



Bloomington Township Public Water District Task Outline for New Developments and Extensions

Properties within the Bloomington Township Water District (BTPWD) service area that desire water and sanitary sewer service shall comply with Ordinances 10, 11, 12, and 14, the BTPWD General Specifications, and the Specifications for Water and Sewer Main Construction in Illinois, latest edition. The District policy for extending water and sanitary sewer lines is that the entire cost of the proposed improvements be paid for by individuals or developers desiring the water and sewer service. Sewer service is not available in all areas of the District.

This task outline, written for developers and individuals, is presented in a **general format**. The content will be modified to deal with applicable issues for each proposed water and sewer line extension.

I. Planning Phase

- A. Interested individuals or developer(s) shall determine the extent of the desired water and sewer service. Sewer service is not available in all areas.
- B. Confer with BTPWD Staff regarding the following:
 - 1. Obtain size and location for current water and sanitary sewer line connections;
 - 2. Water: coordinate the required connection points including requirements for looping to minimize the occurrence of dead-end mains;
 - 3. Sewer: desired point of connection to Bloomington-Normal Water Reclamation District (BNWRD);
 - 4. Routing: determine the appropriate routing for current and future needs; and
 - 5. Identify the need for permanent and temporary easements.
- C. Prepare preliminary design with sketch plan for the proposed project.
- D. Prepare preliminary budget estimate of cost and determine the feasibility of the project.
- E. Develop a preliminary project timeline.
- F. Prepare a "project specific" task outline regarding issues pertaining to BTPWD.
- G. Prepare property owner memorandum for distribution, if applicable. Solicit commitments from affected property owners within the project area.
- H. If water and sewer line easements are needed, conduct preliminary meetings with appropriate property owner(s) as necessary.
- I. Preliminary meetings with appropriate McLean County Staff, local Township Supervisor, BNWRD.
 - 1. Initiate governmental review processes per applicable County subdivision ordinances and keep BTPWD informed.
 - 2. Provide BTPWD with preliminary planning documents for review.

II. Design and Permitting Phase

- A. Prepare construction plans with specifications.
 - 1. Conform to applicable, McLean County, Township, BTPWD, BNWRD, State, Federal and other applicable regulations;
 - 2. Depending on the location of the water and sewer extension(s), the City of Bloomington or Town of Normal has planning review authority and may dictate materials used for construction;
 - 3. Illinois Environmental Protection Agency water and sewer construction permits will require additional signatures and sign-offs such as the City of Bloomington and BNWRD as applicable; and
 - 4. Submit plans and specifications to applicable agencies for review, approval, permitting, etc.
- B. Prepare easement(s) and easement agreement(s) for the proposed water and sanitary sewer extension(s):
 - 1. BTPWD Template for assignments is provided herein as Attachment 1;
 - 2. Developer or interested individual is responsible for preparation; and
 - 3. Developer or interested individual shall secure all necessary signatures.
- C. Sewer: prepare pre-annexation agreement(s) with BNWRD for sanitary sewer service.
- D. Submit completed plans and specifications, easements, etc. to BTPWD for final review. **Note: Applicable agency(s) must approve documents prior to submittal.**
- E. Update project cost estimate.
- F. Finalize commitments with affected property owners.
- G. Update project timetable and task outline.
- H. Update BTPWD General Manager and Board of Trustees regarding progress.

III. Construction Phase

- A. Secure qualified contractor(s) to construct water and sanitary sewer line extensions. Obtain concurrence with BTPWD General Manager.
- B. Provide shop drawings to BTPWD for review and comment. This is critical to acceptance and assignment of constructed infrastructure (water and sewer lines).
- C. Developer or individual shall field stake proposed improvements for construction.
- D. All proposed grades shall be achieved prior to installation of utilities.
- E. Contractor constructs the proposed water and sanitary sewer lines.

1. BTPWD shall provide a representative to observe construction.
 2. BTPWD general specifications and the State's Specifications for Water and Sewer Construction shall be followed.
 3. Developer or interested individual is responsible for project administration and construction until final assignment to BTPWD.
- F. Developer(s) representative shall provide contract administration:
1. Communications with BTPWD staff and Board;
 2. Payment application and lien waiver review, approval, and payment;
 3. Coordinate the design, permitting, and installation of all other utilities;
 4. Coordination of all financial matters; and
 5. Ensure all punchlist items are completed to the satisfaction of the authorities having jurisdiction (AHJ) and BTWPD.
- G. Contractor shall conduct all testing of installed facilities:
1. Water: pressure and bacteriological testing;
 2. Sewer: final testing (pressure test pipe, vacuum test manholes & televise sewer); and
 3. BTPWD representative to observe all testing.
- H. Prepare Record Drawings of all constructed water and sewer lines for review and acceptance by BTPWD.
- I. Final inspection by BTPWD
1. All construction shall be completed including final clean-up, site restoration, seeding, etc.;
 2. Final payment application and final lien waiver review and submission to BTPWD for review;
 3. Project close out and final acceptance in the field.
- J. Finalize acceptance and utility assignments to BTPWD.
1. Agreement with BTPWD;
 2. Provide 10-year warranty on constructed improvements once all utility services are installed including but not limited to: natural gas, cable, fiber, phone, electric, etc.; and
 4. BTPWD Template for assignments is provided herein as Attachment 1.

IV. Administrative Phase

- A. Acceptance of the sewer main installation by BNWRD
- B. Petition for sewer service by individual property owners to BTPWD and BNWRD
- C. Individual property owners shall complete BTPWD "Application for Water and Sewer Service". All applicable fees shall be paid by individual property owners. The applicable BNWRD permit and connection fees shall be included for sewer line extensions and connections.
- D. Connection to sewer:
 1. Contact District Manager for authorization 48 hours prior to connection.

2. District Manager or authorized representative to inspect connection prior to backfilling.
3. BNWRD Representative shall be present for connection to their facilities.

E. Billing initiated.

This Instrument Prepared By:

Daniel G. Deneen

207 W. Jefferson St., Ste 603

Bloomington, IL 61701

Return Recorded Instrument To:

Daniel G. Deneen

207 W. Jefferson St., Ste 603

Bloomington, IL 61701

**GRANT OF
WATER MAIN EASEMENT**

This Indenture Witnesseth that [GRANTOR1] and [GRANTOR2], hereinafter referred to as “Grantors”, for and in consideration of TEN AND NO/100 (\$10.00) DOLLARS AND OTHER GOOD AND VALUABLE CONSIDERATION, the receipt and sufficiency of which is hereby acknowledged grants, conveys, quit claims and dedicates to BLOOMINGTON TOWNSHIP PUBLIC WATER DISTRICT, hereinafter referred to as “Grantee”, a permanent easement across the following described property for the purpose of clearing, trenching for, laying constructing, operating, altering, maintaining and removing a water main and all necessary appurtenances thereto, which easement is depicted on the legal description attached hereto as:

[LEGALDESCRIPTION]

Property Identification Number (PIN): [PIN] _____

The grant of this Easement is subject to the following terms and conditions:

1. Grantee shall have through its employees, agents and/or contractors the free right of ingress and egress over and across the easement property insofar as such right of ingress and egress is necessary for the proper use of any right granted herein.
2. Grantee agrees to repair or pay Grantors for any damage to Grantors’ property resulting from Grantee’s exercise of the rights granted hereunder, including without limitation any damage to driveways, water or sewer lines, septic fields, fences, trees and other landscape materials. Grantee further agrees that whenever it digs into, excavates or otherwise disturbs the surface area of the easement, it will restore any such surface area so disturbed to its preexisting condition.
3. Grantee agrees to indemnify and hold Grantors harmless from any and all liability, damage, expense, cause of action, suits or claims of judgment arising from injury to persons and/or property on the above-described premises which arise out of the act, or failure to act, or negligence of Grantee, its agents, employees or assigns in the exercise of the rights under this Grant of Easement.

4. Grantors may not place, build, construct or erect any permanent structure on the permanent easement area without the express, written consent of the Grantee. Grantors shall assume the risk of loss of any plantings placed within the easement area after date of execution of this easement.

5. The terms, conditions and provisions of this Grant of Easement as herein set forth shall be binding upon and incur to the benefit of the heirs, successors and assigns of the respective parties hereto and shall run with title to the land.

DATED this _____ day of _____, 20__.

[GRANTOR1]

[GRANTOR2]

STATE OF ILLINOIS)
) ss.
COUNTY OF MCLEAN)

I, the undersigned, a Notary Public in, and for said County and State aforesaid DO HEREBY CERTIFY, that [GRANTOR1] and [GRANTOR2] are personally known to me to be the same persons whose names are subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that they signed, sealed and delivered the said instrument as their free and voluntary act, for the uses and purposes therein set forth, including the release and waiver of the right of homestead.

Given under my hand and notarial seal, this _____ day of _____, A.D. 20__.

IMPRESS SEAL HERE

NOTARY PUBLIC