

## VALLECITOS WATER DISTRICT

### Submittal Requirements and Acceptance Process

Documents listed in [blue](#) available in the [Engineering-Document Library](#) on [VWD.ORG](#)

#### 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 1<sup>st</sup> & 3<sup>rd</sup> 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](#).**

Development Type	Description	Water Capacity Due	Wastewater (Sewer) Capacity Due
Single Family (SFR)	Single Lot	prior to final building inspection and/or utility release	prior to final building inspection and/or utility release
Subdivisions - Parcel Maps	5 or less parcels	prior to final building inspection and/or utility release for each building	prior to final building inspection and/or utility release for each building
Subdivisions - Final Maps	More than 5 parcels	prior to final building inspection and/or utility release for each building	prior to final building inspection and/or utility release for each building

Development Type	Description	Water Capacity Due	Wastewater (Sewer) Capacity Due
Condos, Multi-Family, Commercial & Industrial	Master Meters	prior to final building inspection and/or utility release of the first unit or building	prior to final building inspection and/or utility release for each building permit per phase (as approved by District)
Condos, Multi-Family, Commercial & Industrial	Individual Water Meters & Sewer Laterals	prior to final building inspection and/or utility release of each building per lot or phase (as approved by District)	prior to final building inspection and/or utility release of each building per lot or phase (as approved by District)
Hotels and Motels		prior to final building inspection and/or utility release for any building within the project	prior to final building inspection and/or utility release for any building within the project

**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.