

Development Guide

The following document has been prepared to serve as an informational guide to Developers proposing to develop property in the unincorporated areas of Taney County.

The Taney County Regional Sewer District (District) Board of Trustees is the local approving authority of any proposed wastewater system to be constructed in the unincorporated areas of the County. Any development in which connection to a District maintained collection system is proposed or a development originating in the unincorporated areas of the county and proposing to connect its sewer system to a municipal owned collection system must be granted concept and final approval from the Board in order to comply with the requirements of the Planning and Zoning Department.

CONNECTION TO A DISTRICT MAINTAINED SYSTEM

Step 1 – Pre-Submittal Meeting:

The pre-submittal meeting is necessary to provide a time in which the District Administrator and the Developer and/or his/her representative can meet to discuss the approval process and the necessary information required when seeking concept and final approval from the Board. A preliminary plat or aerial photo of the project site will be helpful at this meeting to use as a point of discussion. At this meeting the Developer will be given the proper application form along with a checklist to be used to monitor the progress of the project.

Step 2 – Capacity Analysis and Plan Review:

One set of preliminary engineering plans, specifications and engineering report shall be submitted to the District Administrator, who will perform the capacity analysis and plan review for the District or may delegate this task to one of the District's consulting engineers. The cost of the consulting engineer service will be charged to the Developer by the Consulting Engineer firm at an hourly rate. It is recommended that the Developer provide accurate information in order to expedite this process thus keeping the costs for these services to a minimum. The information must give specific detail regarding design and peak flows, population equivalents and point of connection to the District's system. Based on the results of the capacity analysis upgrades to the existing system may be necessary. In this event, the Developer and the District shall enter into a "Development Agreement" that will specify how the development will be approved to proceed. It is the general policy of the District that the cost of any necessary upgrades shall be borne by the Developer. The estimated cost to perform said upgrades must be paid to the Taney County Regional Sewer District in the form of a cashiers check or electronic funds transfer to the District's account prior to the development being allowed to move forward in the process.

Step 3 – Concept Approval:

The concept approval meeting is the first time that the project is presented to the Taney County Regional Sewer District Board of Trustees for their review. At this time, the project's file shall include a completed project application, assessor property number identifying the location of the site, a copy of the capacity analysis, complete engineering report and accurate engineering design plans and specifications. This information must be presented at least two-weeks (2) prior to the requested

meeting date to provide time for staff review. Once all necessary information is on file and found to be in order, the project will be placed on the next available meeting agenda for concept presentation to the Board. If all the information is deemed to be in order and concept approval is granted by the Board, the Continuing Authority Letter will be signed and the project will be allowed to move forward to begin the Missouri Department of Natural Resources (DNR) review and approval process. If there are issues or questions from the Board, the Developer will address them and resubmit documentation for the next Sewer Board meeting, if necessary.

Step 4 – Final Approval:

Once the project has been reviewed and approved by the DNR and the "Construction Permit" issued, the project must be brought before the Board a second time for final review and approval. To submit to the Board for final approval a full set of DNR approval documents including a copy of the DNR approved and stamped plans must be submitted to the District for staff review. Also, if any part of the engineering documents including the engineering report, design plans or specifications has changed due to DNR requirements, the District shall be copied of all changes. This information, as required in the concept phase, must be presented two weeks (2) prior to the requesting meeting date to provide time for staff review. If, during the final review and approval process, all materials are found to be in order, the Board will grant final approval and "Decision of Record". The Decision of Record must be followed throughout the development phase of the project. If it is shown that the Decision of Record is not being followed, the approval shall be revoked and construction halted on the project until the issue is corrected in a manner consistent with the District's policy.

Step 6 – Acceptance By District of Facilities:

At the time of completion of the wastewater facilities and prior to acceptance of the facilities by the District, an agreement shall be entered into providing for the transfer of assets to the District as well as the Right-of-Way easements necessary to access and maintain the facilities. All components of the system must be tested to insure proper construction. The required testing that shall be conducted is outlined in the District Standard Specifications along with the required standards that must be met demonstrating a passing result of each test. Any deficiencies found must be corrected prior to acceptance by the District. All testing results must be certified by the project engineer and submitted in writing to the District office prior to final connection being approved. Any development making connection to the District's system prior to these issues being complied with shall be promptly disconnected. The Developer must reimburse any and all costs incurred for this disconnection to the District final connection will be allowed. The Developer shall be responsible for the workmanship and components of the system for a period of two-years beginning at the date of acceptance by the District. It shall be the responsibility of the Developer to correct, at his/her expense, any failures of the system resulting in poor workmanship or component/material failure.

Developer's Check List

CONCEPT APPROVAL		PRIOR TO APPEARING BEFORE BOARD FOR CONCEPT APPROVAL THE FOLLOWING INFORMATION / ACTIONS ARE REQUIRED
RECEIVED	DATE	
		Pre-Submittal Meeting
		Capacity Analysis
		Completed Project Application
		Assessor Property Number
		Engineering Report (Prepared in accordance with DNR requirements)
		Engineering Plans & Specifications
		Concept Approval granted
		Continuing Authority Letter signed
		Concept Decision of Record issued to Developer

FINAL APPROVAL		PRIOR TO APPEARING BEFORE BOARD FOR FINAL APPROVAL THE FOLLOWING INFORMATION / ACTIONS ARE REQUIRED
RECEIVED	DATE	
		Copy of DNR "Construction Permit"
		Copy of DNR approved plans & specifications. <ul style="list-style-type: none"> • Must be stamped and signed by DNR official) • Were plans & specifications changed due to DNR review process?
		Final Approval granted
		Final Decision of Record issued to Developer

ACCEPTANCE BY DISTRICT		PRIOR TO ACCEPTANCE OF THE SYSTEM BY THE DISTRICT, THE FOLLOWING INFORMATION / ACTIONS ARE REQUIRED
RECEIVED	DATE	
		System tested and certified in writing by project engineer
		Agreement to transfer facilities to District <ul style="list-style-type: none"> • Must be prepared by Developer's attorney • Must be approved by District's attorney
		Right-of-Way easements to access & maintain facilities granted to the District
		District acceptance of facilities
		Developer notified that they shall be responsible for workmanship & components of the system for a period of two-years beginning at date of acceptance by the District.