

## **DEVELOPMENT AND SEWER LINE EXTENSION POLICY**

WHEREAS, it is in the best interest of Rural Sewer District No. 1, Rogers County, Oklahoma ("District") and its benefit unit holders, to establish a policy for the development of land and the related extension of sewer main lines and their appurtenances. .

NOW THEREFORE, BE IT RESOLVED as follows:

The Development and Sewer Line Extension Policy, herein contained, shall govern for any development or sewer line extension when one (1) or more of the following conditions is applicable:

1. When a sewer line is not located on or adjacent to the proposed tract(s) or the proposed development.
2. When existing infrastructure is inadequate to support the proposed tract(s) or the proposed development.
3. When a proposed development consists of three (3) or more tracts, contiguous or non-contiguous, including an existing tract with a current sewer tap, split from an original tract of land, shall be referred to as a Development. The number of tracts in a development shall count, in regards to the Policy, regardless of ownership. The number of tracts in a development, in regards to the Policy, may reset after a period of ten (10) years.
4. When a proposed development consists of two (2) tracts or less, contiguous, or non-contiguous, including an existing tract with a current sewer tap, split from an original tract of land, shall be referred to as a Minor Development. The number of tracts in a development shall count, in regards to the Policy, regardless of ownership. The number of tracts in a development, in regards to the Policy, may reset after a period of ten (10) years.

### **DEFINITIONS:**

1. **APPLICANT:** A person or entity requesting sewer service for a line extension, development, or minor development.
2. **APPLICATION FEE:** A fee paid by the Developer prior to the Board of Directors' consideration for Preliminary Approval.
3. **"AS-BUILT" DRAWINGS:** Record drawings of field changes that occur during construction.
4. **BENEFIT UNIT:** The purchase of an individual sewer tap, wastewater service, and membership into Rural Sewer District No. 1, Rogers County.
5. **BILL OF SALE:** A certificate of transfer of ownership of sewer line infrastructure from the Developer to Rural Sewer District No. 1, Rogers County.
6. **BOARD:** The Rural Sewer District No. 1, Rogers County, Board of Directors.
7. **CONSTRUCTION PLANS:** Construction drawings of proposed infrastructure.
8. **DEVELOPMENT:** Any division of land that creates three (3) or more, new or additional tract(s) of land, whether contiguous or non-contiguous, including an existing tract with a current sewer tap, for residential or commercial purposes, in which a public sewer line may or may not be required to

provide wastewater service; provided, however, "Development" shall also include any Development or Subdivision designated as such or split up into lots and blocks (including one lot, one block, subdivisions) by any municipal, county or state entity. The number of tracts in a development shall count, in regards to the Policy, regardless of ownership. The number of tracts in a development, in regards to the Policy, may reset after a period of ten (10) years.

9. **DEVELOPER:** Any entity, individual or group of individuals acting collectively to create a Development, Subdivision, Minor Development, or Sewer Line Extension, whether contiguous or non-contiguous, for residential or commercial purposes.
10. **DISTRICT:** Rural Sewer District No. 1, Rogers County.
11. **DISTRICT MANAGER:** District Manager for Rural Sewer District No. 1, Rogers County.
12. **DISTRICT ENGINEER:** Consulting Engineer retained/hired by Rural Sewer District No. 1, Rogers County, to provide engineering services as to represent Rural Sewer District No. 1, Rogers County as District Engineer.
13. **ELECTRONIC FILES:** Refers to PDF, CAD, Word, and general computer files.
14. **ENGINEER:** A professional civil engineer licensed in the State of Oklahoma.
15. **FEASIBILITY REPORT:** A report prepared by the District Engineer, provided to the Developer and the Board of Directors that includes, but not limited to; size and nature of development, summary of required on-site and off-site improvements, preliminary cost estimate, District fees, engineering review fees, ODEQ fees, and right-of-way requirements.
16. **FINAL ACCEPTANCE:** Upon completion of all sewer line infrastructure and receipt of all required documentation, the Rural Sewer District No. 1, Rogers County, Board of Directors, at a regularly scheduled monthly meeting, consider Final Acceptance of the proposed development.
17. **FINAL PLAT:** Refers to the Final Plat of record of a subdivision or a development that is intended to be platted and filed of record, if so required, within a County or Municipal jurisdiction.
18. **INSPECTION:** The oversight and observation of the installation of sewer mains and appurtenances.
19. **INSPECTOR:** An individual designated by Rural Sewer District No. 1, Rogers County, to oversee and observe the installation of sewer mains and appurtenances.
20. **MAINTENANCE BOND:** A one (1) year surety bond, equal to 5% of the total sewer line infrastructure construction cost, purchased by a contractor and/or Developer to protect Rural Sewer District No. 1, Rogers County, from the costs to remedy any construction faults or defects.
21. **NON-COMPLIANT DEVELOPMENT OR LINE EXTENSION:** Sewer facilities failing to comply with this policy. District retains the right to assess the owner or constructor of any Non-Complaint Development or Line Extension additional fees for infrastructure cost funded by the District that directly provide service to said Non-Complaint Development or Line Extension.

22. **MINOR DEVELOPMENT:** Any development consisting of two (2) or less tracts, including an existing tract with a current sewer tap, and where existing adequate sewer line infrastructure is located on or adjacent to the proposed development. The number of tracts in a development shall count, in regards to the Policy, regardless of ownership. The number of tracts in a development, in regards to the Policy, may reset after a period of ten (10) years.
23. **LIEN RELEASE:** A document from a contractor, subcontractor, materials supplier, equipment lessor or other party to the construction project stating they have received payment and waive any future lien rights to the property for the amount paid.
24. **ODEQ:** Oklahoma Department of Environmental Quality.
25. **OFF-SITE IMPROVEMENTS:** Any sewer line infrastructure improvements outside the boundaries of a development.
26. **ON-SITE IMPROVEMENTS:** Any sewer line infrastructure improvements within the boundaries of a development.
27. **PRELIMINARY APPROVAL:** Preliminary Approval is valid for one (1) year, granted by the Rural Sewer District No. 1, Rogers County, Board of Directors, granting the right for a Development, Minor Development and/or a Sewer Line Extension to proceed based on feasibility reports, executed agreements, and related documents.
28. **PRELIMINARY PLAT:** Refers to the Preliminary Plat of a subdivision or a development that is intended to be platted and filed of record, if so required, within a County or Municipal jurisdiction.
29. **POLICY:** The policies and procedures herein contained known as the Development and Sewer Line Extension Policy.
30. **SITE PLAN:** A hand drawn or computer-generated visual representation of a Development, Minor Development or Sewer Line Extension, including proposed sewer lines, appurtenances and facilities, and where possible, existing roadways, easements, and other utilities.
31. **STANDARD CONSTRUCTION DETAILS:** A drawing that provides a visual representation of the sewer mains, appurtenances and facilities constructed and installed for any Development, Minor Development, and/or Sewer Line Extension. Installation and construction shall be in accordance with the then currently adopted standards adopted by the Rural Sewer District No. 1, Rogers County, OK Board of Directors, and/or the Oklahoma Department of Environmental Quality.
32. **STANDARD SPECIFICATIONS:** A document that provides the specifications and construction standards for the installation of sewer mains, appurtenances and facilities adopted and governed by the Rural Sewer District No. 1, Rogers County, OK Board of Directors, and/or Oklahoma Department of Environmental Quality.
33. **SUBDIVISION:** Any division of land that creates three (3) or more, new or additional tract(s) of land for residential or commercial purposes; provided, however, "Subdivision" shall also include any Development or Subdivision designated as such or split up into lots and blocks (including one lot, one block, subdivisions) by any municipal, county or state entity. The number of tracts in a subdivision shall count, in regards to the Policy, regardless of ownership. The number of tracts in a subdivision, in regards to the Policy, may reset after a period of ten (10) years.

34. **TESTING:** Refers to pressure test of sewer mains and appurtenances as governed by the Oklahoma Department of Environmental Quality.
35. **TRACT:** A parcel of real property resulting from the splitting of land from an original parcel of land to be used for residential or commercial development.
36. **UTILITY EASEMENT:** Right-of-way easement granted to the Public and/or the County having jurisdiction by means of a separate instrument or dedicated as part of a plated subdivision. All utility easements shall grant the District the right to install, maintain, and replace public utilities.
37. **SEWER LINE EASEMENT:** Sewer line right-of-way easement granted to Rural Sewer District No. 1, Rogers County, granting the right to install, maintain, and replace sewer mains and appurtenances.
38. **SEWER LINE EXTENSION:** When a tract of land, not necessarily a Development as so defined by this Policy, requires an extension of the District's public sewer line infrastructure in order to provide adequate wastewater service.
39. **SEWER LINE INFRASTRUCTURE:** All sewer lines, appurtenances, and related facilities.
40. **SEWER LINE PLANS:** Construction drawings of proposed sewer line infrastructure.

#### **DEVELOPMENT FUNDING:**

Any Developer or individual(s) desiring to create a Development, shall be solely responsible for cost of the installation of all on-site and all off-site sewer line infrastructure, appurtenances and facilities, and all related cost and expense thereof; including but not limited to, the following: sewer line materials, appurtenances, related facilities surveying, engineering, planning, design, engineering review fees, District fees, ODEQ permitting fees, other applicable permitting fees, right-of-way acquisition, legal fees, inspection fees, pressure test, "As-Built" drawings, electronic files, and maintenance bond.

#### **PROCEDURE:**

Any Applicant desiring to create a Development, Subdivision, Minor Development or Sewer Line Extension, which requires the installation, or the extension of sewer line infrastructure shall adhere to the following process:

1. Applicant shall provide a preliminary layout, site plan, and/or exhibit of the proposed development or sewer line extension to the District.
2. The District will provide a non-binding preliminary feasibility report, written or verbally, to the Developer and a copy of this policy outlining the development process.
3. Developer shall execute the Development/Minor Development/Sewer line Extension Agreement and pay the application fee.
4. The District and/or the District Engineer will provide a written feasibility report outlining the proposed development, minor development or sewer line extension, and the sewer line infrastructure requirements. Said feasibility report shall include a preliminary cost estimate, including but not limited to: District fees, Engineering Review fees, legal fees, ODEQ fees, Maintenance Bond, and Right-of-way acquisition.
5. The Board of Directors, at a regularly scheduled monthly meeting or scheduled special meeting, will consider Preliminary Approval of the proposed development, minor development, or sewer line extension. Preliminary Approval is valid for two (2) years, but if construction has not begun

- within two (2) years, the Applicant shall be required to submit a new Application and Agreement and pay a new Application Fee.
6. Applicant, pending Preliminary Approval by the Board of Directors and at Applicant's own risk, may proceed with the creation of sewer line construction plans and related documents for submission to the District for review and approval.
  7. Applicant, pending review and approval of all sewer line construction plans and related documents, shall submit said sewer line construction plans to ODEQ for review and approval.
  8. Developer, upon receiving approval from the District and ODEQ, shall proceed with installation of sewer line infrastructure. Sewer lines must be completed within one year of the date started, or within two years after approval of the Application, whichever is longest, unless this time period is waived by the Board of Directors.
  9. Developer, upon completion of all sewer line installation, pressure tests, and final inspection, shall submit to the District: a Maintenance Bond, bill of sale, lien releases, recorded easements, "As-Built" drawings, electronic files, recorded final plat, and anything further as required by the District or Engineer.
  10. Board of Directors, upon completion of all sewer line infrastructure and receipt of all required documentation, at a regularly scheduled monthly meeting or scheduled special meeting, shall consider Final Acceptance of the proposed development.
  11. Developer, upon receiving Final Acceptance, is eligible to purchase Benefit Unit(s) and establish sewer service for the fee of \$5,000.00 per Benefit Unit number for single family homes. Commercial properties, multi-family housing, and any other development other than single family housing will have sewer service fees determined by the RSD#1 Board of Directors after receipt of the completed sewer application.

#### **ON-SITE INFRASTRUCTURE:**

Any Applicant desiring to create a Development, Minor Development or Sewer Line Extension shall be solely responsible for the installation and all associated cost thereof of all on-site sewer line infrastructure, including but not limited to the following:

- A. Design and Construction Plans:
  1. Shall be designed, drafted, and sealed by a professional civil engineer licensed in the State of Oklahoma.
  2. Submittal of design and construction plans shall entail at least three (3) copies of said plans being sent to the District, including but not limited to: preliminary and final plats, non-sewer related construction plans, sewer line construction plan and profiles, and standard construction details.
  3. All plans for District review shall be submitted on 24"x36" full size sheets. Construction plans submitted to ODEQ for permitting shall be 11"x17" half size sheets. Electronic copies of all plans and documents shall be provided to the District upon request.
  4. All plans shall at a minimum show; location of all existing and proposed utilities, all non-sewer related infrastructure improvements, location of all existing and proposed sewer lines.
  5. The Developer shall be responsible for obtaining all necessary permits, and shall comply with all statutes, ordinances, rules and regulations, including but not limited to those required and/or promulgated by: ODEQ, USACE, FEMA, ODOT, any applicable county, any applicable municipality, and any other entity having jurisdiction.
  6. All sewer line plans must be reviewed and approved by the District prior to submission to ODEQ for permitting. Applicant shall be responsible for engineering review fees based on an hourly rate for time incurred for reviewing, including but not limited to sewer line construction plans, right-of-way easements, plats, permits, bonds, and releases.

7. All sewer line construction plans shall be subject to review and approval by the District and ODEQ.

B. Sewer Lines General:

1. Shall be designed, sized, and installed according to District and ODEQ specification and standard details.
2. All on-site sewer lines shall be a minimum of eight-inch (8") inside diameter sewer lines.
3. On-site sewer line improvements for Minor Developments shall consist of service lines, road bores, and casing, if so required to serve the proposed tracts.
4. All sewer lines shall be located adjacent or contiguous to a publicly accessible, all-weather roadway maintained by the state, a municipality, a county, or a private entity.
5. All Developments shall be required to install a minimum of a twelve-inch (12") inside diameter sewer line(s) along all the entire frontage of the proposed subdivision/development adjacent to a Section Line or any roadway maintained by the state, a county, a municipality or a private entity. District retains the right, at the District's expense, to increase the size of any proposed sewer line.
6. On-site infrastructure improvements may be satisfied by a special assessment fee, if so approved by the District. Assessment fees shall be based on the number of lots or tracts scheduled for development and/or the corresponding required on-site infrastructure requirements.
7. Shall be designed and sized to provide adequate domestic sewer service, based on the numbers of lots/parcels.
8. Shall be wholly contained within sewer line right-of-way easements dedicated to the District or within dedicated public utility easements as part of a platted subdivision.
9. All on-site infrastructure requirements are subject to modifications and/or adjustments pending approval of the Sewer District.

C. Installation:

1. Only stamped approved plans by the District, and stamped approved plans by ODEQ, shall be allowed on the job site.
2. All sewer line installation shall be performed under the supervision of a Class 'D' Operator's License.
3. All sewer line installations shall be in accordance with all District and ODEQ specifications and standards, and the approved construction plans.
4. All sewer lines and property lines shall be staked by a Professional Land Surveyor registered in the State of Oklahoma.
5. All sewer line installations shall be inspected by the District during construction and prior to Final Acceptance. Applicant shall be responsible for all inspection fees.

D. Final Acceptance:

1. Applicant shall submit to the District all bonds (or equivalents), bill sale, lien releases, recorded easements, "As-Built" drawings, electronic files, and recorded final plat.
2. Pending review and approval of all required documents as listed above, the Board Directors, at a regularly scheduled monthly meeting, shall consider Final Acceptance of the Development, Minor Development, and/or Sewer Line Extension as complete and accept all infrastructure into the District for ownership and maintenance thereof.
3. Upon receiving Final Acceptance, the Applicant shall be eligible to purchase Benefit Units.

## **OFF-SITE INFRASTRUCTURE:**

Any Applicant desiring to create a Development shall be solely responsible for the installation and all associated cost thereof of all off-site sewer line infrastructure, appurtenances, and facilities, including but not limited, to the following:

### **A. General:**

1. Requirements for off-site sewer infrastructure shall comply with all requirements as set forth in the on-site infrastructure requirements as listed above.
2. Any Development or Subdivision of residential or commercial property containing three (3) or more lots or tracts, including any existing tract with a current sewer tap, shall require off-site infrastructure improvements by the Developer if necessary, in order to provide sewer service needed by the Applicant.
3. Off-site infrastructure improvements shall be determined by the District in such a manner to ensure adequate flow from the existing system, while not taking away from the ability to supply sewer service to existing customers and/or developments.
4. Offsite infrastructure improvements may not necessarily be adjacent or contiguous to the proposed subdivision/development.
5. Off-site infrastructure improvements may be satisfied with a special assessment fee, if so approved by the District. Assessment fees shall be based on the number of lots or tracts scheduled for development and/or the corresponding required off-site infrastructure requirements.
6. The off-site requirements may be required of Sewer Line Extensions or Minor Developments if necessary, in order to provide sewer service for the Applicant or if necessary to ensure the Applicant's proposed sewer service use will not take away from the ability to supply sewer services to existing customers and/or developments.

## **SEWER LINE RIGHT-OF-WAY EASEMENTS:**

Any Applicant desiring to create a Development, Minor Development or Sewer Line Extension shall be solely responsible for creating, obtaining, purchasing, and paying for all on-site and off-site sewer line right-of-way easements necessary for the individual project as follows:

1. Sewer line right-of-way easements shall be granted to the District for all Developments, Subdivisions, Minor Developments or Sewer Line Extensions by dedication of a sewer line right-of-way easements to the District or by dedication of public utility easements as part of a platted subdivision. As stated above, the easements shall be situated along public accessible roadways, maintained by governmental or private entities, as the case may be.
2. Sewer line right-of-way easements along public roadways, not within a platted subdivision, shall be a minimum dedication of fifty feet (50') wide, measured from the center line of the public roadway, unless otherwise approved by the District.
3. Dedicated public utility easements within a platted subdivision shall be a minimum of twenty feet (20') wide, unless otherwise approved by the District.
4. All sewer line right-of-way easements shall be adjacent and parallel to a dedicated public maintained roadway, unless otherwise approved by the District.
5. Any easement not adjoining a dedicated public roadway shall require special consideration and approval from the District. Any such easement would require access across adjoining lands by means of an access easement or access granted by means of the right-of-way easement.
6. All easements must be reviewed and approved by the District prior to filing of record.
7. All easements, once approved, must be filed of record at the office of the County Clerk within the County having jurisdiction.

**REQUIRED DOCUMENTATION:**

Any Applicant desiring to create a Development shall be required to provide certain information and perform certain tasks, including, but not limited to, the following documents and tasks. Same shall be provided to the District throughout the development process and prior to Final Acceptance by the Rural Sewer District No. 1, Rogers County, OK Board of Directors:

1. Site plan
2. Developer's Agreement
3. Application Fee
4. Preliminary sewer line construction plans
5. Final sewer line construction plans and non-sewer related development construction plans
6. Final sewer line plans for submission to ODEQ
7. Construction and property line staking
8. Installation of sewer line infrastructure
9. Right-of-way easements and/or Final Plat filed of record.
10. "As-Built" drawings
11. Electronic copies of all plans and related documents
12. Maintenance Bond and Payment for all District Fees

**MINOR AMENDMENTS:**

The Board of Directors of Rural Sewer District No. 1, Rogers County, Oklahoma ("District") retains the right to make minor amendments and/or minor modifications to the Policy herein contained and/or to amend or modify the requirements for a particular Development or Sewer Line Extension, upon a majority vote of said Board, at any regularly scheduled monthly Board Meeting or schedule special meeting.

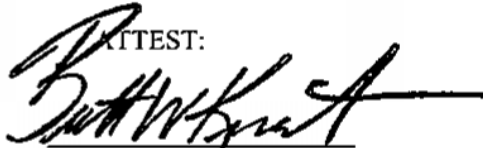


## **FEE SCHEDULE:**

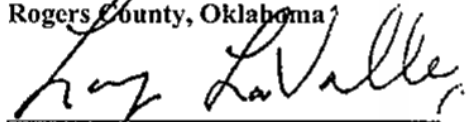
Any Applicant desiring to create a Development, Minor Development or Sewer Line Extension, shall be responsible for the following fees as part of the development process:

1. Development Application Fee: \$525.00
  2. Minor Development &/or Sewer Line Extension Application Fee: \$175.00
  3. New Benefit Unit Tap Fee: Single Family Home \$5,000.00
  4. New Benefit Unit Tap Fee All other than Single Family Home TBD upon application
  5. ODEQ Fees: Linear feet of sewer line as per ODEQ
  6. Engineering Review Fees: Based on hours of review by the District Engineer at current hourly rates
  7. Inspection Fees: Based on hours of inspection by the District Inspector at current hourly rates and/or \$1.50 per linear feet of sewer line as a minimum
  8. Maintenance Bond: 5% of the total sewer infrastructure construction cost
  9. Other Fees: USACE, FEMA, ODOT, County, Municipal, and any other entity having jurisdiction
- A signed Developer's receipt form acknowledging the Developer has received and read this Development and Sewer Extension Line Policy must accompany the Developer's application along with any payment required.

PASSED AND APPROVED by the Board of Directors of Rural Sewer District No. 1, Rogers County, Oklahoma, this 12th day of June 2025.

ATTEST:  
  
Secretary

Rural Sewer District No. 1,  
Rogers County, Oklahoma

  
Larry LaValley, Board Chairman  
RSD#1, Board of Directors