

# **Guidance Document for King County’s Review of Wastewater System Plans**

This document describes the King County review and approval process for wastewater plans. It also describes the categories of utilities that are required to submit their wastewater plans for county approval.

## **Applicable Utilities**

The following types of utilities must submit their wastewater plans for King County’s review and approval:

- Utilities that provide wastewater collection or treatment in unincorporated areas of King County;
- Component wastewater agencies of the King County regional wastewater system; and
- Districts authorized under Title 57 Revised Code of Washington (RCW).

## **Review and Approval Process**

Working with the utility and the draft plan, the Utilities Technical Review Committee (UTRC) reviews the plan to assure that wastewater management in King County meet the requirements of the King County Code (KCC), other applicable statutory requirements, and is consistent with the King County Comprehensive Plan. The Director of the King County Department of Natural Resources and Parks (DNRP) approves plans for component agencies that do not provide service in unincorporated King County. All other plans are approved by a King County Council ordinance. For additional information see KCC 13.24 and KCC 28.84.050.E.

The review and approval process follows these steps:

- Within 90 days of plan receipt, the UTRC reviews the plan and issues a comment letter to the utility.
- Upon receipt of the utility’s response to the UTRC comment letter and the final plan, the UTRC will invite the utility to its next meeting where it will consider and make a recommendation to approve the final plan.
- Within 60 days of receipt of the final plan, the UTRC will forward an ordinance recommending plan approval to the DNRP Director’s office for transmittal to the Council.

### **Component Agency Proposed Construction Approval**

K.C.C. 28.84.050 requires that all component agencies of the King County regional wastewater system submit final construction plans for the following activities:

- Proposed connections to the regional system.
- Proposed construction of local public sewers.
- Proposed modifications to local public sewers.

Plans are reviewed and approved by the King County Wastewater Treatment Division’s Local Public Agency Coordinator. This is a separate process from wastewater system plan review and approval.

## **Components of a Wastewater System Plan Review**

During its review, the UTRC will determine whether a wastewater system plan addresses the issues raised in this guidance document. The guidance document questions below are organized into six categories: description of wastewater system, basic planning data, system analysis, improvement program, financial program, and miscellaneous.

<b>Description of Wastewater System</b>	
1.	Does the plan contain the general location and description of treatment (if any) and disposal facilities, trunk and interceptor sewers, pumping stations, monitoring and control facilities, and the local service area? See RCW 36.94.010(3)
2.	Does the plan include a description of existing capital facilities owned by the utility?
3.	Does the plan contain the required elements for a wastewater plan consistent with Washington Administrative Code (WAC) 173-240-050? See KCC 13.24.010.H
4.	Is the Plan consistent with the basin-wide water and/or sewerage plan?
5.	Does the plan acknowledge that all developments within its service area will be served by sewer unless on-site systems are allowed as temporary service per KCC 13.24.136 and Board of Health 13.08.070?
6.	Does the plan acknowledge that there is no public sewer service outside the Urban Growth Area unless authorized under KCC 13.24.134?
7.	Does the plan describe areas of concern with respect to corrosion and odor control and steps being taken to reduce their occurrence? See KCC 13.24.010.H
8.	Does the plan list all establishments producing industrial wastewater, the quantity of wastewater and periods of production, and the character of the industrial wastewater insofar as it may affect the sewer system or treatment plant? See WAC 173-240-050
9.	Does the plan describe or include preliminary engineering in adequate detail to assure technical feasibility of plan implementation? See RCW 36.94.010(3)
10.	Does the plan include or contain sufficient information to demonstrate the ability to provide service consistent with the requirements of all applicable statutes, codes, rules, and regulations? See KCC 13.24.010.F
11.	Does the plan include the utility's design and construction standards and standard specifications compiled as an appendix?
12.	Does the plan include local public agency ordinances and resolutions directly relating to the planning or construction of local public sewers or regulating the use of local public sewers or side sewers?

<b>Basic Planning Data</b>	
13.	Is the infrastructure system for the existing service area and for the area anticipated to be served in the future based on the adopted land use map of the Comprehensive Plan? See KCC 13.24.010.C
14.	Does the Plan describe the population trend as indicated by available records, and the estimated future population for the stated design period? Does the Plan describe the method used to determine future population trends and the concurrence of any applicable local or regional planning agencies?
15.	Does the Plan describe existing and planned flows for any basin discharging into King County's sewage conveyance and treatment system? See KCC 13.24.010.H
16.	Does the plan describe the amounts of inflow and infiltration into the system and include a comparison of those amounts with King County's one-thousand-one-hundred-gallons-per-acre-per-day-standard, and steps being taken to reduce the inflow and infiltration? See KCC 13.24.010.H
17.	Does the plan include an evaluation of opportunities for use of reclaimed water as required by RCW 90.48.112 and RCW 90.48.495? Complete as part of the plan a checklist of informational questions regarding reclaimed water opportunities within the utility service area. For a copy of the checklist see <a href="http://www.kingcounty.gov/depts/dnrp/utilities-technical-review-committee.aspx">http://www.kingcounty.gov/depts/dnrp/utilities-technical-review-committee.aspx</a> .

***System Analysis***

18	Does the plan demonstrate an ability to convey existing and projected wastewater flows (six and twenty years) both average and peak?
19	Provide information demonstrating the plan and proposed service is consistent with the Countywide Planning Policies (CPP) and King County Comprehensive Plan (KCCP) applicable to sewer service providers including the CPPs, G-4, EN-1, EN-19, DP-13, DP-21, PF-1, PF-2, PF-11 and PF-12. For the KCCP, the policies are: F-101, F-107, F-201, F-204, F-209, F-210, F-211, F-212, F-214, F-221, F-255, F-256 and F-261. See KCC 13.24.060.I and <a href="http://www.kingcounty.gov/property/permits/codes/growth/CompPlan.aspx">http://www.kingcounty.gov/property/permits/codes/growth/CompPlan.aspx</a> for the policies.

***Improvement Program***

20.	Does the plan include a forecast of the utility's six-year and twenty-year capital facilities needs to address both existing deficiencies and additional capacity to meet growth needs, as well as the proposed locations and capacities of expanded or new capital facilities, together with a plan to fund such a capital program? Identify potential sources of funding, and note whether alternative financing strategies are being considered.
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***Financial Program***

21.	Does the plan include a six-year operating budget or financial plan?
22.	Does the plan provide for the provision of service at a reasonable cost and maximization of the use of existing public facilities? See KCC 13.24.060.G
23.	Does the plan describe or include, to the extent known, the methods of distributing the cost and expense of the system? See RCW 36.94.010(3)

***Miscellaneous***

24	Does the plan include a completed SEPA Checklist and Determination?
25	Confirm whether the utility has a current franchise in place with King County, and whether there is a near-term need for right-of-way permits from King County. King County's comment letter will provide information from its records as to franchise status. If the franchise is not current, the utility must begin the franchise renewal process, which is a separate process from the wastewater management plan approval process.