

Chapter 1 – Submittal Overview

Development Engineering Submittal Guide

1.0 INTRODUCTION

The purpose of this Handbook is to provide a guide for the steps and requirements needed for the developer's engineer to prepare and submit engineering plans for proposed subdivisions and non-residential development within the Village of Mt. Pleasant.

This handbook is not intended to list every established design standard but rather to help ensure an expeditious approval process, since it is the Village's policy not to initiate a review until all required information is submitted. Complete submittals should help reduce the applicant's cost by accelerating the approval process.

1.1 OTHER REFERENCES

In conjunction with this Handbook, the developer should reference the following which have planning and design guidelines.

- a. Village of Mt. Pleasant Subdivision Ordinance.
- b. Construction Site Erosion Control Zoning Ordinance.
- c. Post-Construction Storm Water Management Zoning Ordinance.
- d. Village of Mt. Pleasant Floodplain / Wetland and Shoreland-Wetland Ordinance.
- e. WDNR Chapter NR 151 of the Wisconsin Administrative Code.
- f. WDNR Technical Standards:
<http://dnr.wi.gov/org/water/wm/nps/stormwater/techstds.htm>
- g. WDOT Facility Development Manual.
- h. WDOT Standard Specifications for Highway and Structure Construction.
- i. Standard Specifications for Sewer & Water Construction in Wisconsin.

1.2 PLAN SUBMITTAL / GENERAL PROCEDURES

The following outlines the general procedures for the plan submittal and review process:

- a. Plan submittals should be addressed and mailed to the following address or personally delivered to the Village Hall.

Village of Mt. Pleasant
6126 Durand Avenue
Racine, WI 53406
Attn: Mr. William Sasse, P.E.
Director of Engineering

- b. The submittal must include a cover letter by the applicant indicating the review request and a listing all items being submitted.
- c. The submittal must contain all required plan(s) and supplemental information.
- d. Once a submittal has been received by the Village, the Village or their designated engineer will conduct an initial review of the application to check the submittal for completeness and accuracy.
- e. If the submittal is found to be incomplete, a letter of incompleteness will be sent to the applicant indicating additional items which need to be submitted prior to a plan review being initiated. If the additional items are not submitted within 30 calendar days from the date of the deficiency letter, the submittal will be considered null and void and discarded. A complete separate submittal will then need to be made by the applicant upon readiness.
- f. If the submittal is found to be complete, the Village's engineer will conduct an office review of the plans, specifications, and submitted materials and provide plan review comments or a recommendation of approval to the Village. The Village will then forward review comments or an approval letter to the applicant. At the discretion of the Village, the applicant may be carbon copied on review letter(s).
- g. Review comments must be addressed by the Engineer of Record for the project or Developer as applicable. Plans may be re-submitted only once all review comments have been addressed. Re-submittals must include a cover letter addressing each review comment, item by item, and revised plans and requested material(s) or the re-submittal will be considered incomplete and a review will not be initiated.
- h. Once a plan review has been initiated the applicant may expect to receive correspondence from the Village within 3 work weeks.
- i. Review fees are based on the Village Engineer's current hourly rate schedule and actual time spent reviewing plans and/or the Village's Consulting Engineer's current charge out rates.
- j. The applicant shall execute a pre-development agreement with the required minimum escrow deposit credited to the Village as specified in the agreement prior to initiating the review process. Escrow amount(s) are subject to the complexity of the project. The developer is responsible for costs of actual time spent for the review

of plans submitted if they exceed the escrow amount. An appropriate refund will be made if the cost is below the escrow amount.

1.3 ENGINEERING PLAN AND SUBMITTAL FORMAT STANDARDS

The Village has established the following standards for engineering plans submittals.

- a. All plans and materials shall be submitted at one time in duplicate and separated into two packages for distribution. One package will be kept by the Village and the second package will be forwarded to the Village's Consulting Engineer for review.
- b. Engineering plan sheets should be standard 24-inch x 36-inch or smaller, if clearly readable, and must be bound.
- c. Engineering plans should include a dated title/cover sheet and be sealed by a Wisconsin Registered Licensed Professional Engineer.
- d. Reports including storm water management plan(s) and construction specification manual(s) should be comb bound, dated with page numbers noted, and sealed by a Wisconsin Registered Licensed Professional Engineer.
- e. The initial submittal for a subdivision engineering review must include a copy of the preliminary plat.
- f. Plans for non-residential development must include within the bound plan set a dimensioned site plan and landscaping plan.

**Chapter 2 – Engineering Plan Title Sheet
Development Engineering Submittal Guide**

2.0 ENGINEERING PLAN TITLE SHEET CHECKLIST

The following is a checklist of the general requirements and items to be contained on the title/cover sheet of the submitted engineering plans.

- a. The official project title and a location map.
- b. Name of property owner, developer, and contact information of owner or owner's representative.
- c. Identification of horizontal and vertical control and coordinate system used with a listing of project benchmark(s).
- d. A legend of symbols and index of sheets.
- e. Date of preparation and applicable revision date(s).
- f. Stamp and signature of the Wisconsin Licensed Professional Engineer under which the plans were prepared.
- g. A note warning that Diggers Hotline must be contacted to locate underground utilities prior to the start of construction.
- h. If the plan contains the construction of any public road, storm sewer, sanitary sewer, or other Village owned facility the following note should be provided: "Prior to construction, a pre-construction conference must be held at the Village Hall. The preconstruction conference shall be scheduled and moderated by the designing Engineer of Record".

Chapter 3 – Non-Residential Site Plan Development Engineering Submittal Guide

3.0 NON-RESIDENTIAL SITE PLAN CHECKLIST

The following is a checklist of the general requirements and items to be contained on the site plan sheet for non-residential development (business, commercial, industrial, etc.).

- a. Building footprint and all setback lines with dimensions to the nearest point of the property line.
- b. Property lines with all survey dimensions.
- c. Existing and proposed utility, drainage, and cross-access easements.
- d. Dimensioned site layout.
- e. Landscape buffer areas.
- f. Property zoning classification, required number of parking spaces, and actual proposed parking spaces.
- g. Property size (acreage).
- h. Site calculated amount of building and pavement impervious surface areas and the amount of open space landscape area(s).

3.1 LANDSCAPING PLAN CHECKLIST

- a. Show the location and species of all trees, shrubs, sodded areas, enclosures, and fencing.
- b. Details and specifications for all plantings, enclosures, and fencing.

Chapter 4 – Grading / Erosion Control Plan Development Engineering Submittal Guide

4.0 GRADING / EROSION CONTROL CHECKLIST

Erosion control measures during construction shall meet the requirements set forth in the Village's Construction Site Erosion Control Zoning Ordinance.

The following items should be provided within the grading and erosion control plan(s):

- a. Existing and proposed topographic contours at intervals of 1-foot. Topography information should extend at least 25-feet onto the adjoining properties. Drawings should be based on USGS Elevations and the State Plane Coordinate System.
- b. Location and contours of proposed water quality detention and infiltration facilities with normal and high water (100-year) elevations indicated.
- c. Location and design of emergency overflow weirs and direction of emergency overland flow paths with details of control structures.
- d. The limits of any wetlands, lakes, ponds, streams, or primary environmental corridors and limits of applicable protective area setbacks.
- e. The limits of floodplain and floodway boundaries with appropriate base flood elevations noted.
- f. Proposed top of foundation elevation(s) and finished grade elevation(s) at the foundation of proposed buildings. Building design for habitable living space below the first floor elevation shall indicate the floor elevation of that space.
- g. Earthwork calculations for the entire development with the engineer's estimate of the amount of import or export of fill needed for the site grading plan. Offsite borrow areas and surplus disposal areas must be addressed and identified.
- h. Copies of Applicable permits as prepared for submittal: WDNR Notice of Intent, Chapter 30 permit, DOC Notice of Intent, Racine County Highway and/or DOT permits.
- i. Location of temporary soil stockpiles.
- j. Erosion control provisions, meeting WDNR standards, including details and calculations of erosion control treatment practices.
- k. A construction sequence schedule.

Chapter 5 – Storm Water Management Plan Development Engineering Submittal Guide

5.0 STORM WATER MANAGEMENT PLAN CHECKLIST

Storm water management is regulated by requirements set forth in Chapter NR 151 of the Wisconsin Administrative Code, in addition to Village's Post-Construction Storm Water Management Zoning Ordinance.

The following is a list of items which should be included in the bound storm water management plan.

Storm Water Management Plan Narrative

- a. Title sheet with official project name, date of preparation, and applicable revision dates. The title sheet must be stamped / sealed by a Registered Wisconsin Professional Engineer.
- b. Narrative of required storm water management performance goals for the development. This includes goals and technical standards set forth in the Village's Post-Construction Storm Water Management Zoning Ordinance and the Wisconsin Department of Natural Resource's Chapter NR 151 of the Wisconsin Administrative Code.
- c. Description of project site location and existing conditions including, land use, topography, existing drainage patterns, existing downstream structures, points of discharge, identification of navigable streams, wetland(s), floodplain(s), and other relevant features effecting storm water drainage of the development including areas draining to or through the development site.
- d. Description of site soil type(s) and identification of the Hydrologic Soil Classification(s) used (Type A, B, C, D).
- e. Description of the proposed development and post-construction site conditions including storm water management facilities being used to meet the performance goal(s), drainage patterns, points of discharge, protective areas, and other relevant features effecting storm water drainage of the development including any relevant impacts to upstream contributory or downstream receiving areas.
- f. Description of the analytical procedures used to quantify the pre-developed and post-developed storm water runoff rates, volumes, and water quality performance standards.

- g. Summary of the pre-developed and post-developed hydrologic and hydraulic parameters used in the evaluation including runoff curve number(s), time of concentration(s), drainage basin and sub-basin delineations.
- h. Summary of the project site's pre-developed and post-developed peak storm water runoff rates for the 2-year, 10-year, and 100-year frequency, 24-hour duration design rainstorm event(s) and comparison with the peak flow performance goal(s).
- i. Summary of the post-developed water quality analysis results and comparison with the performance goal.
- j. Summary of the post-developed storm water infiltration analysis and comparison with the performance goal.
- k. Maintenance plan / agreement covering all privately owned storm water management facilities.

Storm Water Management Plan Appendices

- a. Pre-developed and post-developed drainage area maps with topographic contours, time of concentration path(s), basin identification numbers and acreages.
- b. Hydrologic computer model printouts with page numbers including a model schematic, table of contents, model input summary sheets, time of concentration calculations, model output summary sheets. Note: Each model run should be separated by a divider sheet with an appropriate description heading.
- c. Water quality computer model printout including input parameters and output results.
- d. Infiltration design worksheets, if applicable.
- e. Soil investigation report(s), if applicable.

Chapter 6 – Storm Sewer and Overland Drainage Development Engineering Submittal Guide

6.0 STORM SEWER AND OVERLAND DRAINAGE

Storm sewer facilities may be privately or publicly owned as deemed appropriate by the Village. Storm sewers conveying runoff from public roads shall be public facilities covered by an easement or public right-of-way. Publicly owned facilities will be owned and maintained by the Village unless determined otherwise. Privately owned facilities must have a maintenance agreement with the Village designating the owner and long term maintenance responsibilities.

6.1 General Requirements

- a. In general, all storm sewers shall be designed for a 10-year reoccurrence frequency storm event as defined by the Southeastern Wisconsin Regional Planning Commission (SEWRPC).
- b. Storm sewers shall be designed to provide a minimum velocity of two (2) feet per second and a maximum velocity of twelve (12) feet per second for the 10-year design storm event.
- c. Public storm sewers alignments within new public roadways should be on the west and south side(s). Storm sewers should be aligned parallel to the sanitary sewers and generally 10-feet away from but no closer than 8-feet from the sanitary sewer within the limits of the roadway pavement.
- d. Manhole castings within new public roadways shall initially be constructed flush with the base course and subsequently adjusted at the time both the asphalt binder and surface courses are placed.
- e. Catch basins at low points shall be placed at the binder elevation with a temporary asphalt curb to the nearest curb joint to gap the curb. Final adjustments and concrete curb and gutter installation shall be completed as part of the Village's paving program for installation of the final layer of asphalt.
- f. Sewers crossing existing Village roads shall be backfilled using slurry backfill, unless otherwise specified by the Village. Roadway pavements must be sawcut and replaced "in kind" to a minimum of 1-foot beyond the top of trench limits. All pavement replacement limits shall be sawcut parallel or perpendicular to the pavement centerline.
- g. New sewer connections to existing manholes shall be cored.

- h. Drainage shall not adversely affect adjacent or downstream properties or cause upstream ponding or back-water problems. Design shall accommodate increased runoff created onsite and also consider potential for increased runoff from upstream areas, where applicable.
- i. Storm water management performance standards shall meet Village Ordinances and the WDNR Chapter NR 151 of the Wisconsin Administrative Code.
- j. Storm sewer pipe for public sewers shall be reinforced concrete pipe (RCP). Minimum sewer size is 15-inches for mains and 12-inches for catch basin leads.
- k. Inlets / outfalls greater than 12-inches in diameter shall have trash grates. Grates should be placed with the primary grate configuration being vertical on the inlets and horizontal on the discharge points.
- l. Double inlets shall be provided at sag curves within public roadways.
- m. For parking lots and other large paved areas, a minimum of one catch basin should be provided for every 20,000 square feet of impervious surface area, or as determined by the Village.
- n. Roof drainage for commercial, industrial, or multi-family residential buildings shall be connected to an available storm sewer system or an approved point of discharge. If an appropriate point of discharge is not available, leaders shall discharge to a grassed area or discharged to minimize icing problems on paved surfaces, as approved by the Village.
- o. Downspouts from single-family residential houses shall discharge to grassed areas. Downspouts may be connected to an available storm sewer manhole / catch basin with Village approval. Direct discharge to a curb and gutter section shall not be permitted without Village approval.
- p. Roadways and isles should be crowned where possible, to prevent icing problems in cold weather.
- q. Side slopes for open channels and swales should be a maximum of 4:1 but no steeper than 3:1.
- r. Grassed swales shall be designed to maximize water quality features. A minimum slope of 0.5% and maximum slope of 2.0% are required. Steeper slopes may be allowed if channel bottoms and side slopes are protected from erosion.
- s. Culverts under driveways, where required, shall be a minimum of 15-inches in diameter, but not less in diameter than adjacent upstream and downstream culverts, unless otherwise approved by the Village. Applications for culvert installations must be accompanied by culvert sizing calculations.

- t. Storm sewer outfalls and culverts should have flared end sections. Where required by the Village, geotextile fabric and riprap, turf reinforcement matting, or other erosion treatments shall be placed at the outlet for erosion protection.
- u. All storm manholes shall be a minimum of 48-inches in diameter and all catch basins shall be round 42-inch diameter or rectangular meeting the dimensions and specifications found in the Village's standard special provisions and details.

6.2 Sump Pump Lateral Standards

- a. Sump pump laterals must be provided within new subdivisions.
- b. All new lots shall have a 6-inch storm lateral extended from a public storm sewer to the lot line, unless otherwise approved by the Village. Laterals may be extended from the storm sewer in the adjacent road (or from the side / rear yard when such storm sewers are available). Storm laterals may also be directly connected to catch basins.
- c. Storm laterals shall be PVC Schedule 35 and shall be connected to the storm sewer by coring and installation of an approved boot (such as Kor N Seal). No debris from the coring or connection shall be left in the storm sewer.
- d. All storm laterals shall be capped at the lot line and shall have a wooden marker installed for relocation, with the location and depth recorded on the as-built plans
- e. Laterals over 100-feet in length from the main storm sewer to the lot line shall have a cleanout installed. Cleanouts shall meet WDOC requirements.
- f. On portions of roadways not requiring storm sewer for surface drainage, a minimum 12-inch diameter sump outlet storm sewer shall be extended in the roadway from the end of the downstream storm sewer. These storm sewers shall be RCP and shall be constructed the same as the main storm sewers. A manhole shall be provided at the upstream end for access / maintenance.
- g. New minor land divisions where storm sewers are not available may be required to provide alternative collection systems as determined by the Village.

6.3 Plan Submittal Checklist

- a. Identification of public vs. private facilities must be indicated on the plans.
- b. Sizing computations and storm sewer drainage area map.
- c. Rim and invert elevations of all drainage facilities.
- d. Sewer diameter, class of pipe, distance, and percent grade between manholes.

- e. Sump pump lateral locations and invert elevations at the right-of-way.
- f. Plan/Profile sheets are required for all public sewers whether in the road right-of-way or within easements.
- g. Limits of gravel, spoil, and/or slurry backfill.
- h. Material and size of any existing storm sewers to be tied into.
- i. Proposed public right-of-ways and/or easements (20-foot minimum) should be shown on the plans. Copies of complete easement documents must be provided, if applicable.
- j. Manhole, catch basin, end section, pond outlet structure, and riprap details.
- k. Swale or open channel detail(s).
- l. Project construction and specification manual for public storm water facility construction.

Chapter 7 – Sanitary Sewer Development Engineering Submittal Guide

7.0 SANITARY SEWER

Public sewers within the Village of Mt. Pleasant are owned and maintained by the Village. Wastewater flows are treated by the City of Racine Water / Wastewater Utility.

New sewer extensions must be approved by the Village, City of Racine Water / Wastewater Utility, Southeastern Wisconsin Regional Planning Commission, and the WDNR. Plan submittals to the Village and City may be done concurrently. City approval must be obtained prior to final Village approval of the plans. Plan submittal to the WDNR must be done **after** Village approval of the plans.

7.1 General Requirements

- a. Sewers along public roadways shall follow the centerline of the right-of-way. Additional manholes shall be provided in curvilinear roads to closely follow the centerline.
- b. Sewer alignments along existing roads or in easements shall be approved on a case-by-case basis. Alignment must be approved prior to completing / submitting construction plans.
- c. Sanitary laterals cannot be directly connected to manholes. Standard laterals for single-family residential lots shall be 4-inches in diameter. Laterals for multi-family, commercial, business, or industrial lots must be sized based upon anticipated wastewater flows.
- d. Risers shall be provided for all laterals over 14 feet in depth, in accordance with the Village's standard details.
- e. Outside drop manholes may only be used where the proposed drop exceeds 3.0 feet.
- f. Manhole castings within new public roadways shall initially be constructed flush with the base course and subsequently adjusted at the time both the asphalt binder and surface courses are placed.
- g. Sewers crossing existing Village roads shall be backfilled using slurry backfill. Roadway pavements must be sawcut and replaced "in kind".
- h. New sewer connections to existing manholes shall be cored.

- i. A temporary plug must be installed in the downstream manhole during construction to prevent sediment / debris from entering the downstream sewer. All plugs must be removed prior to the Village acceptance of the new services.

7.2 Plan Submittal Checklist

Plans

- a. Invert and rim elevations of all sewers manholes.
- b. Sewer diameter, distance, and percent grade between manholes.
- c. New sewer material and class of pipe.
- d. Lateral locations and invert elevation(s) at the right-of-way. Locations and length of any risers.
- e. Material and size of any existing sanitary sewer to be tied into.
- f. Profiles of all public sewers.
- g. Proposed public right-of-ways and/or easements (20-foot minimum) should be shown in plan view. Copies of complete easement documents should be provided, if applicable.
- h. Limits of gravel, spoil, and/or slurry backfill.
- i. Separation distances between sanitary sewer and other utilities.
- j. Manhole and riser detail(s).

Documentation

- k. A completed signed copy of the WDNR submittal form with a corresponding sewer service area map must be submitted along with a copy of the SEWRPC “208” letter. Submittal to the WDNR shall not be made until approval is given by the Village.
- l. A copy of the Racine Water/Wastewater Utility approval letter shall be provided prior to Village approval of the plans.
- m. A copy of the WDNR Sewer Extension approval shall be provided prior to the start of construction, or scheduling a pre-construction conference.
- n. Project construction and specifications manual.

Chapter 8 – Water Main Development Engineering Submittal Guide

8.0 WATER MAINS

Public water within the Village of Mt. Pleasant is supplied by the Racine Water/Wastewater Utility. New water mains are owned and maintained by the Racine Water / Wastewater Utility.

New water main extensions must be approved by the Racine Water / Wastewater Utility and the WDNR. Plan approval from the Racine Water Utility must be obtained prior to final Village approval of the plans.

Plan and submittal requirements should be obtained from:

Racine Water / Wastewater Utility
800 Center Street, Room 227
Racine, WI 53403
Contact: Charles Schweitzer, P.E.
Chief Engineer

8.1 General Requirements

- a. Water main alignment along new Village roads should be located 10-feet east or north of the roadway centerline. Appropriate bends / fittings should be provided to maintain the alignment on curvilinear roads.
- b. Water main alignments on existing Village roads or in easements shall be approved by the Village on a case by case basis. Alignment must be approved prior to completing / submitting construction plans.
- c. Water mains crossing existing Village roads shall be backfilled using slurry. Roadway pavement must be sawcut and replaced “in kind”.
- d. The Village of Mt. Pleasant Fire Department approval must be obtained for all proposed hydrant locations prior to construction.
- e. Water main size is determined by the City of Racine Water Utility. All water mains serving residential developments shall be a minimum of 8-inches in diameter and mains serving commercial or industrial developments shall be a minimum of 12-inches in diameter.
- f. All installation of water main meeting the criteria to obtain a right-of-recovery shall comply with the requirements of the municipal intergovernmental agreement for

water service and the right-of-recovery procedures required by the Village of Mount Pleasant.

8.2 Plan Submittal Checklist – For Village information and general review.

Plans

- a. Grade breaks, bends, fittings, valves and hydrants should be labeled on the plans with stations and elevations.
- b. Profiles are required for all public water mains.
- c. Water main size, distance, and percent grade between grade breaks.
- d. Material of new water main must meet the City of Racine Water Utility specifications.
- e. Lateral locations and invert elevation at the right-of-way.
- f. Limits of gravel, spoil and/or slurry backfill.
- g. Material and size of existing water main to be connected into.
- h. Separation distance(s) between water main and sanitary sewer.

Documentation

- i. Copy of completed and signed WDNR Water Main Extension form(s) and fire flow calculations.
- j. Copy of the Racine Water / Wastewater Utility approval letter.
- k. Copy of any other applicable County, WDOT, or WDNR permits.
- l. Project Construction and Specification Manual.

Chapter 9 – Road(s)

Development Engineering Submittal Guide

9.0 ROADS

9.1 General Requirements

- a. The following three year road buildout schedule is Village Policy for public road(s):

Year 1: After the installation of all utility and stormwater drainage improvements, the Village shall require the developer to proceed with grading and installation of the base course of all roadways and streets proposed to be dedicated in accordance with plans and specifications as reviewed by the Village Engineer.

Year 2: Curb and Gutter - During the second year of construction, the Village shall require the developer to proceed with the installation of concrete curb/gutter in accordance with the approved plans and specifications as reviewed by the Village Engineer.

Year 2: Asphalt (lower level) - During the second year of construction, the Village, at the developer's cost, may proceed with the installation of the asphaltic lower level course in accordance with the approved plans and specifications as reviewed by the Village Engineer. The installation shall only occur after the base course has been proof rolled and any necessary improvements or repairs have been completed to the satisfaction of the Village Engineer.

Year 3: Asphalt (upper level) - During the third year of construction, the Village at the developer's cost, may proceed with the installation of an asphaltic upper level in accordance with the approved plans and specifications as reviewed by the Village Engineer. The installation shall only occur after a complete inspection of the lower level course by the Village Engineer and any repairs as called for as a result of said inspection have been completed to the satisfaction of the Village Engineer. Third year installation of the asphaltic upper level may be delayed by the Village after review of the lot sales and the number of new buildings under construction.

- b. Road cross sections and cul-de-sac details must meet Village standards.
- c. Vertical curves meeting the WDOT design standards must be provided at all changes of profile that exceed a total change of 1.0%.
- d. Deceleration / Acceleration tapers in conformance with WDOT standards should be provided on existing roads at the intersections of new roads unless the existing road has been reconstructed to its ultimate cross section. The need for bypass lanes at all

new intersections with existing roads will be evaluated by the Village on a case by case basis.

- e. Intersection sight vision must be evaluated and appropriate restrictions provided as necessary.
- f. Temporary sloping easements outside the development limits must be shown on the plans. Copies of all approved sloping easements must be provided.
- g. Traffic signal plans meeting WDOT design requirements should be provided for any proposed signalized intersection.
- h. A project construction and specification manual must be provided.
- i. Construction of public roadways meeting the criteria to obtain a right-of-recovery shall comply with the requirements of the right-of-recovery procedures required by the Village of Mount Pleasant.

9.2 Plan Submittal Checklist

- a. Road plan / profile(s).
- b. Right-of-way limits should be shown.
- c. Lot lines and frontages.
- d. Vertical and horizontal curve information must be provided on the plans.
- e. Typical road cross-section and curb detail(s) must be provided.
- f. Where sidewalks are constructed, handicap accessibility ramps should be provided at all cross walks. An accessibility ramp detail must be provided.
- g. Actual road cross-sections must be provided at a minimum of 100-foot intervals.
- h. Radii of all intersections must be provided. Complete intersection details must be provided for intersections with existing road(s) and/or as deemed necessary by the Village. Details must include existing and proposed elevations on all pavement edges or curb and gutter top of curb elevations at all intersections.
- i. Plans must contain actual proposed street names as approved by the Village.
- j. Temporary T-turnarounds and end of road markers should be shown on the plans. End of Road markers shall be installed in accordance with the Village's standard detail for end of road markers.

Chapter 10 – Construction and Specification Manual Development Engineering Submittal Guide

10.0 CONSTRUCTION AND SPECIFICATION MANUAL

A Project Construction and Specification Manual (Project Manual) is required for all Village owned public facility construction, including storm sewers, sanitary sewers, and roadways. Project bidding and construction contract administration is the sole responsibility of the Developer and/or their agents.

The Project Manual format and specific agreements / contract with the Contractor is left to the Developer's and/or their agents discretion; However, the following items, at a minimum, must be included in the Project Manual for public infrastructure construction.

Standard construction specifications and details are provided in Appendices to be used in the Special Provisions. The Village standard construction specifications must be used. Any changes, alterations, or additions to the Village standard specifications must be specifically referenced and approved by the Village.

10.1 Project Manual Requirements

- a. Title sheet with official project name, date of preparation, and applicable revision dates. The title sheet must be stamped / sealed by a Registered Wisconsin Professional Engineer.
- b. Contract Documents.
- c. Insurance requirements.
- d. Bid forms with item quantity schedule. Note: The actual bid costs for public infrastructure shall be provided to the Village prior to infrastructure acceptance.
- e. Standard Construction Specifications. (See Appendix)
- f. Project Manual must be comb bound.

Chapter 11 – Policy Procedure for Right-of-Recovery Development Engineering Submittal Guide

11.0 PROCEDURES

In order for a developer to be eligible for a right-of-recovery from adjacent properties having the ability to benefit from the installation of public improvements, the following must be done.

- a. A cadastral map must be provided which delineates the area impacted by the right of recovery.
- b. Construction and engineering costs must be documented and verified by the Village.
- c. A cost recovery breakdown by tax parcel number must be provided for all properties impacted by the right of recovery.
- d. The Village shall be responsible for the collection and accounting for the right of recovery.
- e. The right of recovery shall expire 15 years from the date of the improvement(s) being publicly accepted.
- f. Simple interest shall be charged after the first year at the prime rate at the time the public improvement(s) were installed.
- g. The Village shall charge an administrative fee of \$500 per parcel payable upon the initial payment.
- h. The right of recovery payment must be made before the property connects into or utilizes the public improvement(s).
- i. The right of recovery provisions shall be included in the developer agreement.
- j. All requests for right of recovery must originate by request to the Village and completed prior to execution of the developer agreement.
- k. The developer shall notify all properties impacted by the right of recovery within 7 days of execution of the developer agreement. Copy of the notification shall be provided to the Village.