



DEVELOPMENT WORKSHOP





Welcome and Introductions

Robert Zammataro

Director, W/WW Planning & Development



Safety

- Emergency Evacuation Route
- Assembly Point
- Headcount
- Safety Buddy
- Medical Conditions
- CPR
- Call 911
- Call Security
- Fire Extinguishers
- Hazards
- Cell Phones
- Restrooms

JANUARY 2020



Agenda

- Electric Services
- Electric Development
- Real Estate
- Electronic Plan Submittal and Review
- Water/Wastewater
 - Development
 - Environmental
 - Inspection
 - Pre-Service
 - O & M
 - Standards
- Q&A
- Break-out Sessions

 **Water / Wastewater / Electric
Development**

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Objective

To provide an opportunity to have open discussion and feedback with the development community on the new processes, policy changes, guidelines and standards that have gone into effect for 2020.

To provide an update and detail on our digitization project, and provide a timeline for electronic plan review.

To review common issues that effect project & service timelines.

During the Q&A portion and the breakout session you will have an opportunity to visit with JEA staff to discuss any issues or concerns you have.



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Electric Service Permit Processing

Gerald Donskey-Manager, Energy Services & Development Projects

Incoming Electric Service Permits

- FY-19 – 19,668 - Monthly average - 1639
- FY-19 – 10,904 for new services

Permit Line Work Issued

- FY19 – 5,816 – Monthly average - 485

Electric Meters Installed 2019

- Residential – 7141
- Others - 1627



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Rules & Regulations for Electric Service

Services for Duplex Dwellings:

- Change proposed to consider duplex dwellings to be classified as a URD for JEA maintained secondary.
- With either 2 single meter sockets or two gang meter socket.

Single Family Line Work

- Continuing Issue delaying service line work
 - No pull line installed in conduit

Multi Family Line Work

- Issues delaying service connection
 - No Un-Metered Main permit pulled (7+ units)
 - For 6 or less units require JEA notification to add



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UG Development Activity (URD/UAD/UCD)

Jeremy Williams– Assoc. Manager, Energy Services & Development Projects

Accepted Electric Project Submittals/FY19

- 92 (70 in FY18; ↑ 31%)
- URD Lots & UAD Units: 7,648 (6,023 in FY18; ↑ 27%)
- UCD Length: 22,350 Ft (20,315 in FY18; ↑ 10%)
- 50 Individual Developers
- 24 Individual Engineering Firms
- 39 Pre-Submittal Meetings (33 in FY18)



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UG Development Activity (URD/UAD/UCD)

Energized Electric Projects/FY19

- 85 (60 in FY18; ↑ 42%)
- URD Lots & UAD Units: 7,884 (4,454 in FY18; ↑ 77%)
- UCD Length: 10,380 Ft (21,280 in FY18; ↓ 51%)
- 14 Individual Electrical Contractors



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What's New

- Project Engineer Team:
Jarrell Floyd, Lloyd Lesley, and Will Aldajuste.
- Standards Updates
 - Pre-cast Manhole Pour-in-place Collars.
 - Service Boxes/Number of Services per Box Size.
- Pull Strings in Energized Equipment
 - Developer's Contractor provides all pull strings.
 - Required at Final Inspections going forward.
- Equipment Pad Erosion Protection
 - Apply a ring of sod around all pads to prevent erosion.





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Pre-Submittal Meeting

- Review Plans & Project Submittal Documents
- New to JEA or No Projects within last 6 Months
- Accelerates Submittal Review
- Offers Latest Planning & Lead Time Estimates
- Scheduling: elecdev@jea.com
- Submittal Documents:
 - www.jea.com
 - Engineering and Construction
 - Electric Development

New Project Submittal

- Received electronically at: elecdev@jea.com
- Prepare package per corresponding Check List
 - Letter of Intent, CAD File, Street Light Plan, etc.
- Project review within 5 business days.
- Comments returned for adjustments & next review.
- Upon acceptance, receive a confirmation including assigned Project Engineer.
- Preliminary Electric Design begins once accepted.



Common Submittal Corrections

- CAD file not to standard
- Missing COJ Street Light Authorization
- Letter of Intent not signed
- Area light contract authorized signature
- Missing survey for utility relocations
- Townhomes submitted as URD rather than UAD
- Missing preliminary plat with Townhomes
- Missing riser diagrams with Townhomes
- Missing internal meter room dimensions for UAD
- Need for a UCD to reach new commercial parcel(s)



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Project Design

- Preliminary Design within 20 Business Days.
- Developer/Developer Engineer comments due within 10 Business Days.
- Approve Design prior to Pre-Construction Meeting
- Developer contacts Project Engineer when ready to schedule Pre-Construction Meeting with Developer's Electrical Contractor.
- Project Engineer coordinates to include JEA Construction Inspector.

Common Project Design Challenges

- Placement of Street Lights/4 Ft Back-of-Curb
 - Exceptions approved by COJ Traffic Engineer
- Manhole placement in Residential projects
 - Conflicts with driveways
- Transformer placement in Townhome projects
 - Limited options with Fire Access Easements
- UCD Parcel Outline Availability
 - Design is as good as parcel info available
- Pre-Mature Installation of Crossings
 - Crossings installed after Pre-Construction Meeting

Developer Construction

- Pre-Construction Meeting
 - Design released for Developer Contractor installation
 - Introduction of JEA Inspector
 - Construction/Standards Q&A
- Electrical Contractor contacts Inspector with any questions and when ready for Final Inspection.
- After Inspection, Electrical Contractor resolves any punch list items and calls for next inspection.
- With passing inspection, As-Built accepted with complete Schedule of Values form.
- Any Contribution In-Aid-of Construction (CIAC) due.

Developer Construction Challenges

- Less than 10% of first Final Inspections are passing.
- Just over 50% require more than two Inspections.
- 70% have punch lists that include 10 items or more.
- Inspection scheduling appears unfavorable.



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JEA Construction-Conduit As-Built Acceptance

- Inspector delivers Conduit As-Built & Schedule of Values to Project Engineer.
- Project Engineer creates transformer/cable/street light construction package within 10 business days.
- JEA Construction receives package and adds project to the Crew schedule:
 - Projects typically energized within 6 weeks.
- Project Engineer closes project with notification that project has been energized & one-year warranty has begun.



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Real Estate Items

Brandon Traub - Real Estate Coordinator

- Plats
- Easements
- Use & Hold Harmless
- Link to JEA Real Estate page on JEA W/WW Development, Reference Materials webpage

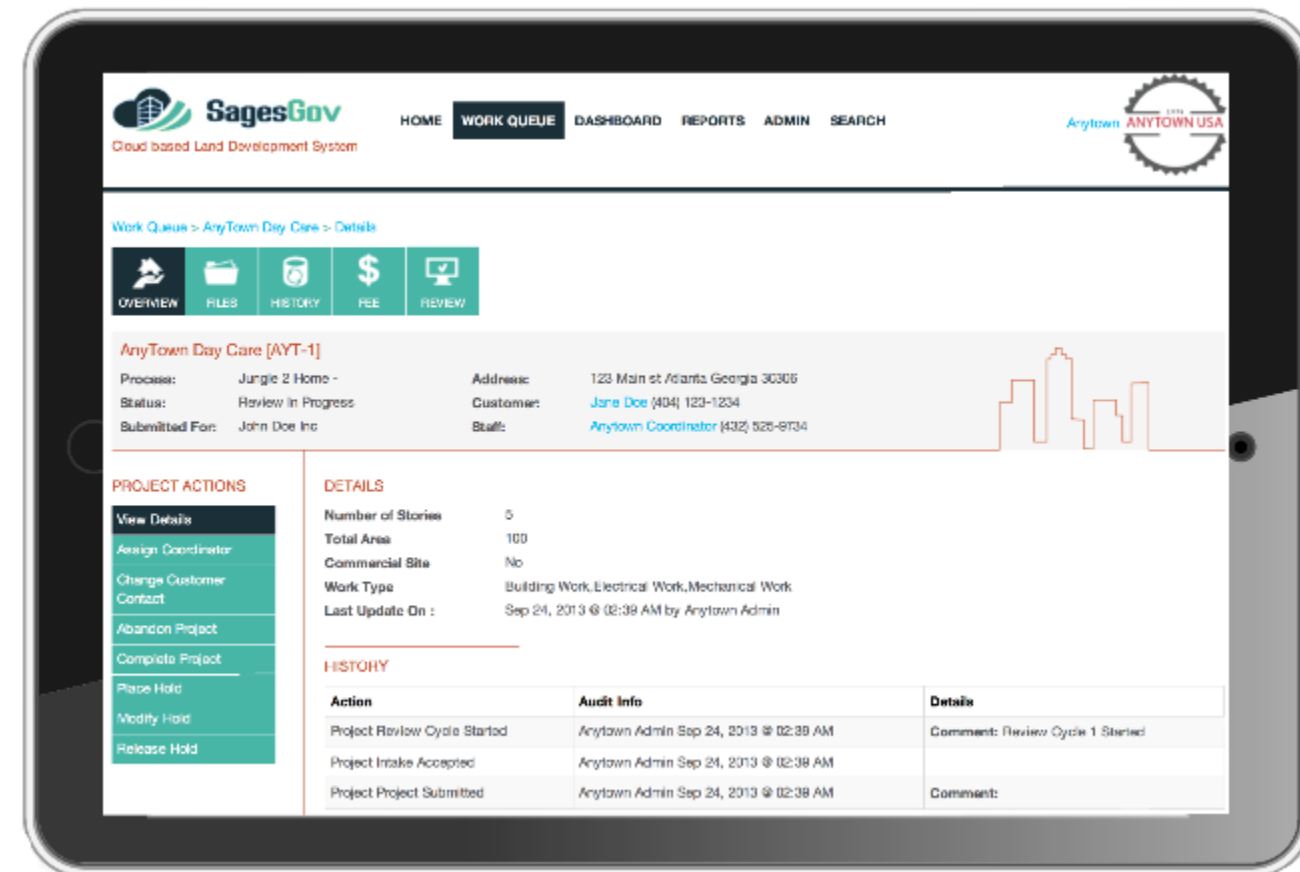
File Digitization

Deanna Davis- W/WW Development Mgr.

- End user Training: Spring 2020
- Go-Live: Summer 2020
- For latest project information visit:
www.jea.com/sagesgov
- Website and app access



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File Digitization

- Included JEA Teams (Water & Wastewater)
 - Availability Letters
 - As-Builts/GIS Maps
 - Force Main Connection Pressure Letters
 - Development Meeting Requests
 - Alternative Connection Requests
 - Special Estimate Requests
 - Plan Submittals (Including Infill Layouts)
 - New service Applications
 - Test Applications
 - Permit Submittal
 - Shop Drawing Submittal
 - Revision Submittal
 - Real Estate Submittals
 - Pre-Con Meeting Requests
 - Inspection Requests and Reports
 - As-Built Submittals
 - Permit COC Submittals
 - Acceptance Package Submittals



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Click Worklist Item

Welcome back, Marietta.

BUILDING PERMITS

Building Permit Application

[Learn more ▶](#)

Homeowners Building Permit Application

[Learn more ▶](#)

Revision Submittal Request

[Learn more ▶](#)

Small Cell Permit Application

[Learn more ▶](#)

Tenant Move-In Permit Application

[Learn more ▶](#)

UST Temporary Discharge Permit

[Learn more ▶](#)

Electrical Permit Application

[Learn more ▶](#)

Grease & Exhaust Hood Permit Application

[Learn more ▶](#)

Low Voltage Electrical Permit Application

Mechanical Permit Application

PLANNING & ZONING

Plat Review Application

[Learn more ▶](#)

Sign Permit Application

[Learn more ▶](#)

Announcements

Submittal Guidelines

3/27/2019

Registration:

- Anyone requiring access to the SagesGov Electronic Plan Review system must register for an account by clicking the following link <https://www.sagesgov.com/marietta-ga/Portal/Register.aspx>
- Architects, Builders, Engineers & Contractors must first **Register new account** for their Company. They are required to list an account administrator as part of the registration process; once approved they can add additional users from their company under their account.
- Persons who submit projects for a company should be setup as users under the company by the Administrator and SHOULD NOT register for a separate accounts.
- Independent Engineers, Design Professionals etc. may have their own **Company/Firm Account** or **Individual User Account** in SagesGov.

New Submission:

- To Start a **New Submission** click the **Tile** on the "**Home**" tab and follow the steps to complete your new Submission. SagesGov has built in applications with mandatory fields that you must complete in order to submit a project. The next step is to upload your **PDF** plans and drawings. Each drawing or document is setup in the system and will

[Home](#)[Worklist](#)[Dashboard](#)[Reports](#)[Manage](#)[Admin](#)[Search](#)[Help](#)

Worklist

[Tools](#)[Alerts](#)

View

Process

Status

Coordinator

Projects



ANY



Active Projects



ANY



^	Project/Case	Submitted By	Process	Status	Parcel #	Address	Submitted On
	2019-000053 - Dunkin Donuts	JEA Admin	Service Availability Form	In Progress		100 E Church ST, Jacksonville Florida 32202-3130	Nov 07, 2019
!	2019-000051 - Dunkin Donuts	JEA Admin	Service Availability Form	Waiting For Intake		100 E Church ST, Jacksonville Florida 32202-3130	Nov 07, 2019
	2019-000047 - Magnolia Apartments	JEA Admin	Service Availability Form	In Progress		100 N Ocean ST, Jacksonville Florida 32202-3314	Nov 06, 2019



>

Project/Case

2019-000053

Process Type

Service Availability Form

Status

In Progress

Address

100 E Church ST, Jacksonville Florida 32202-3130

[View More](#)

Overview

> MANAGE FILES

> VIEW APPLICATION

> VIEW CONDITIONS & RESPONSES

> EDIT APPLICATION

> COMPLETE PROJECT / CASE

GRAPHICAL OVERVIEW

Reviews

Preliminary Review

Development Stats

- FY 19 Water Main Installed: 78 miles (20% increase from FY 18)
- FY 19 Sewer Main Installed: 84 miles (31.25% increase from FY 18)
- FY 19 Reclaim Main Installed: 39 miles (8.33% increase from FY 18)
- FY 19 Water Services Installed: 7,176 (31.28% increase from FY 18)
- FY 19 Sewer Services Installed: 7,051 (28.18% increase from FY 18)
- FY 19 Reclaim Services Installed: 2,811 (2.33% increase from FY 18)
- FY 19 JEA Lift Stations Installed: 52 (18.18% increase from FY 18)
- FY 19 Development Projects Accepted: 239 (8.64% increase from FY 18)
- FY 19 Infill Projects Accepted: 484
- FY 19 Plans Reviewed: 1,023
- FY 19 Revisions Reviewed: 298
- FY 19 As-Builts Reviewed: 788
- FY 19 Design Meetings Held: 233
- FY 19 Pre-con Meetings Held: 280
- FY 19 Availability Letters Issued: 4,307



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JEA Website Changes

- https://www.jea.com/engineering_and_construction/water_and_wastewater_development/
 - Reference Materials
 - 2020 Design Guidelines
 - 2020 Standards
 - Forms and Procedures
 - As-Built Checklist by year

As-Built Submittal

[2019 As-Built Submittal Transmittal and Checklist \(PDF\)](#)

[2018 As-Built Submittal Transmittal and Checklist \(PDF\)](#)

[2017 As-Built Submittal Transmittal and Checklist \(PDF\)](#)

[2016 As-Built Submittal Transmittal and Checklist \(PDF\)](#)

[2015 As-Built Submittal Transmittal and Checklist \(PDF\)](#)

 **Water / Wastewater
Planning & Development**

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Reminders

- Availability Letter Response Times
 - 10 Business Days
 - If requesting 5 or more in a day, response time is 15 Business Days
- Availability letter updates
 - availabilityreq@jea.com
- FDOT Special Instructions



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Design Guideline Changes

- Availability Letters will expire after **TWO YEARS**
- Section 1.5 Master Plan Requirements
 - Outlines when master plans are required and when they are required to be updated
 - Provides required supplemental data to be provided, based on specific proposed infrastructure
- Force mains shall be designed to **not exceed 60 psi**
- Offsite utilities shall include station numbers along the alignment of the pipe



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Design Guideline Changes

- Required Level “A” SUE report or on plans
 - All points of connection
 - Horizontal Directional Drills
 - Jack & Bores
- Minimum of 20-foot stub-out at termination of mains
- Shop drawings need to be approved prior to pre-construction meeting setup



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Low Pressure Design Guidelines

- Design Guidelines Section 5.2
- Number of units to be increased from 20 to 80
- Alternative Connection Review Team will still be required
- Model of system, including pipe size and pump type will be required
- CAN NOT be installed via HDD
- Individual Grinder Stations to Remain Privately Owned & Maintained
- LPS Agreement is required to be recorded for each lot prior to project acceptance



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Pump Out Agreements

Deanna Davis- W/WW Development

- ONLY as approved by W/WW Development Manager
- ONLY for delayed back up power OR power to LS
- No more than 20% of permitted lots, max. of 20
- ALL applicable W/WW permits must be cleared
- Bond to cover the cost of the back up power
- Applicable water services and sewer mains must be cleared for use by the inspector prior to agreement issuance
- Agreement between Developer and JEA
- Developer responsible for the cost of plugging the manhole, pumping out, removal of plug and cleaning line prior to project acceptance
- Agreement expires on date of project acceptance



**Water / Wastewater
Planning & Development**

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Horizontal Directional Drill/Bore & Jack Plan Submittal Requirements

- Profile of the entire length of the drill depicting the following:
 - Right-of-way limits;
 - Property ownership information (if applicable);
 - Any required easements, permanent or TCE;
 - Soil boring information;
 - SUE report or on plans;
 - Entry/exit locations, dimensioned, with angles;
 - Fittings and/or adaptors
- Geotechnical Report to be provided, which:
 - Provides recommendations and analysis to confirm the suitability of the strata for the proposed drill path



Meters

- Potable Water Meters
 - Must be a **MINIMUM** of 10ft clear of structures and **NOT** located within sidewalk or driveway
 - If project plan does not allow this, you need to request that the metering team attends the development meeting to discuss options
- Reclaim Water Meters
 - If project is approved and installed with individual reclaim meters, you **CAN NOT** modify after acceptance to run a master irrigation service for the HOA to maintain
 - If you are selling your properties to include the irrigation, make sure you apply for the service to be in the HOA's name



Water and Sewer Permits-Program Overview

Christopher Kramer-Pollution Prevention Programs

- Provide permitting service for Duval water/sewer construction projects in lieu of FDEP Permits
- Serve as signatory for collection/transmission system for FDEP permits
- Protects JEA owned infrastructure and customers by ensuring projects meet JEA & FDEP standards
- Permit Determinations



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Water and Sewer Permits-Program Overview



- Applies to all Duval construction that:
 - Involves more than 1 potable water meter
 - An extension of water/sewer mains > 40 LF
 - Single water meters servicing more than 1 building
 - Public sewer projects involving the construction of manholes and/or pump stations (No private sewer)

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Water and Sewer Permits - Permit Types



- JEA Water/Sewer
 - Within Duval County only
 - 12-inch diameter and less piping
 - No on-site sewer
 - Two year permits with option of 3-1 year extensions
- FDEP Water/Sewer
 - Anything within JEA coverage (Clay, Duval, Nassau, St. Johns)
 - Anything within Duval >12-inch diameter piping
 - Any project that has on-site sewer
 - 5 year permit

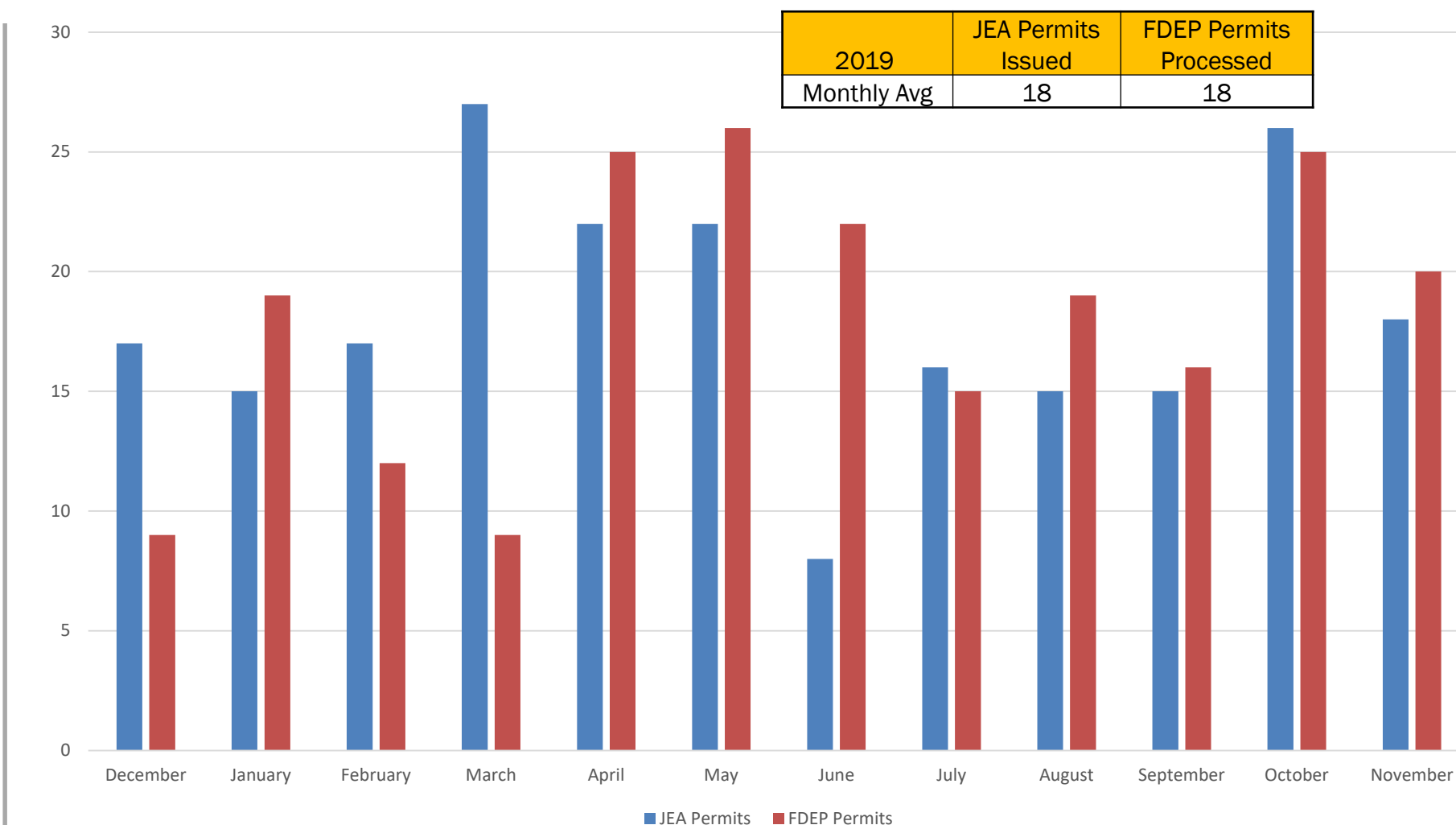
JANUARY 2020



Water and Sewer Permits - Permit Summary



JANUARY 2020



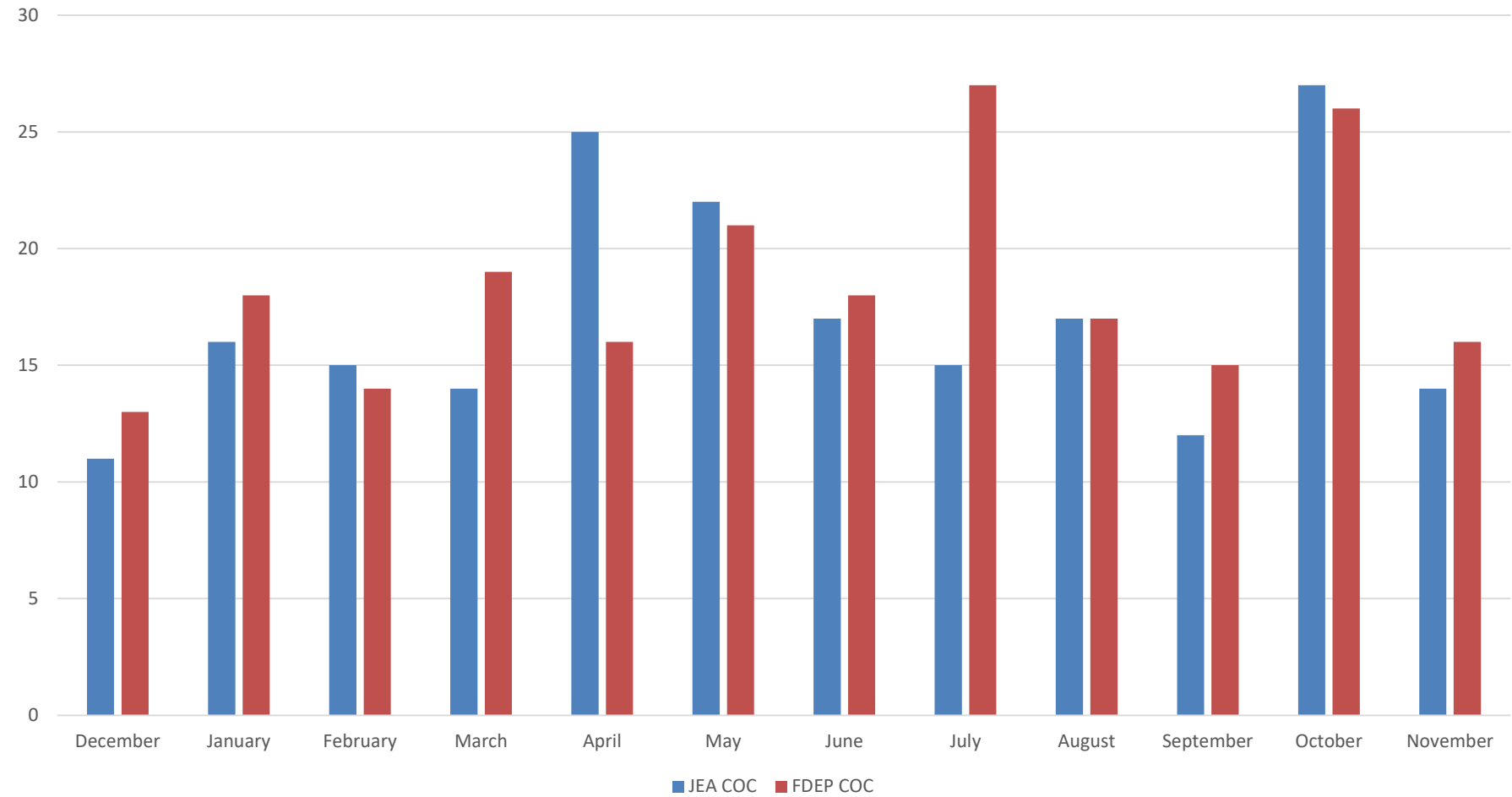
	2017	2018	2019
JEA Permits Issued	195	189	218

Water and Sewer Permits/COCs - Turnaround

>

Environmental

JANUARY 2020



	2017	2018	2019
JEA COC's	132	183	205

2019 - Time To Issue (Days)		
	Permits	COC
JEA	0.3	0.10



Pre-Construction Meeting

Josh Parker – Manager, Construction Inspection

- Request meeting: wsedevprojrequests@jea.com
 - Attention: Pre-Construction Meeting
 - Include project name and Availability number
 - Include Pre-con meeting request form
- Must have meeting PRIOR to any utility installation
- Inspector will be assigned
- Project Acceptance check-list provided
- Revisions
 - Required for all changes to approved plans
 - Review time: 5 business days
 - Will review electronically for projects under construction

Activities to schedule with Inspector

- Wet taps
- Cutting in MJ tees, sleeves or valves
- Tie-in to existing manholes
- Force main tie-in to JEA manhole
- Flushes
- Outages
- Testing (Bac-T, Pressure, CCTV, locate wire, pump station startup)
- Wet Well Installation
- Horizontal Directional Drills (Provide fusion reports)



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Water/Sewer/Irrigation Services

GiGi Carroll-W/WW Pre-service

- Application Processing Time - *Depending on volume*
- 3-5 days* for individual applications
- 5-10 days* for bulk builder applications
- Clock restarts when applications are incomplete
 - **JEA Account numbers** are required on all applications, including flow tests.
 - **Availability numbers** are required on all applications.

- Commercial Applications

- Must include **capacity fees** from average daily flow calculator or minimum for meter size www.jea.com/capacityfeecalculator
- All fees must be paid to process application
- Common area irrigation or lift station water meters must have a COJ or County issued address

Water Preservice Requirements

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Volume* of Service Applications

 **Water Preservice Requirements**

JANUARY 2020



Residential & Commercial	FY17	FY18	FY19
Total	8,952	9,930	11,153
Duval	4,065	4,459	5,388
St. Johns	2,056	4,441	4,844
Nassau	728	771	925
Clay	317	278	46

Water/Sewer/Irrigation Services

- Tap and Meter Installations - *Depending on volume and field conditions*
- Taps are completed within 10 business days*
- Meters are installed within 2 business days*
- Connected potable meter and backflow must be installed before reclaim irrigation meter.
- Additional delays occur when addresses are not marked or site conditions prevent meter installation.

Straight Piping - Tampering Fees Charged

- Straight piped hydrant meters will be confiscated
- Straight piped service lines will be cut and locked off



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HYDRANT METER POLICY CHANGES

- Hydrant meter readings are still sent monthly to firehydrant@jea.com
- Expanded reading submission date range to between the 5th and 25th day of each month
- Maximum \$150.00 per month no read fee (6 days)
- May still be assessed a no read fee if reading is submitted between 26th day and 4th day of month.
- Hydrant Meter Application
 - Link is found at www.jea.com/meterapplications
 - Additional information found under www.jea.com/business_resources



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Water Preservice and Customer Service

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Water Preservice Handles

- Meter applications for **new** water, sewer, irrigation, and fire line services and installations.
- Hydrant meter applications, flow tests, and sewer locates.
- Email waterpreservice@jea.com, visit us in the JEA Customer Center building located at 21 W Church St., or call (904)665-5260 option 6 for assistance.

Once Meters are Installed

- New Residential service starts can be completed on line at jea.com, or call (904)665-6000 option 1.
- New Commercial service starts can only be completed by calling the Business Support Center at (904) 665-6250. For all other commercial customer service needs, please email commercialservices@jea.com

Water and Sewer Taps

Kyle Schoettler-W/WW O&M

- Stake or Paint the location (Green for Sewer, Blue for Water) of request
- Post or Paint the permitted lot address
- If the requested location is the property line, please make sure the property lines are clearly marked so that we install the tap in the correct location.

**Water / Wastewater
Operations & Maintenance**

JANUARY 2020



Water and Sewer Taps

Kyle Schoettler-W/WW O&M

- JEA Delivery and Collection business unit has a service level agreement to complete the tap within ten days of receiving the tap order, pending extenuating circumstances.
- If you are requesting multiple taps on one street, all taps must be submitted at the same time.



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Sewer Locate

- A sewer tap locate can be applied for and requested to determine if there is a pre-existing tap at the site.
- If there is a pre-existing tap, and it meets current JEA standards, a JEA crew will mark the location for the customer.
- If there is no pre-existing tap, or the pre-existing tap does not meet JEA standards, the contractor/developer will be required to pay a standard tap fee, unless it requires a special estimate. In this scenario, the fee for the sewer locate will be applied towards the cost of the new tap.



Water/Wastewater Standards Updates

Casey Nettles-W/WW Standards

- **Section 351 & 702** - Locate balls required for all buried valves
- **Section 351 and 430** - Valve Box Debris Shield not required
- **Section 351** – Insertion valves – NRS, stainless steel and able to withstand torque of 700 ft. lbs.
- **Section 408** – Removal of sock drain system required or abandoning by filling the system with grout
- **Section 428** – Use of adequate water for CCTV inspections required
- **Section 430** - Locate balls required for all buried valves and all sewer services
- **Section 433** - Removed conflicting language “JEA Furnish and Install Transducer” on new developer station drawings. Developer to furnish and install.

Water/Wastewater Standards

JANUARY 2020



Water/Wastewater Standards Updates

Casey Nettles-W/WW Standards



January 2020



- **Section 433** - Pump station demarcation box required location and ventilation of pedestal section changes made to drawings
- **Section 433** – Wash down stations for Class 1 & 2 pump stations moved to the opposite side of the driveway
- **Section 433 and 435** – Standards for pump station driveways
- **Section 445** - Pump Station Attributes Table was updated and submittal will be required with As-Builts
- **Section 501** – As-Builts must be revised version of original design drawings. Totally re-drawn as-builts will be unacceptable
- **Section 501:** Reclaim signage required to indicate reclaimed water in use
- **Section 501** – As-builts must show physical dimensioning at all crossings of all JEA pipelines and all storm sewer drains and facilities, not just water pipe crossings.

Water/Wastewater Standards Updates

Casey Nettles-W/WW Standards

- **Section 501** – Meter numbers matching lot numbers may be used in meter tables instead of meter number call outs on plan views. Sewer service points likewise.
- **Section 501** - As-Built submittal transmittal and checklist has been updated to match revised standards. Longitude error in example tables corrected.
- **Section 750 and 755** – Locate wires for HDD changed from three to two locate wires

Standards manuals will be available online and hard copies can be purchased online and picked up at any FedEx location.



January 2020



A white geometric graphic on the left side of the slide, consisting of several parallel diagonal lines that create a sense of depth and movement.

Questions?