

## THE FIRST PLAN CHECK SUBMISSION

1. Three (3) full size (24" x 36") copies of the water improvement plans.
2. A CHECK for the appropriate plan check fee amount:
  - a. \$500.00 Investigation Fee (for each project)
  - b. \$408.00 Per Sheet

\* For small projects consisting of one (1) sheet, typically single services, single fire hydrants or fire services, a minimum fee of \$500 shall be applied.

3. The completed "Plan Check Application".
4. A copy of each of the following documents (if applicable):
  - a. Fire Flow calculations for the fire system.
  - b. Hydraulic calculations for domestic and irrigation services.
  - c. Break Tank details for projects with Fire Pumps, Boilers or Elevators.
  - d. Conditions of approval from the City or County for the project.
  - e. Tract/Parcel Map.
  - f. Sewer/Storm Drain/Street/Grading/Fire Plans.

\* For complete instructions on the District's design criteria, please see Section 1.1 of the District's Standards for Domestic Water Facilities.

## THE PLAN CHECK PROCESS

5. The plan check process is typically completed in 15 business days for each submission.
6. Red Line corrections will be returned via email through DROP BOX.
7. Plan checks may be resubmitted electronically (if approved by the District).
8. 3rd and 4th plan checks will be charged at \$102.00 per hour with a minimum of three (3) hours.
9. Once plans are approved:
  - a. The applicant will be required to print the final plan on Mylar and obtain the signatures of the Design Engineer, and Fire Authority BEFORE having the District sign the plan.
  - b. After the District signs the plan, the applicant must make three (3) copies of the plan and return the three (3) copies with the original Mylar back to the District.

\*During the plan check process, additional hydraulic studies or fire flow analysis may be required to determine if the existing water distribution system is sufficient for the proposed project. These studies are outsourced to consultants and can take additional time to complete. The cost of these studies are at the expense of the applicant.

## BEFORE YOU START WORK

### **Developer Required Documents:**

10. During the plan check process, the following items must be submitted and approved by the District before work can begin. These items may have lead times which may impact construction schedules.
  - a. **Development Conditions Letter** - For projects with service connections only. This document does not require Board of Directors approval and only needs to be submitted to the Engineering Department for review and approval.

- b. **Water Infrastructure Agreement** - For projects installing distribution/transmission lines as part of the development. The agreement must be approved by the District's Engineering, Operations and Planning Committee, Board of Directors, and executed by the General Manager. This process can take up to a month depending on public meeting schedules. Please see District website for meeting frequency and agendas.
- c. **Grant of Easements** – For projects installing public facilities within private property, (i.e. water mains and laterals), the Developer will need to record an easement with the County and provide all records to the District. Grant of Easement documents will need to be pre-approved by the District before recordation.
- d. **WVWD Grant of Right of Way Form** – This will need to be signed and returned back to the Engineering Department. This applies to all projects with meters, back-flows, air-vacs or hydrants installed on private property.
- e. **District Approved Contractor** – Select a contractor from the District's pre-approved list and submit the agreement/proposal between the Developer/Owner and the contractor. The proposal will need to be reviewed and approved by the District, and will be used to establish fees.

### **Contractor Required Documents:**

- 11. Once a District approved contractor is selected, the following items will need to be submitted for review and approval by the District. The Contractor will be responsible for installing all water facilities from the water main upto and including the backflow device. The contractor will also be required to furnish a 2-year warranty bond for all work completed as part of the water improvement plan after the work is completed.
  - a. Certificate of Insurance naming the District as additional insured.
  - b. Encroachment/excavation permit from the appropriate agency.
  - c. Material submittals for the project.
  - d. Construction Schedule for off-site water improvements.

### **FEES, BONDS, DEPOSITS AND PAYMENT**

- 12. Once the District receives the agreement/proposal between the applicant and the contractor, and an approved plan is finalized, the District will prepare a "Billing Letter". The Billing letter will include all fees and deposits which must be paid to the District for all work associated with the water improvement plans. Construction cannot begin until the Billing Letter has been paid.
- 13. If a Water Infrastructure Agreement is required for the project, the bonds and agreement must be executed and delivered to the District prior to beginning construction.

\*For a complete schedule of rates and fees, please see Article 20 of the District's Water Service Regulations.

### **CONSTRUCTION**

- 14. Once all items have been completed and fees are paid, the District will schedule a preconstruction meeting.
- 15. Construction can begin 48 hours after the preconstruction meeting.