



200 S. Ivy Street, Room 177  
Medford, OR 97501  
(541) 774-2430

## WATER FACILITIES PLAN SUBMITTAL APPLICATION PACKET

**Medford Water Commission Engineering Department**  
Land Development contact: **Juston Menteer**  
[Juston.Menteer@MedfordWater.org](mailto:Juston.Menteer@MedfordWater.org), (541) 774-2442

### Purpose

Design plans for projects which will add to or modify Medford Water Commission (MWC) facilities must be submitted to MWC for plan review and approval prior to construction. This packet describes the basic process, forms and checklist required.

This packet contains:

- Plan Review Application
- Plan Submittal Requirements Checklist
- Responsible Party form
- Current General Notes (be sure to always use the most current General Notes from this packet or our website)

### Initial Plan Submittal Requirements

During the initial submittal of a project for MWC review, the following items must be submitted electronically to

[EngineeringReview@MedfordWater.org](mailto:EngineeringReview@MedfordWater.org):

- Completed Plan Review Application
- Signed Responsible Party Form
- Vicinity Map
- Draft Easement(s), if applicable
- Digital Plan Submittal stamped by a civil engineer registered in the State of Oregon, and including the requirements of the Plan Submittal Requirements Checklist

The plan submittal must comply with the Plan Submittal Requirements Checklist attached. If all noted items above are not submitted for initial review or significant deficiencies exist within the plan set, the Plan Review Application may be denied and returned to the Applicant unreviewed to address the deficiencies or missing components.

Accepted plan submittals will be reviewed, and comments will be provided to the Applicant and Engineer (if different from Applicant) regarding items that need addressed prior to approval. All subsequent resubmittals, draft easements and other documentation shall be submitted electronically to [EngineeringReview@MedfordWater.org](mailto:EngineeringReview@MedfordWater.org). Plan reviews that do not progress in a timely manner (more than a 6-month lag since the last set of comments were issued) may be charged an additional review fee.

### Plan Approval Process

Once the plans are ready for approval, the following will be required:

- A final digital submittal of the plans
- Three hard copy sets of the plans
- The hard copy set(s) of signed and notarized unrecorded<sup>1</sup> easement(s)

- Payment of applicable fees and charges<sup>2</sup>

NOTES: 1) All easements over MWC facilities will be recorded by MWC staff at the end of the project.  
2) Some projects may defer SDC fees to the end of construction.

Plan approval shall expire one year from the approval date if work has not commenced. If field conditions necessitate deviations from the approved plans, MWC will determine which field changes require official plan revision.

### Deposits, Fees and Charges

Plan review fees will be determined during first plan review, invoiced to the Responsible Party and due prior to Applicant's second plan review.

Other deposits (Bill Estimates), fees and charges will be determined prior to and in consideration of plan approval. A Fee Letter will be issued to the Responsible Party once plans are ready for approval. Most deposits, fees and charges will be due prior to MWC's approval of the plan set, although certain projects may defer System Development Charge (SDC) fees until completion of construction. In such cases, SDC fees must be paid prior to MWC's acceptance of any new or modified facilities and prior to any refunds due to the Responsible Party.

All fees and charges can be found on our website at [www.medfordwater.org](http://www.medfordwater.org) on the Customer Service webpage under the Divisions, Administration tab.

### Standards

Applicants, Developers and Engineers should be familiar with the Medford Water Commission's Regulations and three separate Standards manuals –Standards for Backflow Prevention Devices, Standards for Fire Protection Services and Standards for Water Facilities. All four documents can be found on our website under the Doing Business tab.

### Construction and Closeout

All work on public water facilities must be done by MWC forces or by contractors pre-qualified by the Medford Water Commission. The current list of pre-qualified contractors can be found on our website under the Doing Business tab.

When the project is complete, including but not limited to all work having been inspected and approved, water samples tested and passed successfully and a completed Dedication and Declaration form received, a final bill or refund will be sent to the Responsible Party.



# PLAN REVIEW APPLICATION

Medford Water Commission  
 Attn: Engineering  
 200 S. Ivy Street, Room 177  
 Medford, OR 97501  
 (541) 774-2430

[engineeringreview@medfordwater.org](mailto:engineeringreview@medfordwater.org)  
[www.medfordwater.org](http://www.medfordwater.org)

### Staff Use Only:

Work Order #:

Date Received:

Date Reviewed:

Application Accepted

Application Denied

(see attached list of deficiencies)

**Please complete the following information.**

PROJECT INFORMATION		
Project Name:	Project Map/Tax Lot Number(s):	
Project Address/Location:		
Project Description:	If Subdivision, how many lots?	
Prior City/County Development Planning Case(s):	Date of City/County Submittal:	
OWNER / DEVELOPER	ENGINEER	
Name:	Name:	
Company:	Company:	
Mailing Address:	Mailing Address:	
Phone:	Phone:	
Email:	Email:	
APPLICANT <input type="checkbox"/> Same as Owner / Developer <input type="checkbox"/> Same as Engineer <input type="checkbox"/> Other (Complete the info below)		
Last Name:	First Name:	Company:
Mailing Address:		
Phone:	Email:	

This application will be denied if not accompanied by a signed **Responsible Party Form** and a **Project Vicinity Map** (8.5" x 11"). Project Vicinity Map shall include North arrow and show the property location with respect to the nearest cross streets.

Submit application, signed Responsible Party Form and Vicinity Map digitally with the initial plan submittal and draft easement documents, if applicable, to [EngineeringReview@MedfordWater.org](mailto:EngineeringReview@MedfordWater.org).



**PLAN SUBMITTAL REQUIREMENTS  
FOR ALL PLANS TO BE REVIEWED BY  
MEDFORD WATER COMMISSION (MWC)**

200 S. Ivy Street, Room 177  
Medford, OR 97501  
(541) 774-2430

Submit all plans for review, draft easement documents  
(including dedication page(s)) and other backup  
documentation to [EngineeringReview@MedfordWater.org](mailto:EngineeringReview@MedfordWater.org).

ITEM	GENERAL REQUIREMENTS
<b>Authority</b>	<input type="checkbox"/> Plans prepared and stamped by a civil engineer registered in the State of Oregon.
<b>Sizing</b>	<input type="checkbox"/> Plans drawn on a 24" x 36" sheet to scale.
	<input type="checkbox"/> Plan view scales must be engineering scales of 1"=50', 1"=40', 1"=30', 1"=20' or 1"=10'. Details may use smaller scales, if necessary. Architectural scales are not permitted.
	<input type="checkbox"/> Profile scales must be engineering scales of 1"=5', 1"=4', 1"=3', 1"=2' or 1"=1'. Details may use smaller scales, if necessary. Architectural scales are not permitted.
<b>Notes</b>	<input type="checkbox"/> List MWC General Notes on the cover sheet, overall utility plan or another General Notes sheet. On every Water Plan or Profile sheet, provide a note referencing the location (sheet #) of the MWC General Notes. See MWC's current General Notes at the end of this checklist.
	<input type="checkbox"/> List all Construction Notes addressing both existing and proposed water facilities and any item(s) affecting water facilities.
<b>Summary Sheet</b>	<input type="checkbox"/> Water Plan Summary sheet showing existing and proposed water system for overall project. This may be part of an overall Utility Plan.
COVER SHEET	
<b>Location</b>	<input type="checkbox"/> List project map/tax lot(s) and site address(es)
	<input type="checkbox"/> Provide the location description and elevation of all survey control points on the project including datum used.
	<input type="checkbox"/> A Vicinity Map is required showing proposed location relative to nearest cross streets.
<b>Contact</b>	<input type="checkbox"/> List the contact name/address/phone/email for the Owner/Developer, Engineer and Surveyor.
<b>Project Info</b>	<input type="checkbox"/> Project name, north arrow and bar scales are required.
<b>Add MWC Quantities</b> (Count only public mains & facilities, not on-site plumbing)	<input type="checkbox"/> Water pipe length by size and material. Calculate water pipe length in plan view through valves and fittings; do not deduct length of valves and fittings. Do not include fire hydrant laterals.
	<input type="checkbox"/> Number and size of ARVs.
	<input type="checkbox"/> Number of fire hydrants.
	<input type="checkbox"/> Number and size of water services.
<b>Key</b>	<input type="checkbox"/> Define the Symbols and Abbreviations used within the plan set. This may be shown on the cover sheet or the sheet(s) immediately after the cover sheet.
	<input type="checkbox"/> Add a sheet index. (Plan sets with less than 5 sheets may omit the sheet index.)

ITEM	PLAN VIEW – EXISTING INFRASTRUCTURE
<b>Show &amp; Label Existing Infrastructure</b>	<input type="checkbox"/> Existing property boundary and lot lines.
	<input type="checkbox"/> Existing survey control points.
	<input type="checkbox"/> Existing rights-of-way.
	<input type="checkbox"/> Existing addresses, lot numbers and street names.
	<input type="checkbox"/> Existing street improvements including driveway approaches.
	<input type="checkbox"/> Existing easements. List recorded document information for existing easements.
	<input type="checkbox"/> Existing structures, fencing, walls, barriers, vaults, etc. within 20' of any existing or proposed water facilities. Dimension any such structures, fencing, walls, barriers, vaults, etc. within 10' of any existing or proposed water facilities.
	<input type="checkbox"/> Existing trees within 20' of any existing or proposed water facilities. Show the approximate dripline of existing trees.
	<input type="checkbox"/> Water mains including size and materials.
	<input type="checkbox"/> Water appurtenances including valves; fittings; service lines with size; meters with size; fire hydrants; ARVs; and any other water appurtenances.
	<input type="checkbox"/> Non-water utility mains and service laterals (including but not limited to sewer, storm drain, irrigation, gas and dry utilities, petroleum, etc.) and appurtenances, including size and material.
	<input type="checkbox"/> Any additional item(s) that would add clarity or further define constructability.
	PLAN VIEW - PROPOSED INFRASTRUCTURE
<b>Show &amp; Label Proposed Infrastructure</b>	<input type="checkbox"/> Project boundary.
	<input type="checkbox"/> Proposed rights-of-way.
	<input type="checkbox"/> Proposed lot numbers and street names.
	<input type="checkbox"/> Proposed street improvements including driveway approaches.
	<input type="checkbox"/> Proposed easement locations including dimensions.
	<input type="checkbox"/> Proposed structures, fencing, walls, barriers, vaults, etc. within 20' of any existing or proposed water facilities. Dimension any such structures, fencing, walls, barriers, vaults, etc. within 10' of any existing or proposed water facilities.
	<input type="checkbox"/> Proposed trees within 20' of any existing or proposed water facilities. Show the approximate dripline of proposed trees at maturity. May be shown on a separate Landscape and Irrigation Plan as long as the separate plan shows and labels all applicable water facilities.
	<input type="checkbox"/> Non-water utility mains and service laterals (including sewer, storm drain, irrigation, gas and dry utilities, petroleum, etc.) and appurtenances, including size and material, if known.
	<input type="checkbox"/> Any additional item(s) that would add clarity or further define constructability.
<b>Show &amp; Label Proposed Public Water Facilities</b>	<input type="checkbox"/> Include size and materials.
	<input type="checkbox"/> Show and note stationing and offsets relative to street centerline stationing for proposed watermains including horizontal and vertical bends. Where watermains cannot be referenced to or deviate from street centerline stationing, dimensions for length shall be indicated on the plans, or station and offset relative to another station line shall be provided.
	<input type="checkbox"/> Show and note the horizontal radius of proposed piping. For deflections, call out the joint deflection used.

	<input type="checkbox"/>	Show and note stationing of all locations where the proposed watermain(s) will cross existing and proposed utilities.
	<input type="checkbox"/>	Include valves; fittings; service lines with size; meters with size; fire hydrants; ARVs; and any other water appurtenances.
	<input type="checkbox"/>	Show and note stationing and offsets relative to street centerline stationing for watermain appurtenances including, but not limited to valves, water meters/services; fire hydrants; and ARVs. Where watermains cannot be referenced to or deviate from street centerline stationing, dimensions for length shall be indicated on the plans, or station and offset relative to another station line shall be provided.
<b>PROFILE VIEW</b>		
<b>Show &amp; Label</b>	<input type="checkbox"/>	Sizes of mains and type(material) and classification of pipes.
	<input type="checkbox"/>	Air release, gate, butterfly and other valves.
	<input type="checkbox"/>	Fire Hydrant laterals.
	<input type="checkbox"/>	Horizontal and vertical bends.
	<input type="checkbox"/>	Lengths of restrained pipe and casings.
	<input type="checkbox"/>	Show/note any additional item(s) in the profile that would add clarity or further define constructability.
<b>Pipeline Inverts</b>	<input type="checkbox"/>	Plot pipeline inverts directly below plan views. Use existing and/or proposed street profile for final grade to base watermain profile on.
<b>Elevations</b>	<input type="checkbox"/>	Show stations and grades (elevations) of pipes in profile including vertical pipe grade breaks, deflections, horizontal and vertical bends, hydrants, ARVs and other valves and fittings.
<b>Watermain Crossings</b>	<input type="checkbox"/>	Show and label all proposed watermain crossings with other utilities (existing and proposed) including but not limited to sanitary sewer (mains and laterals), storm drain, irrigation, existing water mains, electric/power, natural gas (mains and laterals), telephone, fiber optic, etc. including elevations of these utilities at the crossing point of the watermain(s) and the vertical clearance* from the watermain(s).
	<input type="checkbox"/>	*Refrain from noting 'Min XX clearance', 'Min XX depth/cover' or similar notes in the profile. Instead, note the actual/designed clearance or depth/cover provided in the design.
<b>Hydrant Lateral Profiles</b>	<input type="checkbox"/>	For proposed fire hydrant laterals which will cross at least one utility, add profiles including appropriate stations and elevations, horizontal and vertical bends, deflections, etc. MWC staff may request the Engineer to show hydrant lateral profiles for any proposed hydrant lateral whether it crosses a utility or not.
<b>Fire Service Profiles</b>	<input type="checkbox"/>	Add profile(s) of proposed fire services from the watermain through the fire vault including appropriate stations and elevations, horizontal and vertical bends, deflections, etc.
Plan Review Notes:		



<b>Staff Use Only:</b>
BILL Project #:

## RESPONSIBLE PARTY

The responsible party is the person or company that is liable for all charges/fees incurred by the project. The following information must be completed prior to any work order being issued by Medford Water Commission to perform any work on the project.

*Print or Type all information:*

Name of Project: \_\_\_\_\_

Location of Project: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Name of Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**All invoices and/or refunds will be sent to the above party at the provided address.**

**(The person signing this form must be the same as the person listed above.)**

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

## **MWC General Notes for incorporation into all plan sets**

Current as of 4/25/22

1. The water facility planning/design/construction process will be done in accordance with the current Medford Water Commission (MWC) "Regulations Governing Water Service" and "Standards for Water Facilities/Fire Protection Systems/Backflow Prevention Devices."
2. Sequence of water facility construction shall be coordinated with the MWC Inspector at the required pre-construction meeting prior to beginning work.
3. Flush points and sample and disinfection trees shall be located as required by MWC Standards.
4. Dead end mains shall be restrained as required by MWC Standards.
5. Service connections are to be installed for each parcel per MWC standards (Standard Details Nos. 100A, 100B, 100C and 100D).
6. Cover over existing mains shall not be changed without written authorization of MWC.
7. New mains are to be pressure tested, disinfected and proven to be bacteriologically safe prior to placing new mains in service by the MWC. Only one tie-in location will be connected until water samples are collected, tested and pass successfully. Pressure testing shall not be done until all excavation and backfill up to subgrade has been established.
8. Initial backfill to top of water mains and fire hydrants runs shall be compacted in accordance with MWC Standard Specification for trench Excavation and Backfill or backfill material and compaction shall meet the requirements of the controlling agency.
9. Water mains and fire hydrants are to be installed with reference alignment and grade status and only upon notification of the MWC Inspector.
10. Fire hydrant runs are to be installed before curbs and gutters. In the event a water main is installed *larger* than eight inches (8"), or if the main has more than three feet (3') of cover, the contractor will be required to install an offset similar to Standard Detail 105 to permit use of a standard three-foot to six-foot (3'-6") bury fire hydrant, when possible.
11. Stubs service runs shall be installed prior to curb and gutter and after PUEs are graded to curb levels.
12. Plans and specifications approved by MWC shall be available at site of construction ***at all times*** during construction of water facilities.

13. Separation of water mains, including water service lines and sanitary sewer, shall be in accordance with current Oregon State Health Division Rules (OAR Section 333-061-0050(9)) and/or as modified in Section IV, Items IIA and IIB, C-8 of these Standards EXCEPT in all cases running parallel with each other, there shall be a 10-foot (10') separation center line to center line.
14. No above-ground appurtenances or physical structures of any kind shall be within five feet (5') horizontally of any water facility whether that water facility is above or below ground. This distance shall be ten feet (10') horizontally where water and sanitary sewer facilities *are* concerned.
15. No below-ground utility lines or other service of any kind shall be within five feet (5') horizontally of any water facility when running parallel to the water facility.
16. No below-ground utility lines or other service of any kind shall be within six inches (6") vertically of any water facility when running approximately perpendicular to the water facility. This distance shall be eighteen inches (18") vertically when water and sanitary sewer facilities are concerned.
17. Blasting or explosive work will not be allowed within fifty feet (50') of existing water facilities and only then using proper industry standards and through a permit process with the Fire Department or other agency jurisdiction.
18. MWC requires "poly pigs" to be used on all newly laid water lines.
19. Only State of Oregon-approved backflow prevention assemblies shall be installed.
20. All dry tap water services, air release valves and backflow prevention assemblies shall be installed by a MWC pre-qualified installer.
21. Copies of the MWC's Standard Specifications can be obtained from the Medford Water Commission's website [www.medfordwater.org](http://www.medfordwater.org).

**Where MWC's Big Butte Springs (BBS) 24" transmission mains exist within or along the periphery of the project, the following note shall also be added along with the above General Notes and separately on each affected sheet in conspicuous large font:**

22. Prior to construction within BBS easements, developer/contractor may be required to mark the BBS main and easement within and adjacent to the project as directed by MWC staff. No work shall be performed within the BBS easements without MWC staff present.