



## SUBMITTAL REQUIREMENTS

### FOR SACRAMENTO AREA SEWER DISTRICT ENGINEERING, DEVELOPMENT SERVICES

#### **Sewer Studies – Requirements for Complete Submittal for Review – Submit directly to Sacramento Area Sewer District**

- 2 copies of sewer study with full scale maps
- Meets minimum sewer study requirements (see format per District Design Standards)
- Approved Permanent or Interim Shed Shift Request (if applicable)
- When approved, 3 copies signed and stamped by Registered Engineer

#### **Trunk Design Reports – Requirements for Complete Submittal for Review – Submit directly to Sacramento Area Sewer District**

- 2 copies of Design Report (format per District Design Standards)

#### **Pump/ Lift Stations & Force mains Design Reports – Requirements for Complete Submittal for Review – Submit directly to Sacramento Area Sewer District**

- Sewer Study Approved
- Addresses minimum requirements (format per District Design Standards)
- Request for any deviations from District Design Standards (see Request for Deviation Submittal Requirement)
- 5 copies of Design Report (2 to Sacramento Area Sewer District, 1 to Electrical Engineering, 1 to M & O, and 1 to Asset Management)
- 1 copy of the Geotechnical Report



## SUBMITTAL REQUIREMENTS

### FOR SACRAMENTO AREA SEWER DISTRICT ENGINEERING, DEVELOPMENT SERVICES

#### **Collector Improvement Plan Review – Requirements for Complete Submittal for Review – In addition to any LDSIR requirements**

**Note: Submittals must go through the LDSIR process unless project is located in the City of Sacramento. If the project is located in the City of Sacramento, submit directly to Sacramento Area Sewer District.**

- Sewer study has been approved (if applicable)
- 1 copy of Conditions of Approval
- 2 sets of full size plans
- Easements (if applicable)
- Request for any deviations from the District Design Standards
- Response to comments from previous review

#### **Re-submittal for Approval**

- 1 mylar set of final plans and specifications wet signed by Engineer for District signature if the project is not located in the unincorporated county. If the project is located in the unincorporated county, LDSIR signs the plans.
- 1 full size copy of plans
- Signed Easement with authorization of signature (if applicable)
- Signed Private Sewer Maintenance Agreement (if applicable)

**When approved by all jurisdictions and agencies, submit to LDSIR for distribution unless the project is located in the City of Sacramento. If the project is located in the City of Sacramento, distribute directly to Sacramento Area Sewer District.**



## **SUBMITTAL REQUIREMENTS**

### **FOR SACRAMENTO AREA SEWER DISTRICT ENGINEERING, DEVELOPMENT SERVICES**

#### **Trunk Improvement Plan Review – Requirements for Complete Submittal for Review:**

**Submittals – Submit to LDSIR for distribution unless the project is located in the City of Sacramento. If the project is located in the City of Sacramento, submit directly to Sacramento Area Sewer District.**

- Sewer Study or Design Report has been approved
- Documentation of any changes since approved Sewer Study or Design Report
- 1 copy of Conditions of Approval (if any)
- Request for any deviations from District Design Standards
- 2 full size copies of plans
- 2 copies of specifications
- Trench Calculations (plans must have trench tables)
- 1 copy of Geotechnical Report (can be included in specifications)
- Easement (if applicable)
- Reimbursement Agreement Application Package
- 1 copy of Environmental Compliance Review Documentation
- 1 copy of any required permits
- 1 copy of Engineer's Cost Estimate

#### **Re-submittal for Approval**

- Signed Easement with authorization of signature (if applicable)
- 1 mylar set of final plans and specifications wet signed by Engineer for District signature.
- 1 full size copy of plans and specifications
- Signed Reimbursement Agreement package
- Response to comments from previous review

#### **When approved, submit to LDSIR – In addition to any LDSIR requirements**

- 4 sets of plans and specifications for distribution (2 full size and 2 half sizes). 2 full size and 1 half size to Sacramento Area Sewer District; 1 half size for Asset Management.



## **SUBMITTAL REQUIREMENTS**

### **FOR SACRAMENTO AREA SEWER DISTRICT ENGINEERING, DEVELOPMENT SERVICES**

#### **Pump/ Lift Stations & Force mains Improvement Plan Review – Requirements for Complete Submittal for Review:**

**Submittals – Submit to LDSIR for distribution unless the project is located in the City of Sacramento. If the project is located in the City of Sacramento, submit directly to Sacramento Area Sewer District**

- Documentation of any changes since approved Design Report
- 3 copies of plans (1 half size and 2 full size)
- 3 copies of specifications
- 1 copy of Easement/Grant Deed
- 1 copy of Project Schedule
- 1 copy of Engineer's Cost Estimate
- 1 copy of Environmental Compliance Review Documentation
- 1 copy of required permits
- Signed Reimbursement Agreement Application Package
- Request for any deviations not approved during Design Report review (see Request for Deviation Submittal Requirement)

#### **Re-submittal for Approval**

- Signed Easement/Grant Deed with authorization of signature
- 1 mylar set of final plans and specifications to be wet signed by Engineer and for District signature
- 1 copy of final plans and specifications
- Signed Reimbursement Agreement Package
- Response to comments from previous review

#### **When approved, submit to LDSIR – In addition to any LDSIR requirements**

- 7 sets of plans and specifications for distribution (2 full size and 5 half size). 2 full size and 1 half size to Sacramento Area Sewer District; 1 half size to Asset Management; 2 half size to M & O; and 1 half size to Materials Lab
- If the project is in the City of Sacramento and not reimbursable, a CMID charge code needs to be established by LDSIR.



## SUBMITTAL REQUIREMENTS

### FOR SACRAMENTO AREA SEWER DISTRICT ENGINEERING, DEVELOPMENT SERVICES

#### **Deviation from District Design Standards – Requirements for Complete Submittal for Approval Submit directly to Sacramento Area Sewer District**

- 3 copies of Calculations wet signed by Engineer
- 3 copies of the alternative with costs and specifications
- 3 copies of reason for deviation from District Design Standards
- 3 copies of letters of support for substitution from  
Manufacturers/Distributors (if applicable)
- 3 copies of exhibits illustrating proposed deviations (2 copies to  
SASD and 1 copy to Asset Management)



## SUBMITTAL REQUIREMENTS

### FOR SACRAMENTO AREA SEWER DISTRICT ENGINEERING, DEVELOPMENT SERVICES

#### **Manhole Number Requests for Television Inspection – Submit directly to Sacramento Area Sewer District**

- 1 full size copy of approved improvement plans with signature  
and date from Inspector

**Note:** Sacramento Area Sewer District provides a 2 day turnaround time  
for manhole numbering.



**SUBMITTAL REQUIREMENTS  
FOR SACRAMENTO AREA SEWER DISTRICT ENGINEERING,  
DEVELOPMENT SERVICES**

**Gated Communities with Public Sewer Approval – Submit  
directly to Sacramento Area Sewer District**

- 1 full size set of plans, in addition to any LDSIR requirements, for Sacramento Area Sewer District files



**SUBMITTAL REQUIREMENTS  
FOR SACRAMENTO AREA SEWER DISTRICT ENGINEERING,  
DEVELOPMENT SERVICES**

**Reimbursement Agreement Request for Reimbursement  
Package – Submit directly to Sacramento Area Sewer District**

- Letter requesting reimbursement
- Invoices (labor and materials and proof of payment)
- Copy of Construction Management Inspection Division (CMID) Acceptance letter
- Documentation of any Fee Credit Transfer
- Documentation of Change Orders (including invoices with certified payroll) with prior written approval



**SUBMITTAL REQUIREMENTS  
FOR SACRAMENTO AREA SEWER DISTRICT ENGINEERING,  
DEVELOPMENT SERVICES**

**Private Sewer – Submit directly to Sacramento Area Sewer  
District**

- Private Sewer Maintenance Agreement Application