

WATER AGENCIES' STANDARDS

Design Guidelines for Water and Sewer Facilities

SECTION 2.1 PROCEDURAL GUIDELINES

2.1.1 PURPOSE

The purpose of the Procedural Guidelines section is to provide an Engineer of Work guidance for preparing development improvement plans. The goal of Section 2 is to provide an overview of development processing from “service inquiry” through “acceptance of construction work” in order to obtain water and/or sewer service for a development. Figure 1 lists other sections in the Design Guide that may be needed to help facilitate development processing.

**Figure 1
Reference Sections**

Subject	Reference Section	When Applicable
Drafting Guidelines	Section 1.1	Preparing improvement plans-general information
AutoCAD Guidelines	Section 1.2	Preparing improvement plans using AutoCAD
MicroStation Guidelines	Section 1.3	Preparing improvement plans using MicroStation
Easements and Encroachments	Section 1.5	Water, sewer or recycled water not within public right-of-way
Survey Standards Guideline	Section 1.6	Preparing plans from survey data.
Record Drawing Guidelines	Section 1.7	Preparing as-built record drawings.
Water Planning	Section 4.1	Determining peaking factors, velocity and fire flow criteria for water pipelines
Sewer Planning	Section 4.2	Determining peaking factors, slope and velocity criteria for sewer pipelines
Recycled Water Planning	Section 4.3	Determining peaking factors and velocity criteria for recycled water pipelines
Sub Area Master Plan Development	Section 4.4	Preparing water or sewer studies for large/complex developments
Environmental Review and NPDES	Sections 4.5 and 4.6	Applicable for projects subject to CEQA & NPDES
Water Pipeline Design	Sections 5.1 thru 5.11	Designing water pipelines and appurtenances
Sewer Pipeline Design	Sections 6.1 thru 6.5	Designing sewer pipelines and appurtenances

2.1.2 STANDARD TERMS AND DEFINITIONS

Wherever technical terms or pronouns occur in these guidelines or in related documents, the intent and meaning shall be interpreted as described in Standard Terms and Definitions.

2.1.3 GUIDELINES

A. Service Inquiry:

The AGENCIES provide water and/or sewer service to properties within their service area boundaries and may service areas outside their current boundaries in limited circumstances. For confirmation of service availability, the applicant should call or visit the AGENCY listed. Information on how to contact each AGENCY can also be obtained at <http://www.sdcwa.org>. When visiting, a location map of the proposed project with the nearest major cross street intersection and/or the assessor's parcel number will be used to determine availability. Each AGENCY provides water and may provide recycled water or sewer collection depending on their organizational authority.

AGENCY NAME	ADDRESS	CITY, STATE, ZIP	PHONE NUMBER
Helix Water District	7811 University Avenue	La Mesa, CA 91941-4927	619-466-0585
Lakeside Water District	10375 Vine Street	Lakeside, CA 92040	619-443-3805
Otay Water District	2554 Sweetwater Springs Blvd.	Spring Valley, CA 91978-2096	619-670-2222
Padre Dam Municipal Water District	9300 Fanita Parkway Santee, CA 92071	Santee, CA 92072-9003	619-258-4635
Ramona Water District	105 Earlham Street	Ramona, CA 92065	760-789-1330
Santa Fe Irrigation District	5920 Linea del Cielo P.O. Box 409	Rancho Santa Fe, CA 92067-0409	(858) 756-2424
Sweetwater Authority	505 Garrett Avenue	Chula Vista, CA 91912	619-420-1413

B. Annexation To Improvement District/Service Area/Assessment District Inside Agency Boundary:

If a proposed development is within an AGENCY's jurisdictional boundary but not in an Improvement District (ID), Service Area (SA), or Assessment District (AD), the developer must file a formal application for annexation to the nearest existing ID/SA/AD. Each AGENCY shall be contacted to determine the process.

C. Annexation of Property Outside Agency Boundary:

If a proposed development is not within an AGENCY's jurisdictional boundary and the developer desires to annex, the developer may need to obtain multiple levels of approval and file an application for annexation to the AGENCY, County Water Authority, the Metropolitan Water District, and the Local Agency Formation Commission (LAFCO). Each AGENCY shall be contacted to determine the process.

D. Project Facility Availability Form:

1. In general, the County or City may require a letter from the AGENCY before the developer submits a Tentative Map for development review. For proposed developments within the boundary of an AGENCY's ID/SA/AD, the developer must request an "availability" form from the AGENCY. The request for an availability letter must have a detailed location map and project detail map attached in order for the AGENCY to determine service(s) available and conditions.
2. The project facility availability form will only be signed by the AGENCY upon payment of AGENCY fees. The Facility Availability Form is generated by the County or City.

E. General Planning Data:

1. Generally, during tentative tract map development, conceptual sizing and layout of the water and sewer systems should be shown along with dwelling unit densities, demand quantities, service locations, and points of connection to existing facilities. In addition, the normal information required on tentative tract maps is also required and a letter from the governing fire department indicating the required fire flows and hydrant spacing. The AGENCY's Engineering Department will review the system design taking into consideration the AGENCY's Master Plan, if applicable, and other factors. No action will be taken by AGENCY's staff unless all applications, fees, and deposits have been provided by the developer for services to be provided.
2. The developer is responsible for the payment and/or installation of all water, sewer, and recycled water facilities within and/or adjacent to their development including extension of lines to properties that may be served in the future. All work is to be coordinated with the AGENCY to minimize impacts and service outages to existing customers.
3. The necessity of a Sub-Area Master Plan (SAMP) will be determined solely by the AGENCY. Necessity is based upon but not limited to size of project, Code requirements, project location and/or size of existing sewer collection, or water distribution facilities, location within an ID/SA/AD or drainage basin or other determining factors as specified by the AGENCY. See Section 4.4 for more detailed information required when preparing a SAMP.

F. Project Facility Commitment Form:

1. The County or City, as part of the final map or grading plan approval process may require a project facility commitment form from the AGENCY. A request for facility commitment addressed to the AGENCY's Engineering Department shall be accompanied by a minimum 8-1/2 x 11 vicinity map and the tentative tract map and/or site plan.
2. Upon the execution of a binding water or sewer service agreement by the developer and/or approval of the conceptual water and/or sewer plan, the AGENCY will either sign the tentative map or SAMP, or provide a project facility commitment form to satisfy the County or City. The AGENCY reserves the right to change the conditions, proposed water, sewer or recycled water line sizes and/or locations after signing the tentative map, SAMP, or project facility commitment form.

G. Fire Flow Verification Form:

Proof of fire flow may be required by the governing fire department. Fire flow verification may be requested at various times during the process. The fire flow verification form is completed by the AGENCY and can be accomplished in a number of ways including field flow and pressure test, hydraulic modeling, or hand calculation. If a field flow and pressure test is conducted, it shall be done under the control of the AGENCY. Following the test or analysis, the AGENCY will provide the fire flow verification form with the results. A fee will be charged for field flow and pressure tests.

H. Service Verification Form:

In some areas the County or City may require verification that the AGENCY is willing to provide service to the proposed project prior to issuing a building permit. The developer shall provide the City/County service verification form for AGENCY signature or put in a written request to the AGENCY for service verification. The AGENCY will confirm that service is available to the parcel/area and provide a written response to the requestor. The approval may be given by the AGENCY even if the facilities are under construction and not completed at the time the service verification form is signed by the AGENCY.

I. Processing Improvement Plans:

1. Improvement plans shall be prepared in accordance with Section 2.2.

2. Deposits/Fees:

a. The AGENCIES collect deposits/fees for improvement plan checking and inspection at different times during the process depending on the size or complexity of the development. See each AGENCY for amounts, types of deposits/fees, and when deposits/fees are collected.

b. The AGENCIES will prepare or have the Engineer of Work prepare an estimate for construction using the current unit prices using those listed in Appendix 2.2.C as a minimum. When an item is not listed in Appendix 2.2.C and/or the unit price chosen by the Engineer of Work is not consistent with current construction costs, the AGENCY will make the final determination of the unit price. The estimate will be used to determine bond amounts, and for some AGENCIES, the estimate will be used to determine plan check, inspection deposits, and work to be performed by the AGENCY.

3. Plan Check:

The improvement plan check process will begin when the developer or Engineer of Work provides communication to the AGENCY to commence and after fees/deposits and applications have been made. The plan check process includes AGENCY review of the improvement plans prepared by the Engineer of Work, completing performance and labor and material bonds as well as easements, and encroachment permits. See Section 2.2 for Development Plan and Permit Processing.

4. Bonding and Agreements:
 - a. Bonds and agreements shall be processed in accordance with the Subdivision Map Act. Typically, the bonds and agreements shall be executed and endorsed properly by the developer and returned to the AGENCY before the AGENCY will sign the improvement plans. Should corrections during plan check be extensive enough to affect the total quantities of the facilities to be constructed, each AGENCY reserves the right to postpone the preparation of the bonds and agreements until such time as the quantity of work is finalized.
 - b. When construction has been successfully completed and the final inspections have been performed, the AGENCY's Inspector will notify the developer and AGENCY's Engineering Department. The AGENCY's Engineering Department will verify that all acceptance procedures have been finalized and process the Notice of Completion. Depending on the AGENCY, bonds may be reduced upon the filing of the Notice of Completion with a portion of the bond being retained during a one (1) year warranty period.

5. Reimbursements:
 - a. Following final inspection, the developer will be required to prepare a Cost of Construction Statement on reimbursable projects. Those projects have a signed developer reimbursement agreement for the project and can include AGENCY Capital Improvement Program projects. The facilities can then be dedicated to the AGENCY. Details of this procedure are included in Section 2.2 under Acceptance of Work.
 - b. Private party reimbursement agreements may be prepared and administered by the AGENCY. Reimbursement agreements may be applicable if the AGENCY requires a developer to oversize a facility, build a non-Capital Improvement Program pipeline, or construct a facility that benefits an adjacent future development.

- J. Project Facilities Implementation:
 1. Pre-Construction requirements per Section 2.2.
 2. Construction:

The Water Agencies Standards (WAS) shall be used as the standard for all construction. See Section 2.2 for "permit" to construct requirements.

- K. Individual Service Requests
 1. See Section 2.2 for individual parcel service requests
 2. See Section 2.5 Recycled Water Facilities for individual recycled water requests.

2.1.4 REFERENCE

- A. Should the reader have any suggestions or questions concerning the material in this section, contact the member Agency where the project is located.

B. The publications listed below form a part of this section to the extent referenced and are referred to in the text by the basic designation only. Reference shall be made to the latest edition of said publications unless otherwise called for. The following list of publications, as directly referenced within the body of this document, has been provided for the users convenience. It is the responsibility of the user of these documents to make reference to and/or utilize industry standards not otherwise directly referenced within this document.

1. Water Agencies Standards (WAS):

a. Design Guidelines

1. Section 2.2, Development Plan and Permit Processing
2. Section 2.5, Recycled Water Facility Guidelines
3. Section 4.4, SAMP Development (Master Plan)

END OF SECTION