

North Weld County Water District



Crossing Approvals Procedures & Application For All Water Pipeline Crossings

32825 Weld CR 39 – P.O. Box 56
Lucerne, CO 80646
970-356-3020 Phone 970-395-0997 Fax
nwcwd.org ~ water@nwcwd.org

CROSSING APPROVALS

North Weld County Water District (NWCWD) serves the towns of Pierce, Ault, Eaton, Nunn, Severance, Lucerne, Gill, Galeton, and the northern areas of Windsor and Greeley as shown in Figure A. NWCWD also encompasses some areas of eastern Fort Collins.

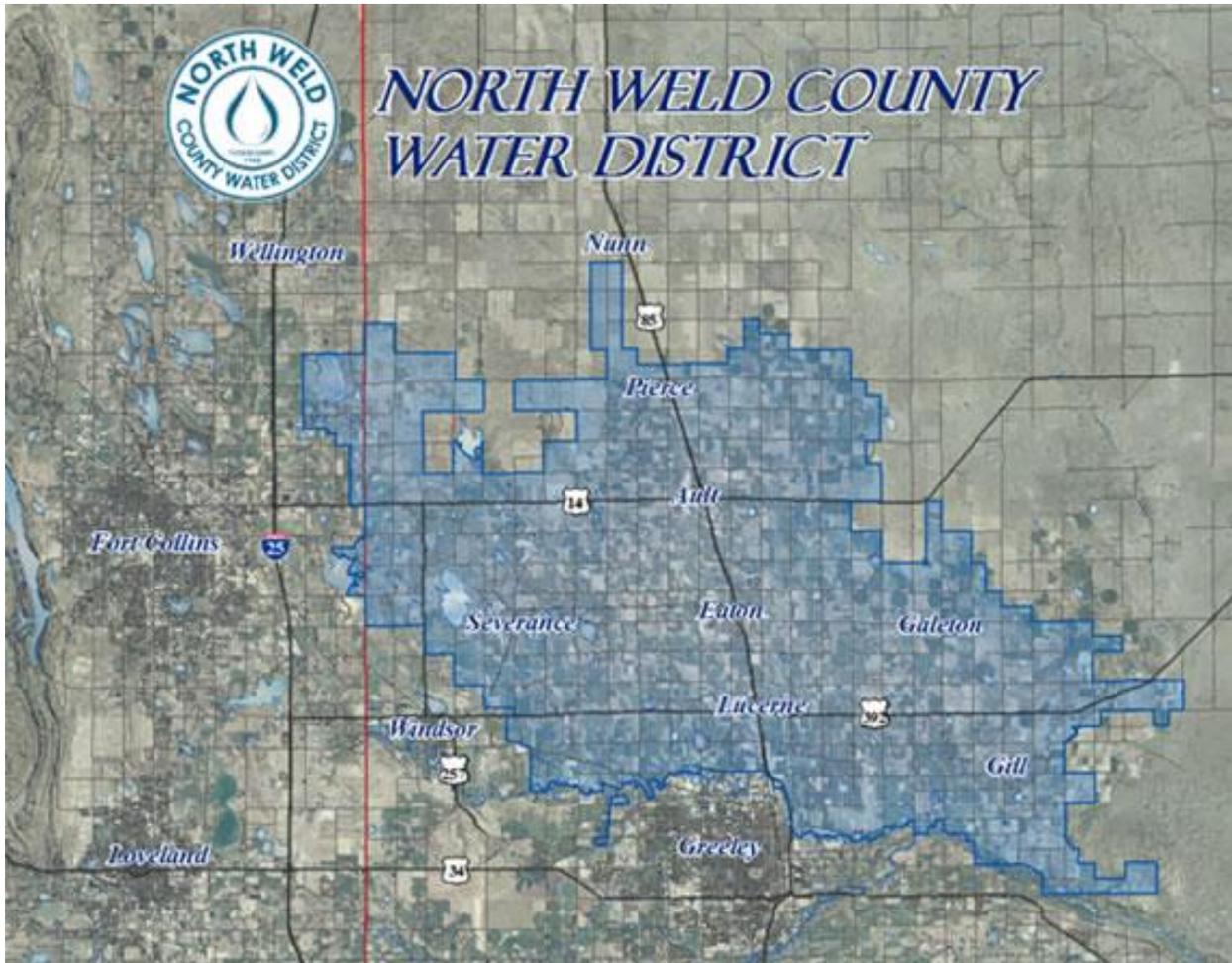


Figure A - NWCWD Service Area

1. APPROVAL PROCEDURES

Please note the Crossing Approval issued by NWCWD only applies to NWCWD's water pipelines (waterlines). The Contractor/Owner is responsible for identifying and obtaining any/all permits and/or approvals required from any public agency or private property owner. Submit each crossing for approval a minimum of two weeks prior to construction.

2. POTHOLING OF EXISTING NWCWD PIPELINES

When the proposed project identifies that a NWCWD pipeline is within the project area, the potable- and non-potable waterline and associated service lines must be potholed to determine their exact locations and depths. It is the responsibility of the Contractor/Owner to obtain the appropriate approvals for performing the potholing of these waterlines.

Submit a Location Map showing where the Contractor/Owner will be crossing or encroaching upon the NWCWD waterlines.

When in public right-of-way (R/W), the appropriate permit must be obtained from the agency with jurisdiction for the R/W. When on private property within a NWCWD Easement area, the approval or right-of-entry shall be obtained from the property owner.

NWCWD will issue an "OK to Pothole" notification to the Contractor/Owner. NWCWD does not issue pothole permits, private property approvals, nor rights-of entry to private property. Coordinate a NWCWD inspector to be on-site during potholing activities in accordance with Paragraph 5.B.

3. CROSSING APPROVAL APPLICATION

- A. A Crossing Approval Application is attached to these Procedures. Additional Crossing Approval Applications may be obtained from www.nwcwd.org.
- B. Complete all pertinent information.
- C. Plan and Profile Drawing(s) - REQUIRED
 1. After potholing has been completed, the associated Plan and Profile Drawing(s) shall be updated, if necessary, and shall be provided as an attachment to the Crossing Approval Application. Refer to the Minimum Standards below. The Plan & Profile Drawing(s) shall:
 - a. Show location information and placement of facility being installed, incorporating location and depth of pipelines identified by potholing.
 - b. Show how the proposed facility will be installed, e.g., bore, trench, other.
 - c. Show the type, size, etc. of the proposed facilities being installed, including crossing tape, marker posts, etc.
 - d. Show all NWCWD water and non-potable waterlines and service pipelines. If located in a NWCWD easement, the easement width shall also be shown on the Plan and Profile Drawing(s).
 - e. The actual proposed clearance distance (not just the "minimum" clearance), both vertical and horizontal, from the proposed facility to the existing waterline.

4. SUBMIT COMPLETED CROSSING APPROVAL APPLICATION

- A. Submit to NWCWD a minimum of two weeks prior to proposed construction date.
- B. Attach Plan and Profile Drawing(s) with all information required.
- C. Review by NWCWD
 1. NWCWD will complete the review of the Crossing Approval Application. This process requires confirmation of easement width, approval of proposed clearance, and installation. Additional information and/or drawing revisions will be requested, if necessary.

- D. Crossing Approval Issued
 - 1. When all information is received and the Crossing Approval Application with Plan and Profile Drawing(s) has been approved, NWCWD will issue:
 - a. Original/Signed Crossing Approval Application;
 - b. Provide any Approval Conditions that apply; and
 - c. Stamp, Sign, and Date the approved Plan and Profile Drawing(s).
- E. The original/signed copy of the Approval and the Plan and Profile Drawing(s) shall be on-site during construction with a copy available for NWCWD's Inspector.
- F. The Contractor/Owner is responsible for identifying and obtaining any/all permits and/or approvals required from any public agency or private property owner.
- G. Inspection Notice - Contractor/Owner shall arrange for a NWCWD inspector prior to any construction activities, including potholing, regardless whether the waterline is in an easement or a R/W in accordance with Paragraph 5 B.

5. MINIMUM STANDARDS FOR UTILITY ENCROACHMENTS OR CROSSINGS

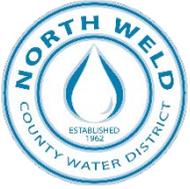
The following requirements are standard and pertain to every proposed utility that intends to cross or encroach/parallel NWCWD's existing potable- or non-potable waterlines and associated service lines. These minimum standards were developed to meet the Colorado Department of Public Health & Environment's Design Criteria for Potable Water Systems. These are considered minimum standards that may be changed upon plan review due to field conditions, soil conditions, service line connections, maintenance/repair of pipelines, and adjacent manholes or vaults. Installation plans must be submitted to NWCWD for review and approval a minimum of two weeks prior to the beginning of construction.

- A. Minimum Requirements - The exact clearance distance, i.e., not the minimum required clearance, shall be shown on the profile:
 - 1. Parallel Installation (Encroachment)
 - a. Parallel installations shall maintain a minimum of 5-feet clear horizontal separation in a public R/W for dry utilities. All pipelines conveying hydrocarbons shall maintain a minimum of 10-feet clear horizontal separation.
 - b. Parallel installations will not be allowed in exclusive waterline easements.
 - 2. Perpendicular Installation (Crossing)
 - a. For trenchless (bored) crossings, there shall be a minimum of 2-feet clear separation above or a minimum of 3-feet clear separation below existing waterlines or services. When reaming, the Contractor must allow for the outside diameter of the reamer plus the applicable 2- or 3-foot clearance distance, as applicable.
 - b. For open-cut crossings, there shall be a minimum of 18-inches of clear separation above or 3-feet clear separation below existing waterlines or services.

- c. All crossings shall be contained in an encasement pipe that may be:
 - i. Ductile Iron - Special Thickness Class 51;
 - ii. Steel – Minimum wall thickness of ¼-inch (Schedule 40);
 - iii. HDPE (DR11);
 - iv. PVC (Schedule 80 or DR14);
 - d. Any variation from above encasement pipe materials must be reviewed and approved by NWCWD prior to installation.
 - e. The encasement pipe shall span a minimum of 10-feet on both sides and be centered on the existing waterline.
 - f. Any crossing that spans an exclusive waterline easement shall span the entire easement with the encasement pipe.
 - g. All crossings shall be at a 90-degree angle to the waterline.
- B. A NWCWD representative shall be present to verify all potholing, encroachments, and/or crossings. To schedule this service, call (970)356-3020 a minimum of 48 hours prior to commencing work on site.

6. ATTACHMENT

- A. Crossing Approval Application



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www.nwcwd.org • email: water@nwcwd.org

CROSSING APPROVAL APPLICATION

Contractor Information

Contractor Name: _____

Contractor _____

Address: _____

Contact Person: _____

Contractor Phone: _____

Contractor Email: _____

Proposed Utility/Facility Information

Owner's Name: _____

Utility/Facility _____

Address _____

Contact Person: _____

Owner's Phone: _____

Owner's Email: _____

Project Information

Estimated Construction Date: _____ **Location:** Section _____, T _____ N, R _____ W

Address or Intersection: _____

Description: Distance/direction (_____ ft N, S, E, or W) from cross street, side of street, etc.

Method of Installation: Bore Open Trench Other: _____

Casing Material, Size, Thickness, Class, Etc.: _____

Description of Utility/Facility to be installed (pipe size, KV info, Telephone/Cable/etc.): _____

NWCWD Facility/Pipeline			Crossing Information		Private Easement Information	
Potable Water, Non-Potable Water, Service Line, Etc.	Pipe Size	Pothole Depth	Over or Under	Crossing Clearance	Width	Reference/Reception Number
a.						
b.						
c.						
d.						

***Note: All Service lines must be potholed and documented.**

For On-site Inspector: Please call (970) 356-3020 at least 48 hours in advance of any construction activities.

Casing Information:

- Private easement – span entire width of pipeline easement
 - Public easement – span a minimum of 10 feet either side of NWCWD's existing lines
 - Pipeline marker posts to be placed above conduit on each side of NWCWD's Pipeline Easement.
- Exact location to be determined by NWCWD.

*Additional pages may be added to further explain/clarify, if necessary.



APPROVED APPLICATION MUST BE ON-SITE DURING CONSTRUCTION ALONG WITH APPROVED PLAN/PROFILE