

ENGINEERING MANAGEMENT, INC.

General Policies and Procedures
For
Review and Comment on Development/Engineering Plans
Water and Wastewater System Related

September 2005

1. Reviews shall be in accordance with:
 - a) The local municipal standards, regulations, ordinances and practices
 - b) Georgia Department of Natural Resources – Environmental Protection Division Rules, Guidelines and minimum criteria, such as issued in “Minimum Standards for Public Water Systems” by EPD, and
 - c) Widely accepted publications pertaining to sound practices for water and sewer design such as the “Ten States Standards”.
 - d) The professional judgment of Engineering Management, Inc.
 - e) The local municipality’s best interests.
2. The scope and purpose of reviews and comments by EMI shall be limited to compliance with applicable local standards and practices in the project’s jurisdiction. EMI in no way shall be responsible for the success or failure of designs by others and shall be held harmless in the event of design failures by others.
3. EMI may require, at its discretion, the submission of additional, supporting calculations or studies by others for the purpose of completing a review of a project.
4. EMI shall in no way be responsible for technical accuracy or correctness of any calculations submitted. The purpose of EMI’s review of calculation documents is to verify completeness, adequate results and confirm their existence.
5. EMI reserves the right to refuse the review of any project or plans at its discretion and defer to the Environmental Protection Division.
6. EMI shall only accept plan submittals and related materials from the appropriate departments of the governing municipality. EMI shall accept only hard copies of plans and documents for review; no digital files via disk or email shall be accepted.
7. EMI shall issue comments in letter and/or checklist form to the municipality. Developer’s representatives or engineers may be copied if requested by the municipality only.
8. EMI will not hold, conduct or attend meetings requested by Developer’s representatives unless properly arranged with appropriate parties of the governing municipality.

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9. EMI may require or request at its discretion meetings with Developer's engineering representatives in order to complete a review.
10. EMI shall conduct site visit(s) to the project area if it feels this is necessary to complete a review.
11. EMI shall reject and return follow-up plan submittals which fail to address multiple comments or concerns issued in previous reviews.

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