

## POLICY NUMBER 94-

1. **TITLE:** Right-of-Way Protection

2. **PURPOSE:** This policy is designed to reserve the first 10 feet from the edge of existing paved roads or the first 22 feet from the centerline of existing right-of-ways. These limits will be used strictly for City utilities unless pre-approved by the Public Works and Utility Departments prior to installation.

3. **SCOPE:** This policy is applicable to all underground utility companies public or private.

4. **AUTHORITY:** Lynn Haven City Code

5. **RESPONSIBILITIES:** The following entities prescribe responsibilities and participate in the process:

a. Public Works Director. Responsible for enforcing any ordinances or policies pertaining to any City right-of-ways.

b. Utility Director. Responsible for the installation and maintenance of all City utilities. Assures that all locates are performed and recommends approval for request of utilities placed in the reserved areas.

c. Department Supervisors. Provide for field support in reviewing jobs in required information and distributes them to the individual departments.

6. **DEFINITIONS:** The following terms and definitions apply:

a. Right-of-Way - Land in which the State, the Department, a County or Municipality owns the fee or has an easement devoted to or required for use as a transportation facility.

b. Public or Private Utilities - To include but not limited to sanitary sewer, potable water, telephone wires, cable television wires, gas lines or electrical transmission lines.

7. **PROCEDURES:** At a minimum the following procedures shall be utilized in the placing of any utilities on City right-of-ways.

a. Submission of Underground Utility New Construction Action Form & Permit:

Forms are to be completed by the utility company that will be installing the lines. Forms are to be completed in their entirety with all technical information required along with a drawing or sketch of the work to be performed.

b. Locates: Locates for the City utility lines will then be performed by the City Utility

Department.

c. Review by City Staff: The effected Departments will then review the scope of the project.

d. Approval: Acceptance for all utility line installations once approved by the Departments Heads will be assigned a permit number for the specified project only.

e. Field Inspections: Field inspections will be performed by City personnel during and after installation of the utility lines. Any discrepancies will be reported in writing to the company involved by the Director of Public Works. Reports will contain any concerns with the project and the corrective measures required.

## **RIGHT-OF-WAY PROTECTION**

The first 10 feet from the edge of existing paved roads or the first 22 feet from the centerline of existing rights-of-ways within the City limits will be used for City utilities only. Any utility company wishing to use these specified areas must be pre-approved by the City prior to utility installation.

**CITY OF LYNN HAVEN  
POLICY  
SEWER STOP UPS AND WATER LEAKS**

It is the position of the City of Lynn Haven Department of Public Works, division of water and sewer; that the homeowner must first call a licensed plumber, (see note) if the plumber has determined that the sewer stop up/water leak is on the city side, the plumber will:

1. Call the Department of Public Utilities during regular work hours, identified as Monday-Friday, 7 am-4pm, at 265-0087 or in the event of after hours, call the police dispatch only at 265-1112. Staff on call will then respond. Plumber will need to be on site when staff responds.
2. Licensed plumbers are not to initiate repair work on the city side of the line.
3. Assessment as to where the trouble lies (city side or resident side) should easily be determined. The city will pay up to and not exceed 1 hour labor charge to the plumber for making the determination that the trouble is on the city side once verified by city staff.
4. Invoices should be directed to the city and residents should not be charged for your time unless additional work agreed upon by yourself and the resident is provided. Payment of invoices are subject to verification and a ~~14~~<sup>30</sup>-day process time.
5. Any exceptions to this policy is subject to discussion and determination by the Department of Public Utilities.
6. Policy effective date: March 1993

**\*\*NOTE: Sewer--**The city side of the line in most cases will be determined at the tie-in point of homeowners sewer line. This does not include tie-in, this tie-in is installed by the plumber, not the city.

**Water—**The city side of the water line is from the meter to the street and is the city's responsibility. The homeowner is responsible from the tie-in at the meter to the house.

## **WATER & SEWER DEPARTMENT MOST FREQUENT COMPLAINTS**

**FOR ALL COMPLAINTS**—You must have the name, address, and phone number or you do not have a complaint.

When ever a plumber says it's the city's problem we must also have the name of the plumber.

### **WATER LEAKS**

From the meter to the road is the city's responsibility

From the meter to the house is the homeowners responsibility—they must call a plumber

If the plumber determines that it is a city problem the city will pick up the plumbers labor, up to 1 hour

### **SEWER BACK-UPS**

The homeowner must call a plumber first, once the plumber says it is the city's problem, we will unstop the sewer line and pick up the plumbers labor, up to 1 hour

If the plumber finds the problem to be on the homeowners side, the city will charge the homeowner for repairs