

# NATURAL GAS UTILITY

## DEVELOPER INSTALLATION INFORMATION

(Revised 2015)



CITY OF ELLENSBURG  
ENERGY SERVICES – GAS DIVISION  
501 N. ANDERSON STREET  
ELLENSBURG, WA 98926  
TEL: (509) 962-7124

Reap the benefits of natural gas with help from the City of Ellensburg. Electricity rates are going up, and we want your help doing something about it. We're asking home builders to install lower-operating-cost, higher-comfort gas appliances in their new construction projects. City-supplied rebates bring your costs near zero, and gas appliances can increase the value of the homes you build. We've made it easy for you to choose gas, with free City-supplied gas service lines to the house (in your trench), reduced electric duct and vault agreement fees for developments that put in gas heating, and substantial rebates for gas appliances.

Recent changes in the Ellensburg Municipal Code (EMC 15.260.070B) make the installation of natural gas facilities in new developments mandatory. [www.ci.ellensburg.wa.us](http://www.ci.ellensburg.wa.us) The use of natural gas is not mandatory, however. This change will allow builders and home owners to have options for their fuel needs.

This checklist shows the majority of steps necessary to bring natural gas to your new development.

- Contact Energy Services to determine if your property is close to our natural gas distribution system. The system is continually being expanded and is not confined to the city limits or UGA.
- Request a cost estimate. Provide a set of AutoCAD development plans of the plat showing existing and proposed utilities, proposed buildings and meter locations, and the "Cut & Fill" plan for finish grade. Include the estimated gas load(s) for the homes or commercial buildings.
- Submit service agreement application. If the main extension is on private property a "Main and Service Line Agreement" is required (eg. flag lots) [www.ci.ellensburg.wa.us](http://www.ci.ellensburg.wa.us)
- Schedule a pre-construction meeting. Locate existing utilities before you dig. Call 1-800-424-5555 or 811

## DESIGN

*The developer* will be required to pay for and provide a set of AutoCAD development plans/drawings of the plat showing the following:

- Existing and proposed utilities and easements,
- The "Cut & Fill" plan for finish grade,
- Estimated gas load(s) and any special delivery pressures for the homes or commercial buildings.
- Proposed buildings and meter locations. The meter location (Exhibit A) shall be approved by the City and shall be as close as possible to the existing main. Service lines crossing lots will not be permitted.

*The City* will provide the following:

- A complete drawing set showing the engineered design of the proposed natural gas infrastructure. It can be picked up in the Energy Services Dept. or e-mailed to your engineering consultant for inclusion in the bid packages.
- A cost estimate. Costs are based on actual estimated costs less an allowance for each service connection. These allowances are counted against the total main and service cost. All costs associated with a gas main line extension must be fully paid for by the end use customer. Any estimation of applicable costs is valid 6 months from the date issued. If work has not commenced after the 6 month period, the costs may be recalculated. These costs shall be passed onto the home builders and need to be recorded on the plat drawing.

## EASEMENTS

The City of Ellensburg shall be provided adequate legal rights for construction of the facilities installed across all properties, including property not owned by the customer. Customer grants the City of Ellensburg, and its successors or assigns, all rights and easements, ingress and egress, for the installation and maintenance of natural gas facilities on customer's property and for future extensions to provide service to adjoining properties.

The customer must grant the City the right to remove and/or otherwise disturb, lawns, shrubs and other property on the customer's premises as reasonably necessary for the purpose of installing an extension hereunder. The customer understands that lawns, shrubs, flowers, and other landscaping or vegetation may be damaged during the installation and maintenance of a natural gas service and will not be replaced by the City.

## INSTALLATION

**The developer** will be required to pay for and provide the following:

- Call in locates and maintain the marks of the existing and recently installed utilities for the duration of the project. Locates expire after 45 days. Hand dig to expose gas facilities. If a gas escape occurs dial 911 for emergency services and call the City Gas Dept. 509-962-7124
- Trenching should be done in a manner conducive to installing all gas facilities in their entirety during one mobilization. Multiple mobilizations of City gas crew may result in additional costs. It is the developer's responsibility to ensure the trench provides adequate depth and clearance from existing and proposed utilities. (see attached Trench Requirements)
- Sand Bedding – maintenance sand or sand containing any sharps will not be accepted as bedding material. It is the developer's responsibility to ensure the trench has sufficient depth after installation and final grading.
- Backfilling – City gas personnel is required to be onsite to ensure proper backfilling, compaction and clearances. Any crossings of gas mains or services shall have a minimum 1 foot separation. Developers shall backfill gas mains and services as soon as the installation by the gas crew is done.
- If concrete or asphalt is to be poured around the riser then install a 6-8" sleeve around the riser.
- Contact the City when existing gas facilities are exposed.

**The City** will provide the following:

- Materials and labor for the installation, pressure test and commission all systems per the designed plans.

- Inspection of any exposed gas pipe after the installation has been completed. Failure to notify the City Gas Division of exposed pipe may result in charging the developer if the City feels the integrity of the pipe has been jeopardized.

## **GAS VALVES**

Emergency gas valves are designed and identified for each new development. The function of these valves is to quickly and safely shut down the gas supply to a development using one or more gas valves in the event of an emergency. All gas valves controlling the development must be accessible at all times. They should not be buried/covered, built over, or otherwise inaccessible. Should this be the case, the City of Ellensburg will take corrective action, chargeable to the developer or contractor responsible. In paving operations, valves may be covered for a short period of time, (up to 2 weeks), however an emergency shut-down valve should be identified and remain accessible during this operation. It is the developer's responsibility to locate and uncover the valves and bring the valve boxes and covers flush to grade after paving is complete.

If, in the course of construction, valves and/or valve boxes become damaged or inaccessible, the City of Ellensburg Gas Division shall be notified immediately. The city will provide replacement materials which may be charged to the developer under RCW 19.122.

## **OTHER REQUIREMENTS:**

- Gas mains and services shall not be installed under any structure. Should any structure be placed on top of a main or service line, the City of Ellensburg will take appropriate corrective action which shall be chargeable to the developer.
- Service lines shall be installed the shortest distance to the building, not across the lot or in front of the building for locating and damage prevention/safety purposes.
- Care should be taken to avoid damages to newly installed gas facilities. Repair of damages will be charged to the contractor/ developer responsible.
- Anytime gas facilities are exposed, the City of Ellensburg Gas Division shall be called to visually inspect the integrity and condition of facilities and verify standards are all being met before the facilities are covered.

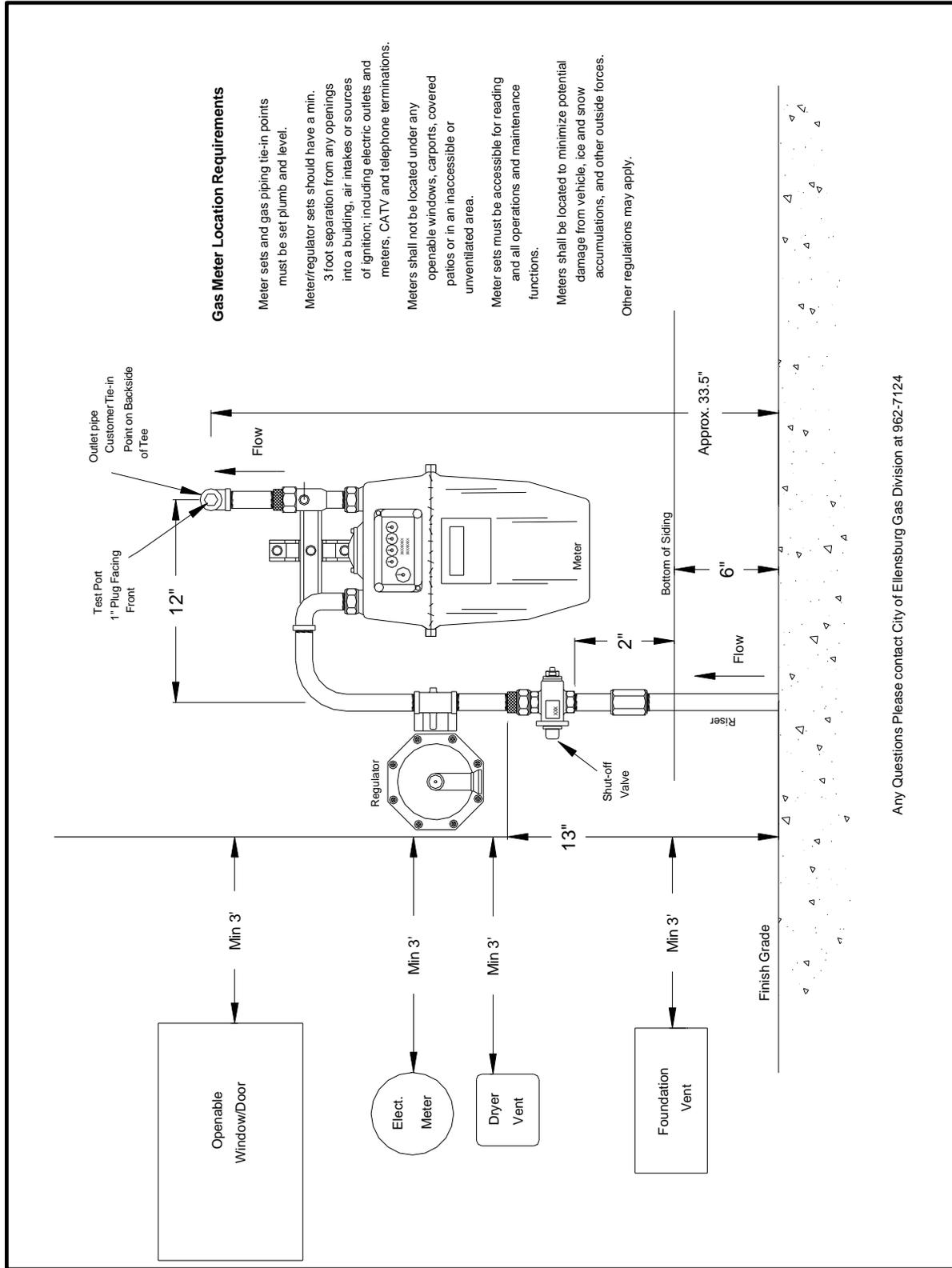
In cases where the requirements detailed within this document are repeatedly ignored or circumvented, the City of Ellensburg reserves the right to have a full time inspector on site whenever the possibility of gas lines may be exposed, or gas work is taking place near gas facilities. Costs for this inspector shall be charged to the contractor/developer.



## Natural Gas Utility Installation Information

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*While every effort is made to provide accurate and reliable information, the above is intended for guidance purposes only. The City of Ellensburg assumes no liability for any individual's use of or reliance upon the above information and does not guarantee that the information is complete, accurate or up-to-date.*



**Gas Meter Location Requirements**

- Meter sets and gas piping tie-in points must be set plumb and level.
- Meter/regulator sets should have a min. 3 foot separation from any openings into a building, air intakes or sources of ignition; including electric outlets and meters, CATV and telephone terminations.
- Meters shall not be located under any openable windows, carports, covered patios or in an inaccessible or unventilated area.
- Meter sets must be accessible for reading and all operations and maintenance functions.
- Meters shall be located to minimize potential damage from vehicle, ice and snow accumulations, and other outside forces.
- Other regulations may apply.

*Gas Meter Location Requirements.*

