

HOLLAND BOARD OF PUBLIC WORKS

Water & Wastewater Services

MINIMUM PLAN REVIEW REQUIREMENTS

PLANNING COMMISSION

The following shall be represented on all plans submitted to the Planning Commission for review:

- All proposed and existing utilities including information on size, type and appurtenances
- All existing easements including Liber and Page numbers
- All proposed easements (water main easements shall be a minimum of 20' wide, sanitary sewer main easements shall be a minimum of 30' wide and all appurtenances shall be within the easement)
- Each building's individual service connection to the public main (water and sewer)
- Future building(s) including service connections.
- Size, number and type (domestic or irrigation) of water meters (multiple water meters shall meet current Holland BPW Standards (available online))
- Holland Fire Department Plan Review Checklists Requirements (available online)
- Mandatory separation of sanitary service from water service (in accordance with current Plumbing Code)
- Holland BPW Pollution Control Requirements (available online)
- Holland BPW Fire Protection Service Requirements (available online)

Keep in mind the following:

- A final design is not required for submittal to the Planning Commission.
- Trunkage fees shall be paid prior to connecting a building or structure to a public main.
- Private hydrants are not permitted without Holland BPW approved backflow prevention to the public water.
- Service connections to in-service public water and sanitary sewer mains shall be made live by Holland BPW personnel only and billed to the contractor. The contractor shall be responsible for excavating and making a safe trench and for backfill and compaction.

PUBLIC MAIN EXTENSIONS – WATER AND / OR SANITARY SEWER

In addition to the above-referenced requirements, the following items are required for all final designs submitted for public main extensions:

- Plans shall be submitted on 24" x 36" sheets to one of the following scales: 1"=20', 1"=30', 1"=40' or 1"=50'.
- Benchmarks shall be indicated on each plan sheet and defined on the U.S.G.S. datum.
- A complete topographic survey is required. Existing and proposed contours are required at two-foot intervals. Off-site elevations shall be given at a minimum of 100' abutting the entire perimeter of the site.
- All plans shall be prepared and sealed by a Professional Engineer licensed to practice in the State of Michigan. All correspondence concerning the design of the utilities shall be directed to the Engineer who seals the plans. The name, address, telephone number and e-mail address of the owner's representative shall be shown on the plans.
- All public main extensions shall be designed in accordance with Holland BPW Standards and Specifications.

- All public main extensions require construction permits from the Michigan Department of Environmental Quality (MDEQ). Complete permit applications shall be submitted to the Holland BPW for review and approval. Upon approval, the Holland BPW will sign the permit application and forward it to the MDEQ.
- All public mains, appurtenances and fittings shall be shown on the same plan view. Profiles are required for all public sanitary sewer mains and all public water mains 12-inches in diameter and greater. All profiles shall have a vertical scale of 1"=5' where possible with as close an alignment to the plan view as possible.
- Soil borings are required for all proposed public main extensions. The soil boring information shall be included on the profile view of the utility.
- Plan sets shall include all relevant Holland BPW Standard Details.

Keep in mind the following:

- A final design is required prior to construction of a public main extension.
- Existing assessments and all other assessable frontage charges shall be paid prior to public main extensions.
- Connections to in-service public water mains shall be made live by Holland BPW personnel only and billed to the contractor. The contractor shall be responsible for excavating and making a safe trench and for backfill and compaction.
- Public easements shall be dedicated and recorded and a copy of the document from the Register of Deeds shall be submitted to this office prior to the installation of any proposed public utility extensions. Utility easements within the City shall be accepted by the City Council and signed by the Mayor and City Clerk.
- All construction shall conform to the most current Holland BPW Standards and Specifications.
- Upon completion, a Bill of Sale document shall be executed prior to allowing individual connections to the newly installed public main extension.
- Upon completion, Release of Easement documents shall be executed (if necessary) for all easements to be vacated prior to allowing individual connections to the newly installed public main extension.
- Upon completion, As-Built drawings shall be submitted in accordance with Holland BPW Standards and Specifications and approved as such prior to allowing individual connections to the newly installed public main extension.

ADDITIONAL INFORMATION

Current Holland BPW Standards, Specifications, Details and Pollution Control Requirements are available [online](#) along with current Michigan Department of Environmental Quality Permit Applications.

Current Holland Fire Department Plan Review Checklists Requirements are available by contacting the Fire Marshal, Mike Larsen at 616.355.1024.

Feel free to contact the following people regarding these related topics:

Availability, Assessments, Trunkage, Tap Fees,
Meters, Flow Tests, Backflow Prevention:

Marsha Wentzel
Scheduler
Holland Board of Public Works
625 Hastings Avenue
Holland, MI 49423
616.355.1643 Direct
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Public Main Extensions, Flow Tests, Standards
& Specifications:

Kevin Koning, PE
Civil Engineer
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