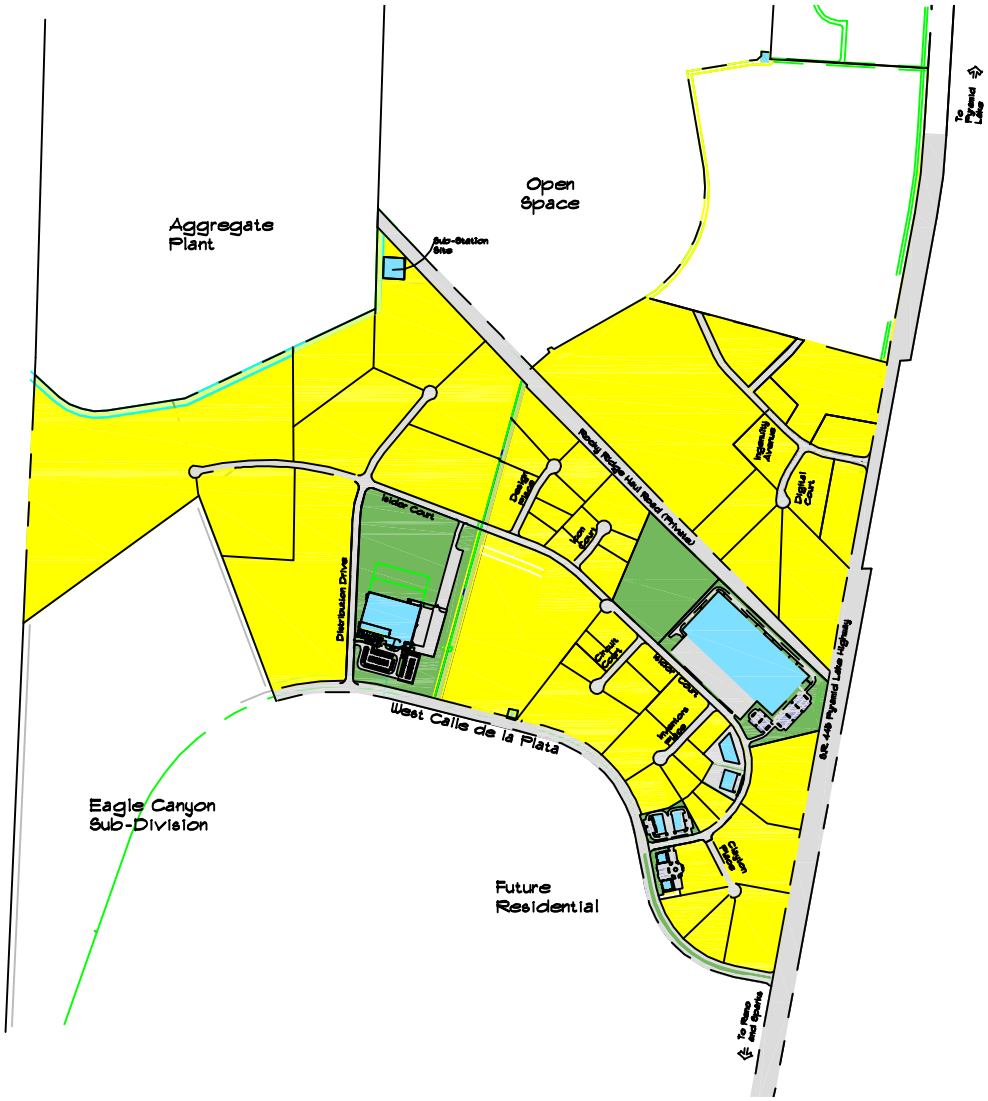
# SPANISH SPRINGS BUSINESS CENTER
# DESIGN/SUBMITTAL GUIDELINES




C & M ENGINEERING AND DESIGN, LTD

# SPANISH SPRINGS BUSINESS CENTER
# DESIGN/SUBMITTAL GUIDELINES

**PREPARED FOR:**

**SPANISH SPRINGS ASSOCIATES LIMITED PARTNERSHIP**
PMB 444
9732 STATE ROUTE 445
SPARKS, NEVADA 89436
(775) 425-2900

**PREPARED BY:**

**C & M ENGINEERING AND DESIGN, LTD.**
9498 DOUBLE R BLVD, SUITE B
RENO, NV 89521
(775) 856-3312

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## INTRODUCTION

These design/submittal guidelines will guide you in the approval process of your project with the local governing public and private entities. Pertinent information will be included such as the individual(s) to contact, phone number(s), and address of the governing entity.

## STEP I:
## KNOW THE DESIGN GUIDELINES/CODES

Developers of parcels within the Spanish Springs Business Center should first review the *Spanish Springs Business Center Development Handbook* (SSBCDH). The handbook will provide guidelines for:

- Design review process of the Architectural Committee of the Spanish Springs Business Center.
- Site planning guidelines
- Landscape design guidelines
- Architectural guidelines
- Lighting guidelines
- Signage guidelines

The SSBCDH also provides the business center's CC&R's, Phase I Environmental Assessment, and Master Geotechnical Report. Parcel Developers should also ensure that their site design will comply with the current *Washoe County Development Code* and the *Spanish Springs Specific Plan* as amended or superceded by the Spanish Springs Area Plan.

## STEP II:
## THE SITE DESIGN

1. Obtain the existing parcel boundaries, easements and other site constraints. With boundary, easement, and other known constraints a preliminary site layout can be created that complies with all applicable design guidelines and codes.

2. A geotechnical engineer should perform a site-specific analysis of soil conditions. The geotechnical engineer will need a preliminary idea of the maximum depth of cut and fill on site. The geotechnical engineer needs to provide his recommendations from his soil analysis to the civil engineer and architect with sufficient time to allow the civil engineer and architect to make sure their design conforms to the geotechnical engineer's recommendations.

3. The civil engineer, architect and landscape architect will be simultaneously designing the project. They are responsible for their respective areas of expertise to ensure that all design guidelines and codes are met in the design of the project.

4. Entities that provide oversight and guidance to the site design:

**ARCHITECTURAL COMMITTEE OF THE SSBC OWNERS ASSOCIATION**
**c/o Hawco Properties**
145 Isidor Court, Suite A
Sparks, Nevada 89436
Phone: (775) 425-2900
Contact: Jesse Haw, Bill Haw

Designs must be submitted to the Architectural Committee. The chairman of the committee is Jesse Haw of the Hawco Development Company. Approval of the committee is required prior to submittal to Washoe County.

**WASHOE COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT (Review of the site and building)**
1001 E. 9th Street
P.O. Box 11130
Reno, Nevada 89520
Phone: (775) 328-6100
Fax: (775) 328-3699
Website: www.co.washoe.nv.us
Contact: Adrian Freund, Trevor Lloyd, Sharon Kvas

Planning ensures compliance with zoning, setbacks, parking, landscaping and architectural features.

**WASHOE COUNTY DEPARTMENT OF PUBLIC WORKS – ENGINEERING (Review of the site)**
1001 E. 9th Street
P.O. Box 11130
Reno, Nevada 89520
Phone: (775) 328-2040
Fax: (775) 328-3699
Website: www.co.washoe.nv.us
Contact: David Price, Norman Lindeman

The Engineering Department reviews plans for code compliance of site, roadway, parking lot, storm drain, hydrology/hydraulics, ADA access, floodplain management, storm water discharge, provides inspection, etc.

**WASHOE COUNTY DISTRICT – HEALTH DEPARTMENT**
**(Review of the site and building)**
1001 E. 9th Street
P.O. Box 11130
Reno, Nevada 89520
Phone: (775) 328-2434
Fax: (775) 328-6176
Website: www.co.washoe.nv.us
Contacts: Bryan Tyre, Doug Coulter

The health department staff reviews community development applications with regard to sewage disposal, domestic water quality and supply, solid waste, vector control, food establishments, underground storage tanks, air quality management and environmental health regulations, etc. The staff coordinates the review and approval of community development and building permit applications with Environmental Health Services Division (EHSD) and Air Quality Management Division (AQMD) staff to ensure compliance with federal, state and local health regulations.

**WASHOE COUNTY DEPARTMENT OF WATER RESOURCES**
**(Review of the potable water and sanitary sewer)**
4930 Energy Way
Reno, Nevada 89502
Phone: (775) 954-4600
Fax: (775) 954-4610
Website: www.co.washoe.nv.us
Contact: Susan Hood

The Washoe County Department of Water Resources provides integrated water resource services for water supply, wastewater treatment, flood management, flood early warning, ground water remediation and water resource planning. This agency is charged with review of the design and improvement plans for those facilities to be dedicated such as sanitary sewer facilities, domestic water facilities, and appropriate water rights in the Washoe County area. The design must comply with the *Washoe County Department of Public Works Utility Division Design Standards and Review Guidelines for Water and Wastewater Systems*.

**RENO FIRE DEPARTMENT (Review of the site and building)**
450 Sinclair Street
P.O. Box 1900
Reno, Nevada 89505
Phone: (775) 334-2300
Fax: (775) 334-2343
Website: www.cityofreno.com
Contacts: Rick Kabele, Mike Steele

The Fire Department will provide fire hydrant locations and ensure sufficient fire truck access is provided. A separate submittal directly to the Fire Department for

hydrant locations and access through the site should be done during the preliminary site design. This department will ensure compliance with applicable fire codes and the *Reno Fire Department Policy for Construction, Design and Installation of Fire Protection and Life-Safety Systems.*

**WASHOE COUNTY DEPARTMENT OF BUILDING & SAFETY - RENO OFFICE (Review of the building)**
**1001 E. 9th Street**
P.O. Box 11130
Reno, Nevada 89520
Phone: (775) 328-2020
Website: www.co.washoe.nv.us
Contacts: Jess Traver, Mike McCullogh

Washoe County Department of Building and Safety enforces codes and ordinances to assure that buildings are safe by providing plan check and inspection services for construction.

**ARCHITECTURAL COMMITTEE AND C & M ENGINEERING AND DESIGN (Fire Suppression System)**
**c/o Hawco Properties**
PMB 444
9437 State Route 445
(Physical address: 145 Isidor Ct., Suite A)
Sparks, Nevada 89436
Phone: (775) 425-2900
Contacts: Jesse Haw, Bill Haw

**C & M Engineering and Design:**
9498 Double R. Blvd., Suite B
Reno, Nevada 89521
Phone: (775) 856-3312
Fax: (775) 856-3318
Website: www.candmengineering.com
Contacts: Sam Chacón, David Pulley

The Business Center's fire suppression ESFR pump system and distribution system is privately owned and maintained by the SSBC Owners Association. (For the system's delivery capacity refer to *Master Plan Report for Fire Suppression Distribution System at Spanish Springs Business Center*). All fire hydrants and fire services within the business center are to be connected to the private system. The business center provides and maintains the distribution mains to each parcel at or near the parcel's property line. Individual parcel owners are responsible for the design, connection, installation, and operation/maintenance of the fire suppression system within their own parcel. Please refer to the design guidelines for the fire suppression system located near the end of this document.

Designers must submit their design to the Architectural Committee, c/o Hawco Development Company and C&M Engineering for a preliminary review of the onsite fire system. Designers, contractors and public agencies shall be responsible to make sure that the onsite fire system meets all applicable codes and requirements.

**CITY OF SPARKS (Reclaimed water system – irrigation water)**
431 Prater Way
Sparks, Nevada 89431
Phone: (775) 861-4150
Website: www.ci.sparks.nv.us.com
Contacts: Andrew Hummel (775) 353-2375; Shawn Gooch (775) 353-7824

Designs involving use of the reclaimed water system must be submitted to the City of Sparks for plan check review. The city will ensure compliance with City of Sparks Municipal Code and standards. The city will also set up billing with the parcel developer. Some design guidelines are attached near the end of this document.

**The following are utility/service providers:**

**SIERRA PACIFIC POWER COMPANY (Gas and electric service)**
1 Ohm Place
Reno, Nevada 89502
Phone: (775) 834-4324
Contact: Cindy Wudke

Parcel developers shall make applications for service with Sierra Pacific Power Company. SPPCo requires a hard copy of the civil plans and Mechanical/ Electrical/Plumbing plans. SPPCo also requires a copy of the CAD files site plan via e-mail or floppy disk/CD. An application to SPPCo automatically triggers an application for service with SBC and Charter Communications (cable TV and communications lines). Each company provides its own design and inspection of utilities to be installed.

**SBC (Telephone service and communications)**
645 East Plumb Lane
P.O. Box 11010 Room C240
Reno, Nevada 89502
Contact: Larry Krum, Andy Cedillo
Phone: (775) 333-2252 / (775) 333-2253

**CHARTER COMMUNICATIONS (Cable television and communications)**
9335 Prototype Drive
Reno, Nevada 89521
Phone: 850-1291
Contacts: Diane Albrecht, Elias Ruiz, Greg Sulezich

**WASTE MANAGEMENT SYSTEMS**
100 Vassar Street
Reno, Nevada 89502
Phone: (775) 329-8822

Waste Management provides removal of solid waste.

## STEP III
## THE SUBMITTAL PROCESS

First obtain approval (stamp and signature) of the **Architectural Committee** on each set of plans (5 sets) that will be submitted to the county. Then submit the five sets of plans to the **Washoe County Building Department** (Please note that contact names and information are listed on previous pages). The five sets of civil, architectural, and landscaping plans will be routed by the county to the following departments:

**Washoe County Department of Community Development**
- Review of planning, zoning, site, architectural features, landscaping, etc.

**Washoe County Department of Public Works – Engineering**
- Review of site, roadway, parking lot, storm drain, hydrology/hydraulics, ADA access, floodplain management, storm water discharge, etc.

**Washoe County District – Environmental Health (not all reviews may apply)**
- Air Quality Review (dust control permit)
- Engineering Review (water/sewer system)
- Food Review
- Hazmat Review
- USTS Review
- Vector Review

**Washoe County Department of Water Resources**
- Review of domestic water/sewer service, water rights, etc.

**Reno Fire Department**
- Review of site access, fire hydrant locations and available flow, fire service/sprinklers, alarms, etc.

**Washoe County Department of Building & Safety**
- Review of ADA accessibility, structural computations, building codes, mechanical, electrical, plumbing, architectural, etc.

**NOTE:** The parcel developer may submit for a separate grading permit at the **Washoe County Building Department**. Five (5) sets are required and routed as designated above. A grading permit will generally be issued well in advance of a building permit, thus allowing completion of site grading during finalization of the remainder of the plans and time for obtaining the building permit.

Submit application for electric and gas service to **Sierra Pacific Power Company**. SPPCo will provide its design of gas and electric service. The application to SPPCo will trigger the design of telephone and cable TV service by **SBC** and **Charter Communications,** respectively. Irrigation services connected to the reclaimed water system must be submitted to the **City of Sparks** for plan check review.

## STEP IV
## ADDRESS COMMENTS, PULL THE PERMIT

After the entities have made comments, the consultants must address those comments and then resubmit. After all the comments are satisfactorily addressed, the developer's contractor may obtain the building and/or grading permit.

## FIRE SUPPRESSION SYSTEM DESIGN GUIDELINES

The Spanish Springs Business Center Owners Association owns and maintains an Early Suppression Fast Response (ESFR) fire suppression system. The system consists of a fire pump house, two diesel driven pumps, double check detector assemblies, meters, pressure reducing valves, and a distribution system. For a description of the distribution system and its hydraulic capacity refer to the *Master Plan Report for Fire Suppression Distribution System at Spanish Springs Business Center*. Each parcel owner/developer must connect to the association's distribution system to provide fire suppression for its development. The public water distribution system within the business park is not of sufficient size to provide fire suppression flows. Since each parcel owner/developer must connect to the business center's fire suppression distribution system, the following information is intended to guide the parcel owner/developer in the design of his/her on-site fire suppression system:

- The SSBC Owners Association is responsible to install, operate and maintain a fire suppression distribution main to the vicinity (e.g., usually in a right-of-way) of the property line of each parcel located in the Spanish Springs Business Center. Laterals are the responsibility of the parcel owner.

- The owner/developer of a parcel within the Spanish Springs Business Center is responsible for the design, installation, operation, and maintenance associated with the owner/developer's point(s) of connection and on-site fire suppression system for the development of his/her parcel.

- On-site fire hydrant locations, fire service size, fire access, required fire flow, duration, etc. shall be approved and/or determined by the Reno Fire Department.

- The owner/developer must design and install the on-site fire suppression system in accordance to the latest editions of the following documents:

1. *Washoe County Department of Public Works Utility Division Design Standards and Review Guidelines for Water and Wastewater Systems*
2. *Standard Specifications for Public Works Construction*
3. *Standard Details for Public Works Construction*
4. *Reno Fire Department Policy for Construction, Design and Installation of Fire Protection and Life-Safety Systems*
5. *Uniform Fire Code*
6. *National Fire Protection Association* pamphlets (two applicable pamphlets are #13, #24).

- Note that the existing double check detector assembles located in the pump house satisfy the backflow prevention protection requirements of the Washoe County Department of Water Resources for the entire business center. Individual parcel developers do not need to meet the requirements for backflow prevention on fire services as designated by the Department of Water Resources; however, backflow prevention may be required by Fire Department policy.

- A minimum pressure class water pipe of 200 psi shall be used within the business center because pressures in the distribution system may exceed 150 psi. Pipe shall be buried a minimum of 4 feet below finish grade.

- The operation and maintenance of the fire suppression system shall be as set forth in manuals adopted by the Washoe County Department of Water Resources.

- Reviews and acceptance of the owner/developer's on-site fire suppression system design must be completed by the appropriate entities prior to construction of any portion of the owner/developer's system.

- Developer's contractor must notify Hawco Development Company on behalf of the SSBC Owners Association at least 48 hours prior to connection the association's distribution main.

These design guidelines are for the fire suppression system located within the site only (area outside of the building footprint). These guidelines are not intended to be used for design of a building's interior fire sprinkler system. These design guidelines are may not cover all areas of design, installation or operation/maintenance. Anyone designing, installing, operating or maintaining a fire suppression system must comply with all applicable codes and regulations, and approval of design plans by the association does not imply or insure approval by any applicable government entity or compliance with applicable codes and regulations.

## RECLAIMED WATER (FOR IRRIGATION) DESIGN GUIDLINES

Reclaimed water from the Truckee Meadows Water Reclamation Facility is conveyed to the north into the Spanish Springs Valley via an underground water transmission pipeline constructed and maintained by the City of Sparks. The reclaimed water is used for irrigation of landscaping in the surrounding area including the Spanish Springs Business Center. For a description of the distribution system within the business park and its hydraulic capacity refer to the *Master Plan Report for Reclaimed Water Distribution System at Spanish Springs Business Center*. Each parcel owner/developer shall connect to the reclaimed water distribution system. The use of reclaimed water for irrigation of business center parcels is required. The following information is intended to guide the parcel owner/developer in the design of its on-site irrigation service connection and/or irrigation main extension:

Reclaimed Water Main Extension:

- All construction shall conform to the Standard Specification for Public Works Construction (latest edition) and City of Sparks Standards. Where City of Sparks Standards are not available, Washoe County Department of Water Resources Standards shall apply.

- All reclaimed waterlines constructed out of PVC or polyethylene shall be purple plastic, or be encased in purple polyethylene bags labeled "CAUTION: RECLAIMED WATER LINE" at intervals no greater than 5 feet. If purple pipe or bags are not available, purple vinyl adhesive tape shall be attached to the pipe, continuously, in a longitudinal direction. The tape shall have the wording "CAUTION: RECLAIMED WATER LINE" at intervals of no more than 5 feet, have a minimum width of 6 inches, and be installed along the top of the pipe. Reclaimed water lines constructed out of ductile iron shall be encased in purple polyethylene bags labeled "CAUTION" RECLAIMED WATER LINE" at intervals no greater than 5 feet.

- Tracer wire shall be placed on top of bedding material prior to pipe installation. At 500 foot intervals, wire shall be extended into separate test stations consisting of riser and valve boxes. A minimum of 18 inches of wire shall be left at the top of the riser and connected with appropriately sized wire nut. The tracer wire shall be placed under laterals, extended into the meter box and up to the meter cover. Wire shall be #12 AWG, insulated, stranded copper. Prior to acceptance of the reclaimed waterline, the contractor shall perform a continuity test after backfilling the trench to the satisfaction of the inspector.

- Purple warning tape, at least 3 inches in width, with wording "CAUTION: RECLAIMED WATER LINE BELOW", shall be installed 12 inches above all pipe.

- All covers for valve boxes, flush valves, pressure reducing stations, air/vac stations, and all other appurtenances requiring valves or boxes shall be purple in color (Pantone Color #512) and labeled "RECLAIMED WATER" or "R.C.W.".

Purple coloration shall be obtained from the manufacturer or be applied by powder coating or epoxy paint. All appurtenance shall have a purple tag attached with the wording "WARNING: RECLAIMED WATER - DO NOT DRINK" in English and Spanish (T. Christy Enterprises, Valve Identification Tag, ID-STD-P2-RC1P2 or approved equal). A debris cap with purple coloration shall be installed inside of all round valve boxes.

- All aboveground piping shall be painted purple (Pantone Color #512) and a purple tag, with the wording "WARNING: RECLAIMED WATER - DO NOT DRINK" in English and Spanish, attached to the meter (T. Christy Enterprises, Valve Identification Tag, ID-STD-P2-RC1P2 or approved equal).

- All meter box covers shall be purple in color (see above) and a purple tag, with the wording "WARNING: RECLAIMED WATER - DO NOT DRINK" in English and Spanish, attached to the meter (T. Christy Enterprises, Valve Identification Tag, ID-STD-P2-RC1P2 or approved equal).

- The minimum horizontal separation between parallel reclaimed waterlines and potable waterlines shall be 10 feet. When reclaimed waterlines cross potable waterlines, the reclaimed line shall be installed below the potable line. A minimum of 18 inches vertical separation shall be maintained from the bottom of a potable waterline to the top of a crossing reclaimed waterline. Reclaimed waterline pipe joints shall be kept as far away as possible from crossing potable waterlines.

- Direct connections between potable water piping and reclaimed water piping shall not exist under any condition with or without backflow protection per UPC (1994 edition) Section 603.2.4.

- Water system pressures may reach 176 psi depending on pressure zone; therefore, pressure reducing valves or appropriate pressure class pipe and appurtenances are required.

Reclaimed Water Irrigation Services:

- Irrigation services and metering shall conform to the Standard Specification for Public Works Construction (latest edition) and City of Sparks Standards. Where City of Sparks Standards are not available, Washoe County Department of Water Resources Standards shall apply.

- All aboveground piping shall be painted purple (Pantone Color #512) and a purple tag, with the wording "WARNING: RECLAIMED WATER - DO NOT DRINK" in English and Spanish, attached to the assembly (T. Christy Enterprises, Valve Identification Tag, ID-STD-P2-RC1P2 or approved equal).

- All valve box covers for isolation valves, electrical control valves, pressure reducing valves, pressure regulating valves, quick coupler valves, and similar appurtenance shall be purple in color as supplied by the manufacturer and labeled "Reclaimed Water". A purple tag, with he wording "WARNING: RECLAIMED WATER - DO

NOT DRINK", shall be attached to all valves (see above). All valve box covers will be capable of being bolted closed, bolts will be in place and secured.

- All quick couple valves shall have purple, lockable covers, i.e. Rain Bird 44NP or equal.

- All irrigation controllers shall be labeled inside and outside warning that the system uses reclaimed water (T. Christy Enterprises, Controller Marking Decal, Part Number #4100 or approved equal).

- All irrigation mains, any line upstream of an electrical control valve shall be purple plastic, or be encased in purple polyethylene bags labeled, "CAUTION: RECLAIMED WATER LINE" at intervals no greater than 5 feet. If purple pipe or bags are not available, purple vinyl adhesive tape shall be attached to the pipe continuously, in a longitudinal direction. The tape shall have the wording "CAUTION: RECLAIMED WATER LINE" at intervals of no more than 5 feet, have a minimum width of 3 inches, and be installed along the top of the pipe. All laterals downstream of an electric control valve shall be purple plastic or have purple reclaimed warning tape placed on top of the pipe. This does not apply to flexible polyethylene tubing used in drip zones.

- Purple, 3 inch warning tape, with wording "CAUTION: RECLAIMED WATER LINE BELOW", shall be installed 12 inches above all irrigation mains. Signage shall be posted, in obvious locations, at the entry to all properties, landscape islands, medians, and other use sites. Maximum spacing for roadway landscaping shall be determined by the City of Sparks, however, will in no case exceed 500'. Signs shall have the wording "TREATED WASTEWATER EFFLUENT USED FOR IRRIGATION - DO NOT DRINK - AVOID CONTACT". Minimum sign size shall be 8"X12"; larger signs will be required at primary access points.

- Reclaimed waterlines, including irrigation main lines, shall be treated as on-site sewer lines and all applicable separation from on-site waterlines maintained.

- Direct connections between potable water piping and reclaimed water piping shall not exist under any condition with or without backflow protection per UPC (1997 edition) Section 603.3.4.

- Hose bibs will not be installed on reclaimed water systems.

- Water system pressures may reach 176 psi depending on pressure zone; therefore, pressure reducing valves or appropriate pressure class pipe and appurtenances are required.

These design guidelines may not cover all areas of design, installation or operation/maintenance. Anyone designing, installing, operating or maintaining the reclaimed water system must comply with all applicable codes and regulations. The City of Sparks provides oversight and plan review of the reclaimed water system. Metering is also through the City of Sparks.