



## **NATURAL GAS UTILITY DEVELOPER INSTALLATION INFORMATION**

(Revised 2023)

501 N ANDERSON STREET  
ELLENSBURG, WA 98926  
(509) 962-7124

The City of Ellensburg allows developers the option to install natural gas facilities in new developments within the Gas Division's territory, which extends beyond the City Limits and UGA. Connecting to the natural gas system is not mandatory, but providing the infrastructure allows builders and owners options for their energy needs.

This packet summarizes the steps necessary to bring natural gas to your new development.

- Contact the City Natural Gas Utility to determine if your property is close to our natural gas distribution system. The gas system is not confined to the City Limits or UGA.
- Provide a set of AutoCAD development plans of the plat.
- Submit completed Service Agreement Application. If the main extension is on private property a "Main and Service Line Agreement" is required (eg. flag lots).
- Schedule a pre-construction meeting. Locate existing utilities before you dig by calling 811. Pothole existing utilities to verify depths in areas where crossing.

## 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 (See Gas Detail Sheet G20 "Gas Meter Location Requirements") 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 Gas Division 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. 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. These costs shall be passed onto the home builders and need to be recorded on the plat drawing.

## EASEMENTS

**The developer** shall acquire all necessary easements, providing the City of Ellensburg adequate legal rights for construction of the gas facilities installed across all properties, including property not owned by the customer.

## INSTALLATION

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

- Before you dig, Call 811 and request a utility locate. Maintain utility locate marks for the duration of the project. Locates expire after 45 days. Hand dig to expose gas facilities. If a gas leak occurs dial 911 for emergency services and call the City Natural Gas Utility 509-962-7124 immediately.
- 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 Gas Detail Sheets G12 & G13)
- Smooth 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 are 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 service riser then a 6"-8" sleeve is required around the service riser.
- Contact the City Natural Gas Utility whenever existing gas facilities are exposed.

**The City** will provide the following:

- Materials and labor for the installation, pressure testing, and commission of gas facilities per the designed plans.
- Inspection of any exposed gas pipe after the installation has been completed. Failure to notify the City Natural Gas Utility of exposed pipe may result in a minimum of charging the developer if the City feels the integrity of the pipe has been jeopardized.

## **GAS VALVES**

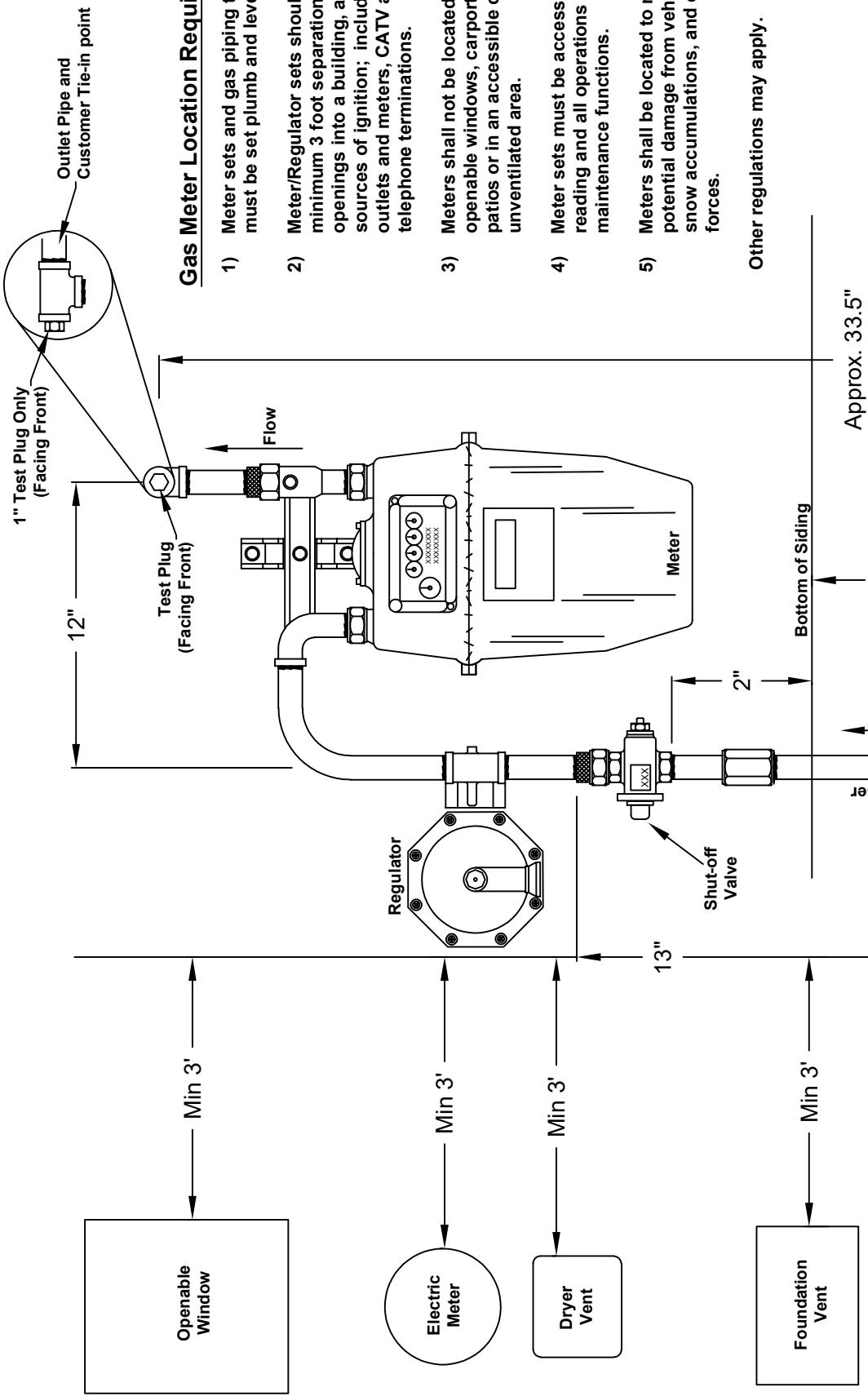
Emergency gas valves are designed and identified for each new development to quickly and safely shut down the gas supply to a development in the event of an emergency. All gas valves controlling the development must be accessible and operable at all times. In paving operations, valves may be covered 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, during 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.

## **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 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 before they 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 may be charged to the contractor/developer.



Any Questions contact City of Ellensburg Gas Division at 509-962-7124



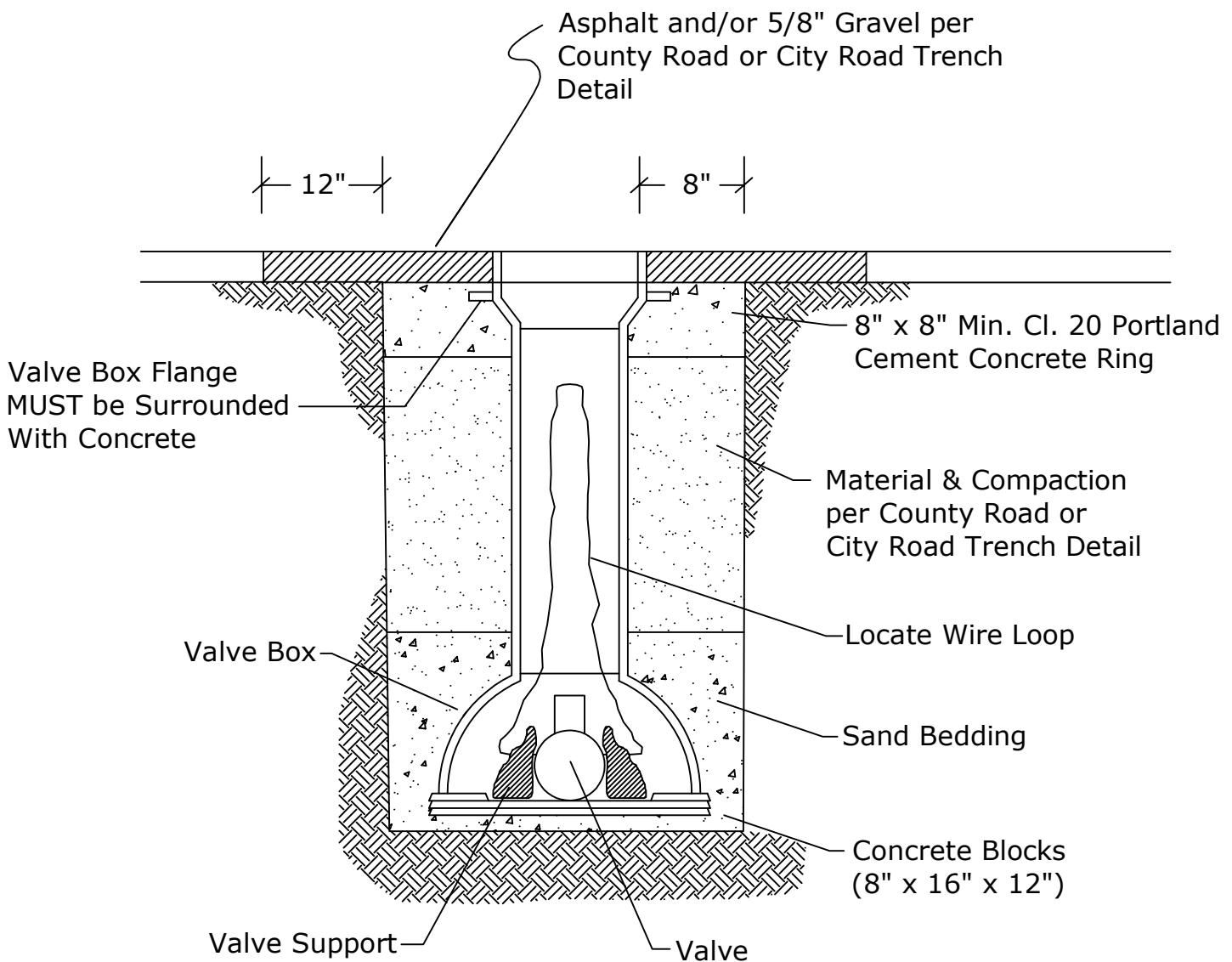
CITY OF ELLensburg  
STANDARD PLANS & DETAILS

DRAWN BY: HF	DATE: 03-28-19
UPDATED BY:	SCALE: NONE

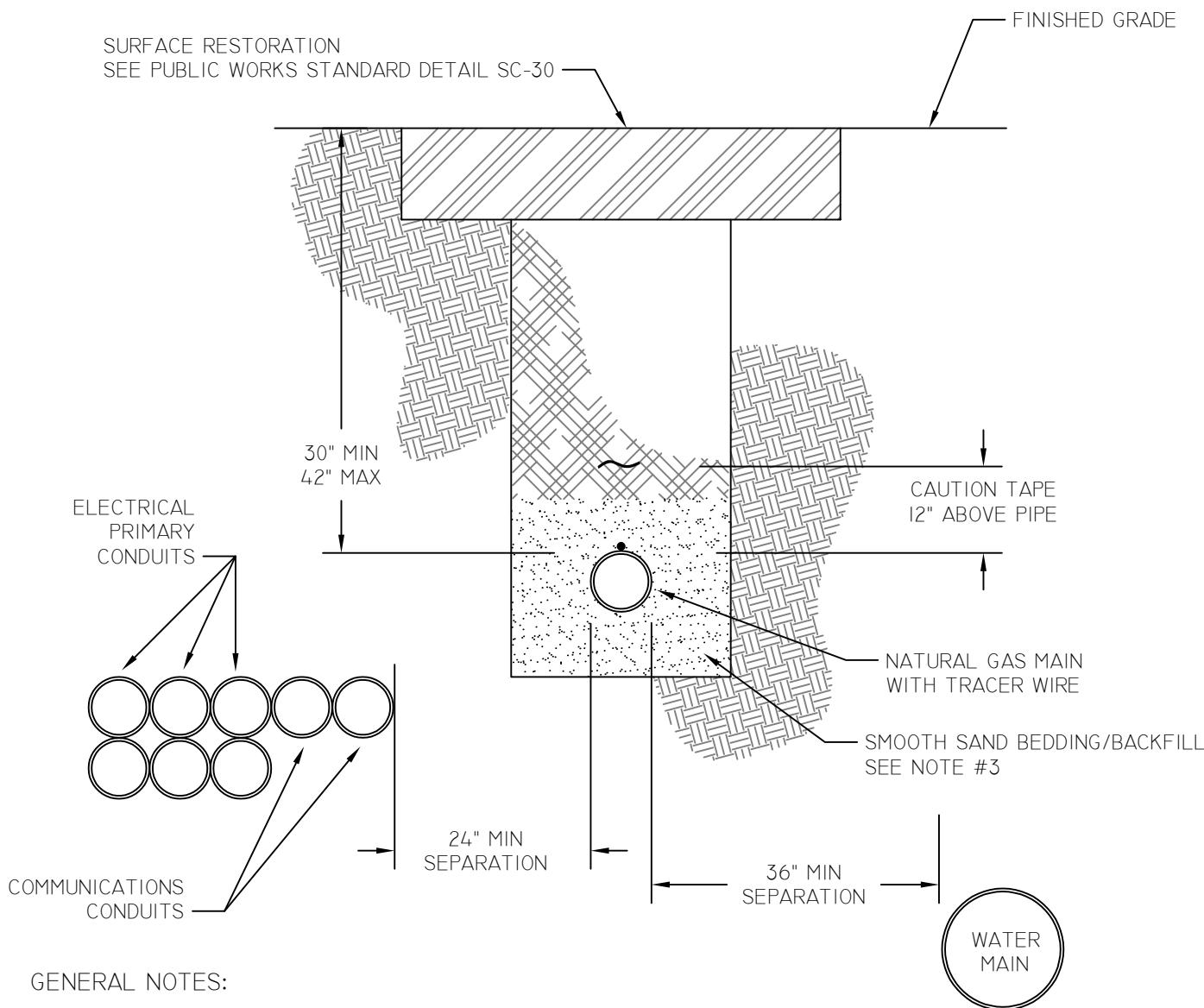
GAS METER LOCATION  
REQUIREMENTS

REVISED XX-XX-XX

PLAN NO.  
G-20



SURFACE RESTORATION  
SEE PUBLIC WORKS STANDARD DETAIL SC-30

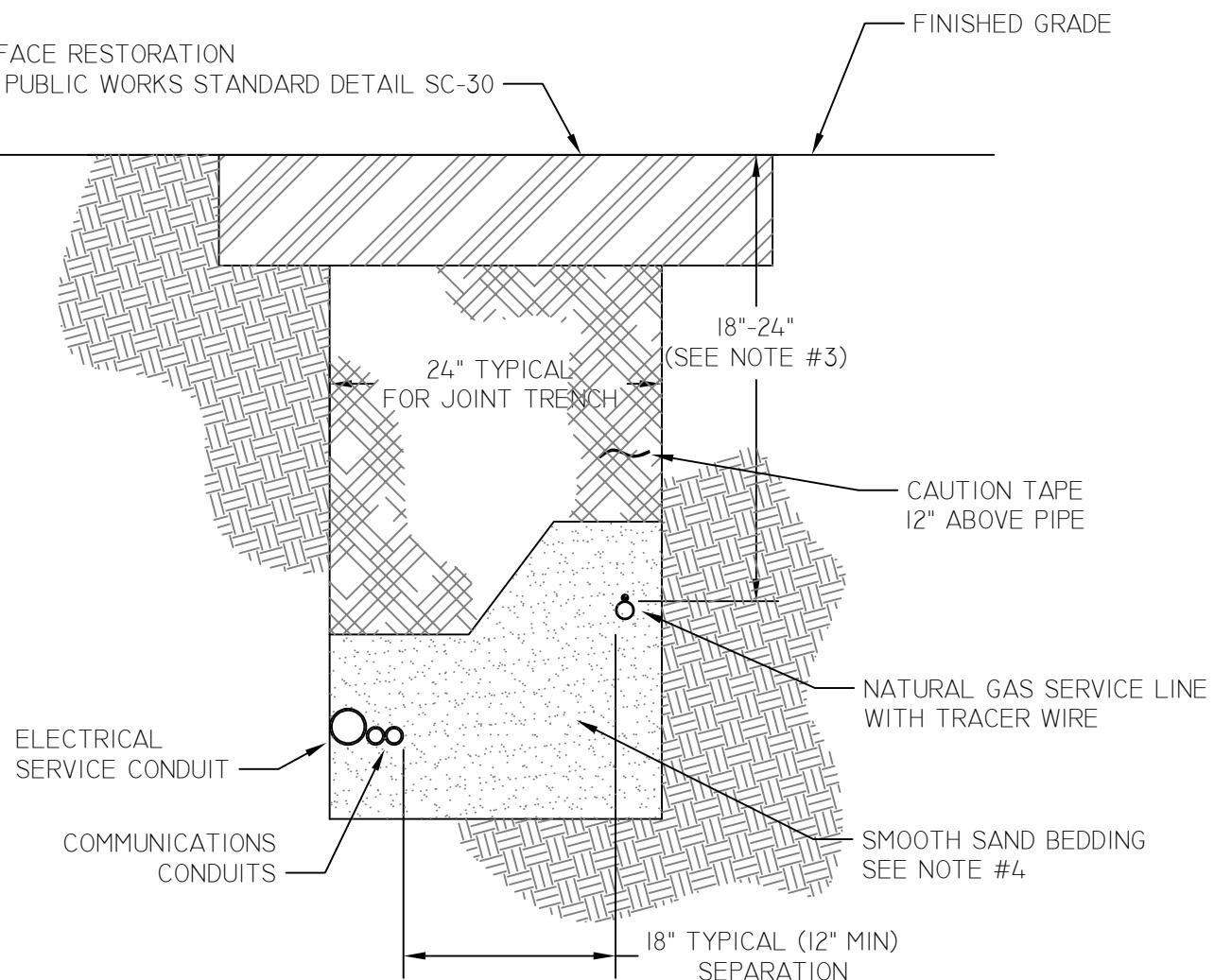


GENERAL NOTES:

- 1) A COMPREHENSIVE LIST OF TRENCHING REQUIREMENTS IS FOUND IN SECTION ELEVEN OF THE GAS DIVISION OPERATION AND MAINTENANCE MANUAL.
- 2) THE WIDTH OF TRENCH WILL BE SUFFICIENT TO ALLOW FOR THE LOWERING OF PIPE WITHOUT DAMAGE. FOR 6-INCH PIPE, THE TRENCH WIDTH MUST BE AT LEAST 12-INCHES WIDER THAN THE PIPE. FOR PIPE SMALLER THAN 6-INCH, THE WIDTH MUST BE SUFFICIENT TO ALLOW SOME SNAKING OF THE PIPE FOR EXPANSION AND CONTRACTION.
- 3) SMOOTH SAND BEDDING IS REQUIRED AND MUST BE A MINIMUM OF 6-INCHES BELOW AND 6-INCHES ABOVE THE PIPE. MAINTENANCE SAND MAY NOT BE USED AS SAND BEDDING/COVER.
- 4) BACKFILL MATERIAL ABOVE THE SAND BEDDING AND BELOW THE CAUTION TAPE MUST BE FREE FROM LARGE AGGREGATES. THE REMAINDER OF THE BACKFILL MAY BE COMPLETED WITH EXCAVATED MATERIAL AND MUST BE MECHANICALLY TAMPED TO 95% MINIMUM DENSITY.
- 5) FOR JOINT TRENCH INFORMATION, SEE PUBLIC WORKS STANDARD DETAIL WT-15 (WATER & GAS) OR EL-12 (POWER & GAS). GAS & POWER JOINT TRENCH TYPICALLY OCCURS WITHIN THE ROADWAY SHOULDER ON UNDEVELOPED FRONTAGE. ANY GAS & POWER JOINT TRENCH MUST BE APPROVED BY THE GAS ENGINEER.

REVISED 11-30-22

SURFACE RESTORATION  
SEE PUBLIC WORKS STANDARD DETAIL SC-30



GENERAL NOTES:

- 1) A COMPREHENSIVE LIST OF TRENCHING REQUIREMENTS IS FOUND IN SECTION ELEVEN OF THE GAS DIVISION OPERATION AND MAINTENANCE MANUAL.
- 2) THE WIDTH OF TRENCH MUST BE SUFFICIENT TO ALLOW SOME SNAKING OF THE PIPE FOR EXPANSION AND CONTRACTION WHILE MAINTAINING MINIMUM SEPARATION FROM OTHER UTILITIES.
- 3) THE MINIMUM DEPTH FOR A GAS SERVICE LINE IS 18-INCHES ON PROPERTY AND 24-INCHES WITHIN RIGHT-OF-WAY.
- 4) SMOOTH SAND BEDDING IS REQUIRED AND MUST BE A MINIMUM OF 6-INCHES BELOW AND 6-INCHES ABOVE THE PIPE. MAINTENANCE SAND MAY NOT BE USED AS SAND BEDDING/COVER.
- 5) BACKFILLING MUST BE COMPLETED AT THE TIME THE GAS SERVICE LINE IS INSTALLED.

REVISED 12-02-22



CITY OF ELLensburg  
STANDARD PLANS & DETAILS

SERVICE LINE  
TRENCH REQUIREMENTS

PLAN NO.  
**G-13**

DRAWN BY: MB DATE: 07-19-01 UPDATED BY: DY SCALE: NONE