies shall be contacted by the applicant prior to a permit being issued by the Town of Friday Harbor.****Orcas Power & Light Company: 360-376-3550**\_\_\_\_\_  
Signature of Authorized Representative    date**CenturyLink: 360-676-7856 -or- [kari.marcotte@centurylink.com](mailto:kari.marcotte@centurylink.com)**\_\_\_\_\_  
Signature of Authorized Representative    date**Rock Island: 360-622-2505 -or- [fiber@rockisland.com](mailto:fiber@rockisland.com)**\_\_\_\_\_  
Signature of Authorized Representative    date**Zito LLC: 208-599-4044**\_\_\_\_\_  
Signature of Authorized Representative    date**Town of Friday Harbor: Public Works 360-378-2154**\_\_\_\_\_  
Signature of Authorized Representative    date**I certify that I have contacted the utilities listed above.****Signature of Property Owner / Authorized Agent**    **date****It is the applicant's responsibility to notify all impacted parties 24 hours prior to any road closing. The following agencies will be notified at a minimum:**

|                                  |          |                                    |          |
|----------------------------------|----------|------------------------------------|----------|
| Friday Harbor Fire Department    | 378-4183 | Town of Friday Harbor Public Works | 378-2154 |
| San Juan County Sheriff's Office | 378-4151 | San Juan County Public Works       | 370-0500 |
| San Juan Island Fire District #3 | 378-5334 | United States Post Office          | 378-4511 |

Applicant is permitted to work on Town right of way as specified here. All work to be completed within 90 days from date of approval.

Date

REMARKS:

Approved by:

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### **SPECIAL REQUIREMENTS**

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Leadperson \_\_\_\_\_ Department \_\_\_\_\_ Date \_\_\_\_\_

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### **INSPECTION REPORT**

Bedding \_\_\_\_\_ Date \_\_\_\_\_  
Inspected by \_\_\_\_\_

Depth \_\_\_\_\_ Date \_\_\_\_\_  
Inspected by \_\_\_\_\_

Fill \_\_\_\_\_ Date \_\_\_\_\_  
Inspected by \_\_\_\_\_

Cover/Patch Final \_\_\_\_\_ Date \_\_\_\_\_  
Inspected by \_\_\_\_\_

**PUBLIC WORKS CONSIDERATIONS**  
**Street and Storm Drainage Standards – 1997 Edition – Section 3**

**3. PUBLIC WORKS CONSIDERATIONS**

**3A. BONDING**

**3A.01 General**

Bonds or other allowable securities may be required by the Town to guarantee the performance of or maintenance of required work. The type and amount of security shall be at the discretion of the Town. Types of securities include but are not limited to a bond with a surety qualified to do a bonding business in this state, a cash deposit, an assigned account, or a letter of credit. Standard forms for an assigned account and letter of credit are provided in Appendix A.

**3A.02 Right-of-Way Bonding Requirements**

Developers performing work in public rights-of-way shall be prepared to satisfy the following two bonding requirements.

**A Performance Bond.**

The Bond shall be approved as to surety by the Town, which bond shall be conditioned upon faithful completion of that portion of the work performed pursuant to the permit which will require completion by the Town should the permittee or his contractor default. The amount of such bond shall be equal to 150 percent of the improvements.

**B Maintenance Bond.**

Prior to final approval, the permittee or the contractor for the permittee shall post with the Town a maintenance bond for the guarantee of the public works improvements in an amount equal to 20 percent of the cost of the improvements for a period of one year after the completed job is accepted by the Town. Release of bond will occur one year from the date of Town acceptance if all maintenance has been accepted by the Town.

**3B. LIABILITY INSURANCE**

Any applicant receiving a permit under the terms of the Street and Storm Drainage Standards shall provide to the Town a satisfactory proof of the existence of the comprehensive liability insurance policy, in an amount and form determined by the Town Attorney, but in no event providing coverage less than the Town's coverage. The Town shall further be provided with an endorsement to such policy naming the Town as an additional insured.

Applicant Acknowledges Above \_\_\_\_\_  
Name & Date \_\_\_\_\_

## INDEMNIFICATION AGREEMENT

I, \_\_\_\_\_ as an authorized representative of \_\_\_\_\_ (Company) specifically and expressly agree to defend, indemnify, and hold harmless the TOWN OF FRIDAY HARBOR and all its officers, officials, employees, and agents from and against any claim, damage, liability, cost, penalties, attorney fees, etc. of whatsoever kind on account of death or injury of any or all persons involved and/or on account of all property damage of any kind whether tangible, intangible, or loss of use resulting therefrom, to any party arising from or in any matter connected with the use and/or work authorized by this permit taking place on publicly owned property, except damages arising from negligent acts for which the TOWN OF FRIDAY HARBOR is solely responsible.

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Signature

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Date

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Name of Organization

Accepted by:

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Town of Friday Harbor

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Date

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**REQUIRED POLICY LIMITS OF GENERAL LIABILITY COVERAGE  
ON CERTIFICATE OF INSURANCE**

1. Each Occurrence--\$1,000,000
2. Damage to Rented Premises--\$200,000
3. Med Expenses--\$10,000
4. Personal and Adv Injury--\$1,000,000
5. General Aggregate--\$2,000,000
6. Products-Comp/Op Agg--\$2,000,000

## **BILL OF SALE**

### **SEWER SYSTEM TOWN OF FRIDAY HARBOR**

San Juan County, Washington

**KNOW ALL PERSONS BY THESE PRESENTS**, that for and in consideration of the mutual benefit of the parties; \_\_\_\_\_, Grantor, does hereby grant, bargain, and sell to the TOWN OF FRIDAY HARBOR, San Juan County, Washington, Grantee, the following described improvements situated in San Juan County, Washington:

**A sanitary system consisting of:**

| <b>SEWER MAINS</b> |      |    |      |
|--------------------|------|----|------|
| LOCATION           | FROM | TO | SIZE |
|                    |      |    |      |

Including approximately \_\_\_\_\_ linear feet of piping plus taps, cleanouts, and all other appurtenances from the Grantor's property to the sewer main described above, to have and to hold the same to the said Grantee, its successors, and assigns forever.

The undersigned hereby covenants that it is the lawful owner of said property; that the same is free from all encumbrances; that all bills for labor and material have been paid; that it has the right to sell the same as aforesaid, that it will warrant and defend the same against the lawful claims and demands of all persons holding Grantee harmless from all claims.

This Bill of Sale is given in consideration of the agreement of the Grantee, for itself, its successors and assigns to incorporate said domestic sewerage system into its utility system and to maintain them as provided in the applicable Town ordinances.

**IN WITNESS WHEREOF**, the undersigned has caused this instrument to be executed by its proper officers, who are duly authorized, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature: \_\_\_\_\_

Name/Title: \_\_\_\_\_

STATE OF WASHINGTON )  
 )  
COUNTY OF SAN JUAN

On \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, personally appeared before me \_\_\_\_\_, who is personally known to me and whose identity I proved to be the signer of the above instrument, and he acknowledged that he signed it.

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Notary Public

My commission expires: \_\_\_\_\_

This Bill of Sale is given and accepted pursuant to Resolution No. \_\_\_\_\_ of the Town of Friday Harbor, San Juan County, Washington.