



**County of San Mateo,
Department of Public Works
Utilities-Flood Control-Watershed Protection**
555 County Center, 5th Floor • Redwood City, CA 94063 • Phone (650) 363-4100

Sanitary Sewer and Streetlight Requirements Checklist

This requirement checklist provides a summary of general requirements for proposed improvements on properties located within the 10 sewer/sanitation districts (Sewer District) and 11 street lighting districts (Lighting District) operated and maintained by the County of San Mateo. The requirement checklist is intended to assist project applicants during the plan preparation and review phases to minimize the Districts comments and review time. The Districts may modify these requirements and/or add other requirements as necessary.

SANITARY SEWER

The Sewer District may approve the re-use of an existing sewer lateral if the applicant provides the Sewer District with evidence (i.e. closed circuit video camera inspection), prior to final plan approval, that the existing lateral between the property line cleanout and sewer main meets Sewer District standards and is in acceptable condition and the lateral connection to the main is also acceptable to the Sewer District. The existing lateral shall be removed and replaced at the property owner's expense if the Sewer District determines that the line is in poor condition or if the lateral does not meet Sewer District standards.

The following information must be provided on the plans to the Sewer District for all non-residential and new residential projects:

1. General Plan Information

- Vicinity map, north arrow, scale
- Legends and abbreviations
- Property or public right-of-way lines
- Easement lines and type of easement
- Utilities within the vicinity of the project

2. Property/Easement Line Cleanout

- Location of existing (if any) and proposed cleanout. Cleanout shall be located at the property/easement line or on private property within 5 feet of the property/easement line
- Cleanout must be placed in a location that provides easy access for maintenance equipment and is outside of any enclosures
- Size (minimum 4" diameter for residential / minimum 6" diameter for non-residential)
- Size of cleanout shall match size of sewer lateral
- Material, rim and invert elevations of proposed cleanout

3. Sewer Lateral (section between property/easement line cleanout and Sewer District main)

- Location of existing (if any) and proposed lateral
- Only one lateral allowed for each parcel or residence
- Size (minimum 4" diameter for residential / minimum 6" diameter for non-residential)
- Material, length, slope (minimum 2%), and invert elevations
- Minimum of 3 feet cover required in roads measured from finished surface to top of pipe. If 3 feet of cover cannot be maintained over the sewer lateral, then ductile iron pipe shall be used
- No grade breaks allowed

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- If the existing lateral from the property line cleanout to the Sewer District main is to be abandoned and a new lateral connection is proposed, the existing lateral connection shall be removed and the Sewer District main repaired by the project applicant. A minimum of 12 inches in length of the abandoned lateral upstream from the previous connection point shall be plugged with cement slurry. **A note indicating this requirement shall be included in the plans.**
- If a new lateral is to be connected to an existing manhole, the connection shall be made by core drilling a hole in the manhole wall appropriately sized for the sewer lateral pipe. The annular space between the wall and pipe shall be plugged with mortar cement. After the annular space has been plugged, the interior of the entire manhole shall be coated with an approved waterproofing material applied per the manufacturer's recommendations. **A note indicating this requirement shall be included in the plans.**
- If a new lateral is proposed to be installed using trenchless technology, the method of installation shall be indicated on the plans. The applicant shall submit a video inspection of the existing sewer lateral for Sewer District review prior to approval of pipebursting.

4. New Lateral Connections to Sewer Main

- Size, material, and length (manhole to manhole, manhole to lateral connection)
- Rim and invert elevations of the upstream and downstream manholes nearest the proposed lateral connection point to the Sewer District main

5. Outdoor Fixtures

- Location of outdoor fixtures (i.e. exterior sinks, showers, drains, etc.)
- Outdoor fixtures connected to the sewer lateral must be covered as they introduce rainwater into the sanitary sewer system

6. Second Unit / Guest House

- Building floor plans
- Lateral from the second unit shall be tied into the primary house lateral on private property upstream of the property/easement line cleanout

7. Swimming Pool

- Drainage plan stating the method of discharge and indicating the point of discharge
- Drainage for swimming pool shall not be connected to sanitary sewer lateral or sewer system

8. Sewage Sump or Ejector Pump

- Location of proposed pump and pressurized pipe
- The pressurized pipe shall connect to a gravity lateral to convey flow into the Sewer District main
- If sump pumps are to be used to deliver sewage from the building to the Sewer District main, the Sewer District requires that a covenant be prepared stating that the ownership, operation, maintenance and repair of the pump system will be the responsibility of the property owner. The covenant must be prepared, signed, notarized, recorded with the San Mateo County Recorder's Office, and a copy provided to the Sewer District. Sample covenant and instructions can be obtained from the Sewer District.

9. Improvements in Sewer or Public Utility Easements or County Maintained Road Right-of-Ways

- Private utility lines crossing Sewer District mains shall have a minimum of 12" vertical clearance
- A minimum of 5' horizontal clearance distance shall be maintained from edge of pipe to edge of pipe between private utility lines and sanitary sewer lines. Plans shall show utility line profiles and indicate all sewer crossings.

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- Permanent structures are not recommended in the sanitary sewer easements as they may cause damage and impede maintenance, repair, or reconstruction of Sewer District owned lines. The Sewer District is not responsible for replacement of structures if removed for sewer work.
- Proposed vegetation in easements shall be planted as far away from any sanitary sewer lines as possible because roots often cause damage to the sewer pipes. The Sewer District is not responsible for replacement of plants within sewer easements if removed for sewer work.

10. Backflow Prevention or Overflow Device

- The lowest finished floor elevation shall be at least 1 foot higher than the rim elevation of the nearest upstream sanitary sewer manhole. If the lowest finished floor elevation is not 1 foot higher, the applicant shall install a backflow prevention or overflow device. This is to prevent back flow of sewage into the building.

11. Non-Residential Properties

- Number of existing drainage fixtures
- Number of proposed drainage fixtures with corresponding drainage fixture units (DFU's) for each type of fixture

12. Food Preparation Facilities that Generate Fats, Oils, and Grease

- Location of grease trap or grease interceptor
- Number of proposed drainage fixtures with corresponding drainage fixture units (DFU's) for each type of fixture connecting to the grease interceptor
- Grease interceptor sizing calculations
- Grease interceptor specifications
- A proposed maintenance plan for the grease interceptor, including but not limited to the frequency of cleaning, responsible parties for regular cleaning and record keeping, shall be submitted to the Sewer District for review prior to final approval of the plans.

13. Standard Details

- All appropriate Sewer District standard details shall be included in the plans. Sewer District standard details can be found on our website at <http://publicworks.smcgov.org/sewer-services>.

14. Standard Notes (to be included in the plans as appropriate)

- Sanitary sewer connection and testing must be made in the presence of a Sewer District representative.
- The Sewer District office shall be contacted (650-363-4100) to schedule inspections. Inspections must be scheduled a minimum of one working day prior to the inspection. No inspections shall occur on Fridays, weekends or holidays unless special arrangements are made with the Sewer District.
- Care must be taken to protect the existing Sewer District facilities when a new sewer lateral and connection is installed. Any damage to the Sewer District facilities during the installation of this new lateral shall be repaired by the applicant per the Sewer District standard details and at the applicant's expense. The Sewer District must be notified of any damages to the sanitary sewer facilities and any repairs must be inspected by a Sewer District representative.

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- A video inspection of the sewer main (manhole to manhole) where the new lateral connects to the Sewer District main or the existing connection is to be removed shall be performed by the applicant or contractor and submitted to the Sewer District for review after lateral connection has been made or the main repaired. The video inspection shall be performed in accordance with the requirements described in the Special Provisions for Closed Circuit Television Inspection of Sanitary Sewer Mains (a copy can be obtained from our website at <http://publicworks.smcgov.org/sewer-services>). The Sewer District will review the video inspection to determine whether the work performed is acceptable. All unacceptable work shall be corrected to the Sewer District's satisfaction at the applicant's expense.

15. Plan Review Fees (fees may be changed without prior notice)

- Residential projects – \$300
 Non-residential projects – \$500
 Payment shall be made to the County of San Mateo and collected with the first plan submittal

STREETLIGHT

The following information must be provided on the plans to the Lighting District for all non-residential and new residential projects:

- Location of existing streetlight(s) and pull boxes in the project vicinity
- Type of service (overhead or underground)
- Label potential utility conflicts on plan and profile (i.e., pipe crossings)
- If there are existing lighting facilities near the project site, their actual location(s) shall be indicated on the plans, and the following note shall be included on the plans.

Care must be taken to protect the existing streetlights and any wiring associated with it during construction. Any damage caused by the contractor shall be repaired by the contractor per the Lighting District's standard at his/her expense. The Lighting District must be notified of any damages to the lighting facilities and any repairs must be inspected by a Lighting District representative.