1. **First plan check submittal requirements**

The developer/engineer shall submit the following items for first review of project development:

a. Two (2) complete bond copy sets of improvement plans and grading plans to Vallecitos Water District (hereinafter “VWD” or “District”) Engineering Department for review. Please refer to Plan Check Review Process.

b. One copy of all reference materials needed to aid in the plan checking process, such as a copy of the approved tentative map, phasing plans, tract or parcel maps, adjacent maps, record of survey, assessor’s map book pages, title report, etc.

c. Transmittal letter from the engineer requesting the commencement of District plan check procedure along with a completed Project Information Sheet for Water/Sewer.

d. District’s plan check deposit. Refer to Engineering Fees/Rates - Ordinance #187.

e. After first plan check, the District will return one red-lined set of each improvement plan and grading plan to the Engineer of Work. A VWD work order number will be assigned for project identification and future correspondence.

2. **Second plan check submittal & subsequent submittal requirements.**

a. Submit a separate letter of transmittal for each project, clearly showing each item that is being submitted. Each transmittal form should have a company letterhead and shall reference the appropriate VWD work order number.

b. Return first check print and two (2) complete revised bond copy sets of improvement plans to District Engineering Department. Fire Marshal must review plans before final District review.

c. Submit Engineer’s Bonding Estimate signed and sealed by preparer, for all water and sewer improvements (8x11 format). Refer to Bonding Cost Estimates established by VWD for District bonding information.

d. Submit Easement plats and legal descriptions. Refer to ROW Form and Easement Policy - Ordinance #163.

e. Submit current Title Report for property (dated within 60 days of construction).

3. **Upon completion of plan check process the following items are required prior to District approval and signing of improvement plans:**

a. Payment of: (refer to Ordinances # 175, 176, 187 and 188)
   1) Water and Wastewater (Sewer) Capacity Fees, per Section 5 (below). Payment of Capacity fees or Capacity Fee Commitment Letter on file.
   2) Inspection fees for water and sewer improvements.
   3) Backflow device inspection fees
   4) Other engineering fees, if applicable. Refer to Engineering Fees/Rates, Ord. 187.

b. Submittal of improvement and grading plans printed on mylar.

c. Execution of:
1) Right of Way Document (easement) or Encroachment Permit Document (prepared by District staff), if required.
2) Request for Proportionate Payback of Facilities Being Extended or Enlarged within VWD. Refer to Reimbursement Agreement - Ordinance #180.
3) Two Agreements for Construction of Facilities to be Dedicated to the Vallecitos Water District. “Construction Agreements” are prepared by District staff and must be signed & notarized by Owner or Developer.

d. Bonding for water and sewer facilities based on Engineer’s Cost Estimate. Refer to Bonding Requirements.
   1) Labor & Materials Bond (100% of Engineer’s Cost Estimate)
   2) Faithful Performance Bond (100% of Engineer’s Cost Estimate)

e. Submittal of the project to District’s Board of Directors for approval.
   1) All items must be submitted 14 days before District’s Board of Directors meeting. Board meets on the 1st & 3rd Wednesday of each month.
   2) After Board approval, allow up to 3 days for District Engineer’s signature of original improvement plans.

4. Requirements before construction

   a. Submit (3) three bond copies of approved improvement and grading plans (signed by all agencies).
   b. Request pre-construction meeting 48 hours in advance.
   c. Pre-construction meeting shall be held a minimum of 3 working days prior to commencement of construction of improvements. Meeting should include the project owner or representative, contractor of work and VWD Inspector.
   d. Notify Underground Service Alert (DigAlert) 48 hours prior to construction. Refer to VWD General Notes for list of agency names and telephone numbers.
   e. Submit (3) three complete sets of shop drawings/cut sheets (e.g., vaults, electrical, tanks, specials) to the District for review; District will retain 2 sets. Allow 2 weeks for District review.

5. Payment of Water & Sewer Capacity Fees per Resolution #1441.

<table>
<thead>
<tr>
<th>Development Type</th>
<th>Description</th>
<th>Water Capacity Due</th>
<th>Wastewater (Sewer) Capacity Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Family (SFR)</td>
<td>Single Lot</td>
<td>prior to final building inspection and/or utility release</td>
<td>prior to final building inspection and/or utility release</td>
</tr>
<tr>
<td>Subdivisions - Parcel Maps</td>
<td>5 or less parcels</td>
<td>prior to final building inspection and/or utility release for each building</td>
<td>prior to final building inspection and/or utility release for each building</td>
</tr>
<tr>
<td>Subdivisions - Final Maps</td>
<td>More than 5 parcels</td>
<td>prior to final building inspection and/or utility release for each building</td>
<td>prior to final building inspection and/or utility release for each building</td>
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<tr>
<td>Condos, Multi-Family, Commercial &amp; Industrial</td>
<td>Master Meters</td>
<td>prior to final building inspection and/or utility release of the first unit or building</td>
<td>prior to final building inspection and/or utility release for each building permit per phase (as approved by District)</td>
</tr>
<tr>
<td>Condos, Multi-Family, Commercial &amp; Industrial</td>
<td>Individual Water Meters &amp; Sewer Laterals</td>
<td>prior to final building inspection and/or utility release of each building per lot or phase (as approved by District)</td>
<td>prior to final building inspection and/or utility release of each building per lot or phase (as approved by District)</td>
</tr>
<tr>
<td>Hotels and Motels</td>
<td></td>
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</tr>
</tbody>
</table>

6. **Before VWD acceptance of improvements**

   a. Facilities constructed to the satisfaction of District Inspector.
   b. Meter number/Address form completed
   c. Letter of certification for water and sewer trench compaction
   d. Submit Labor material record (actual cost of water and sewer pipeline).
   e. Submit Warranty bond (25% of original improvement bond)
   f. Submit as-built photo mylars with electronic files (ACAD latest version).
   g. Payback documents on file with VWD if applicable.
   h. Submit copy of recorded final parcel map.

7. **Final acceptance of the project granted by District Board of Directors.**

   a. Customers sign up for service. Contact customer service to provide billing information.
   b. Water meters are unlocked and water & sewer service can be supplied to project.