



Development Services Department

Project Application Checklist First Plan Check Submittals

Project Name: _____

Date: _____

A complete submittal must include the following items. **Incomplete submittals will not be accepted and will not be processed by VWD.** If the applicant determines an item is not applicable, it shall be marked accordingly with an explanation. Please contact the Development Services Department at 760-744-0460 or VWDEngineering@vwd.org for questions.

Not Applicable (Provide Explanation)	Included	Item Description and Fees		Explanation
		Transmittal		
		Project Application Form		
		Project Application Checklist		
		Plan Check Deposit*		
		Improvement Plans	\$1,000 plus \$150 per sheet	
		Rough Grading Plans	\$500	
		Improvement Plans	2 sets	
		Rough Grading Plans	2 sets	
		Precise Grading Plans	2 sets	
		Landscape/Irrigation Plans	2 sets	
		Meter Demand Forms **	1 per meter	
		Tentative Map	1 set	
		Preliminary Title Report	1 copy	
		Reference Plans or Documents	1 copy	
		Fire Flow Requirements	Fire Dept form or email	
		Engineer's Estimate	2 copies	
		Easement Plat & Legal Description	2 copies	
		Quitclaim Plat & Legal Description	2 copies	

* Plan check deposit is an estimate of review costs. Actual costs will be dependent on actual review time. Additional funds

** Meter Demand Form not required for single-family residence.



WATER AND SEWER CONNECTION PROJECT INFORMATION WORKSHEET

OWNER AND PROJECT INFORMATION				
(Applicant/Owner/Developer/Company)				(Date)
(Contact Name)				(Phone)
(Address)				(Cell)
(City)	(State)	(Zip)		(FAX)
(email address)				
(Financially Responsible - Company)*				
(Contact Name)				(Phone)
(Address)				(Cell)
(City)	(State)	(Zip)		(FAX)
(email address)				
(Depositor's Signature)				(Date)

***All refunds will be returned to the Financial Responsible party on record with the District. If the information needs to be updated or changed a new form will need to be filled out and a release or documentation will need to be provided.**

(Project Name)			
(Service Address)			
(City)	(State)	(Zip)	(Total Acreage)
(APNs)			
(Parcel Map, Tract Map)			
(Project Location)			

(Number of Dwelling Units)	(Lots)	(Proposed Land Use)	(Current Land Use Designation)			
(Project Type - Single Family Residence, Subdivision, Mixed-Use, Commercial, Industrial, TI, etc.)						
(Project Description)						
METER INFORMATION						
	YES	NO	Landscape	Domestic	Agricultural	Other
New Water Connection Requested? ** MUST PROVIDE SITE PLANS FOR REVIEW.						
Estimated Average Monthly Water Demand for Domestic (in gallons):				METER	Gallons Per Minute (GPM)	Gallons Per Day (GPD)
Estimated Average Monthly Water Demand for Landscape/Irrigation (in gallons):				3/4"	35 GPM Peak Flow	500 GPD Max Day
Estimated Peak Water Demand (in gallons per minute):				1"	55 GPM Peak Flow	1250 GPD Max Day
Landscape/Irrigation Acreage:				1 1/2"	120 GPM Peak Flow	3000 GPD Max Day
Requested Meter Size:				2"	190 GPM Peak Flow	4000 GPD Max Day
** METER INFORMATION MUST BE PROVIDED FOR EACH METER REQUESTED. FINAL QUANTITY OF METERS AND SIZES ARE DETERMINED BY THE DISTRICT.				Station:		
WASTEWATER INFORMATION						
	YES	NO	Residential	Commercial	Mixed Use	Mobile Home
New Sewer Connection Requested? MUST PROVIDE SITE PLANS FOR REVIEW.						
FATS, OILS & GREASE (FOG)	YES***	NO	Brief Description			
Is there food prepared at the facility?						
Are there three compartment sink(s) installed at the facility?						
Are there floor drains installed in any area other than the restroom?						
Is there an existing grease interceptor or trap at the facility? If so what size?						
Is there onsite pre-treatment proposed for the facility?						
Will the Lead Agency be requiring the installation of a grease interceptor/trap?						
Are there solvents or hazardous materials used or stored at the facility?						
*** If any of the following waste discharge or FOG conditions apply, the applicant will be required to contact the Vallecitos Water District Source Control Department - (760) 752-7161						
WATER DISTRICT USE ONLY	RECOMMENDED METER SIZE PER DISTRICT					
Existing Water Capacity	EDU's		Existing Meter(s) On-Site			
Existing Sewer Capacity	EDU's		Type (domestic, irrigation, commercial)			
Additional Capacity Needed	WATER	SEWER	Main Line on Frontage (water, sewer)			
Water Annexation Needed	Sewer Annexation Needed			Water/Sewer Study Required		
VWD Development Services Tech	Signature (required)			Date		
VWD Source Control Specialist	Signature (if applicable)			Date		
CUSTOMER SERVICE REQUIRES AN ADDITIONAL SIGN UP PROCESS FOR NEW SERVICE ACTIVATIONS 760-744-0460 X 710						

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FIRE FLOW REQUEST - COMPUTER HYDRAULIC ANALYSIS

OWNER AND PROJECT INFORMATION			
(Applicant/Owner/Developer/Company)			(Date)
(Contact Name)			(Phone)
(Address)			(Cell)
(City)	(State)	(Zip)	(FAX)
(email address)			
(Financially Responsible - Company)*			
(Contact Name)			(Phone)
(Address)			(Cell)
(City)	(State)	(Zip)	(FAX)
(email address)			
(Depositor's Signature)			(Date)

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(Project Name)			
(Service Address)			
(City)	(State)	(Zip)	(APNs)
(Project Type - Single Family Residence, Subdivision, Mixed-Use, Commercial, Industrial, TI, etc.)			
(Project Description)			
Fire Department Requested Flow	GPM	Location Map	HYDRANT TO BE TESTED
		MUST BE ATTACHED	MUST BE CIRCLED/HIGHLIGHTED ON MAP
(Please attach Fire Department Form if available)			