

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
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 District provides 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 contact the District.
- B. Annexation To Improvement District/Service Area/Assessment District Inside District Boundary: If a proposed development is within the District'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. The District shall be contacted to determine the process.
- C. Annexation of Property Outside District Boundary: If a proposed development is not within the District'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 District, County Water Authority, the Metropolitan Water District, and the Local District Formation Commission (LAFCO).
- D. Project Facility Availability Form:
 - 1. In general, the County or City may require a letter from the District before the developer submits a Tentative Map for development review. For proposed developments within the boundary of District's ID/SA/AD, the developer must request an "availability" form from the District. The request for an availability letter must have a detailed location map and project detail map attached in order for the District to determine service(s) available and conditions.
 - 2. The project facility availability form will only be signed by the District upon payment of District fees and satisfaction of certain conditions that may pertain to the project. The Facility Availability Form is generated by the County or City.
- E. Concept Approval:
 - 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 District's Engineering Department will review the system design taking into consideration the District's Master Plan, if applicable, and other factors. After review by District staff, the Board of Directors must grant action approving the Concept. No action will be taken by District 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 the development including extension of lines to properties that may be served in the future. All work is to be coordinated with the District 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 District. 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 District. 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 District. A request for facility commitment addressed to the District'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 District Facilities Agreement (DFA) by the developer and/or approval of the conceptual water and/or sewer plan, the District will provide a project facility commitment form to satisfy the County or City. The District reserves the right to change the conditions, proposed water, sewer or recycled water line sizes and/or locations after signing the 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 District and is usually accomplished by hydraulic modeling, or hand calculation. For certain large projects, the developers engineer will include fire flow data in their preliminary engineering reports, to be reviewed by the District. For smaller projects, the District can conduct a fire flow analysis and generate a report. Important to note, District will only provide fire flow data for points within the public system. If data is required within privately maintained areas, the owner's engineer will be required to extrapolate that data. Following the test or analysis, the District will provide the fire flow verification form with the results. A fee will be charged to produce the report or review one produced by others.

H. Agency Clearance Form:

In some areas the County or City may require verification that the District 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 District signature or put in a written request to the District for service verification. The District 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 District even if the facilities are under construction and not completed at the time the service verification form is signed by the District. The following basic conditions must be met:

1. Capacity and connection fees paid in full for the lots listed on the form.
2. Conditional requirements related to agency clearance forms listed in the DFA satisfied.

I. Processing Improvement Plans:

1. Improvement plans shall be prepared in accordance with Section 2.2.
2. Deposits/Fees:

- a. The District 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 Article 190 of the Admin Code.
- b. The Engineer of Work will 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 District will make the final determination of the unit price. The estimate will be used to determine bond amounts, plan check/inspection deposits, and work to be performed by the District if applicable.

3. Plan Check:

The improvement plan check process will begin when the developer or Engineer of Work provides communication to the District to commence and after fees/deposits and applications have been made. The plan check process includes District 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 the 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 District before the District will sign the improvement plans. Should corrections during plan check be extensive enough to affect the total quantities of the facilities to be constructed, the District 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 District's Inspector will notify the developer and District's Engineering Department. The District's Engineering Department will verify that all acceptance procedures have been finalized and process the Notice of Completion. Refer to Article 190 of the Admin Code for additional bonding requirements.

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 District Capital Improvement Projects. The facilities can then be dedicated to the District. 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 District. Reimbursement agreements may be applicable if the District 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 Standards 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 Article 175 Recycled Water Facilities for individual recycled water requests.

2.1.4 REFERENCE

Should the reader have any suggestions or questions concerning the material in this section, contact the District Engineer.

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. Valley Center Municipal Water District Standards:

A. Design Guidelines

- i. Section 2.2, Development Plan and Permit Processing
- ii. Article 175, Recycled Water Facility Guidelines
- iii. Section 4.4, SAMP Development (Master Plan)

END OF SECTION