

SECTION 100

GENERAL STEPS FOR PROCURING WATER AND SEWER SERVICE FROM VALLECITOS WATER DISTRICT

100.1 AVAILABILITY OF SERVICE

Vallecitos Water District (VWD or District) recommends early contact be made with the District's Engineering Department to determine the current boundaries of the District and the availability of service prior to preparing improvement plans.

100.2 WILL-SERVE LETTERS AND "PROJECT FACILITY AVAILABILITY" FORMS

For proposed developments within the boundaries of the District, the Developer may request a "Water Availability" or "Sewer Availability" letter from the District. Local governing agencies may require these documents for processing of Tentative Maps or development reviews. In response to service availability requests, the District may attach certain conditions to the project based on the recommended capital improvements needed to provide service as identified in the Water and Sewer Study. Please see Section 300 for Water and Sewer Study information.

When proposed developments near approval of their Parcel or Tentative Map, the local governing agency may require a Water and Sewer Commitment Forms (County) or Will-Serve letter (City) to be completed by the District committing water and/or sewer capacity to the development. A fee is required to complete these documents and payment of water and/or sewer Capital Facility Fees are required for District approval of any forms that commit water and/or sewer service to the property.

100.3 ANNEXATION TO EXISTING VWD IMPROVEMENT DISTRICTS

Before a utility service can be provided to lands lying outside the boundaries of the Vallecitos Water District or improvement Districts, the lands must first be annexed to the Vallecitos Water District or Improvement District. If the proposed development is not included in any of the existing VWD Improvement Districts (IDs), the Developer or Owner must file a formal application for annexation. The Vallecitos Water District has adopted the Local Agency Formation Commission's (LAFCO) sphere of influence, which identifies the water/sewer service area for planning purposes.

Additional information and requirements are located on the Engineering Department's website vwd.org/departments/engineering:

- Current Ordinance, "Establishing Policies, Conditions, and Fees in Connection with Annexations to or De-Annexations from the District and to or from Improvement Districts within the District."
- Annexation Procedure Packet.
- Current Ordinance, "Establishing Engineering Fees/Rates, Rules and Regulations."

100.4 TEMPORARY OFFSITE AGREEMENTS

A temporary offsite agreement allows water or sewer service to a property which does not have pipeline facilities along the property frontage, or the ability to extend facilities to the property frontage. This is

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only done when adjacent properties will not benefit from the extension of pipeline facilities at the current time. However, future extensions may occur.

If a new water or sewer main allowing service by the District is extended along the property frontage in question, the Owner must (a) disconnect the offsite service, (b) reconnect to the new pipeline, (c) pay all appropriate costs and fees. No service connections to District pipeline facilities will be allowed until all proceedings are completed, any payback and all costs and fees are paid, and all documents are recorded. The Owner shall be responsible for conforming to these requirements and consenting to participate in any future Special Assessment Improvement District, if they should occur.

The Owner will pay the regular capacity charges, installation charges, and acquire any easements or encroachment permits that might be necessary to run a service lateral from the nearest District pipeline to the place of use on the Owner's property. Contact the District's Engineering Department for additional instructions and review of the agreements.

100.5 REIMBURSEMENT (PAYBACK) AGREEMENT

The District may enter into a payback agreement with individuals, subdividers, or developers to refund costs of "offsite" construction with the following stipulations:

1. Main extensions of less than 150 feet in length shall not be considered eligible for repayment agreement.
2. Eligible reimbursement costs shall include only construction costs. Refer to the standard Agreement for particulars.
3. The Reimbursement Agreement shall expire at the end of twenty (20) years from date of the contract or when the District has refunded to the individual, subdivider, or Developer an amount equal to the cost of the reimbursable portion of the "offsite" facility, whichever occurs sooner.

Upon study, exact interpretation of "offsite" and "onsite" construction will be made by the District's Board of Directors (Board). Following receipt at the District office of a written application for water and/or sewer facilities, the Board, if it deems such an extension to be in the best interest of the District, will prepare an administrative cost estimate and require the preparation of plans and specifications for the proposed construction. Such extension will be accomplished at no cost to the District. Refer to the current Ordinance and Reimbursement and Acquisition Agreement at the Engineering Department.

100.6 PLAN CHECKING PROPOSED DESIGN

The Engineering Department will determine if water and sewer services are reasonably available for the proposed project or if annexation/detachment is required. District criteria will determine if a water and sewer study will be necessary prior to plan checking project (see Water and Sewer Study, Section 300). Most projects are required to complete a Water and Sewer Study which quantifies and identifies project impacts to the existing District system and facilities. Funds for the Study shall be submitted to the District

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as a deposit for the cost of the Study. The District will prepare the Study or retain a consultant to prepare the Study.

In some areas, technical studies may be necessary to establish whether and how the District can serve the proposed area. The applicant may complete necessary studies for District review, at the discretion of the District Engineer, or advance funds to the District for District completion of the studies. The District will establish an estimated deposit to prepare or review any studies or reports. Applicant shall advance the deposit to the District, including any additional deposits required during the review or preparation.

The applicant's engineer shall submit an initial concept plan and design report, as required by the District, of the proposed domestic water, sewer, and recycled water facilities to the District Engineer for review and approval. The applicant's engineer shall be a Civil Engineer currently licensed in the State of California to perform and certify the design plans. The applicant shall submit two (2) sets of design plans, 24" by 36" in size, of the proposed domestic water, sewer and recycled water facilities for any development to the Engineering Department for review and approval. Plans shall also be submitted to the City Engineer of the city having jurisdiction or the County of San Diego for unincorporated areas for review and determination of the requirements for approval of work within city or county jurisdiction.

100.7 AGREEMENT AND FEE PAYMENT

The applicant shall submit the required sets of plans for water and/or sewer service to the District. When the plan check process is near completion, the District will prepare a fee and bond letter and an "AGREEMENT FOR THE CONSTRUCTION OF FACILITIES TO BE DEDICATED TO THE VALLECITOS WATER DISTRICT". All bonding requirements and fees required to be paid to the District will be included in this agreement. Additional fees or deposits may be added at the District's discretion, if outside services are required during construction, such as Night Work.

The District may sign its approval of the Improvement and/or Grading Plans when the applicant has satisfied those financial obligations and returned two (2) copies of the agreement with original signatures, and the Board has accepted and executed the agreement at a regularly scheduled Board meeting.

100.8 RESPONSIBILITY FOR FURNISHING MATERIAL AND INSTALLATION

Installation of a development's water and/or sewer facilities and any other required off-site facilities will be the obligation of, and at, Developer's expense. The applicant shall cause all installation work to meet the District's "Standard Specifications" and, upon final Board acceptance, convey the offsite facilities to the District.

100.9 GUARANTEES

As set forth in the Agreement, the applicant shall be responsible for any and all repairs and replacements for a period of one (1) year from the date of acceptance by the District Board of Directors without expense whatsoever to the District; ordinary wear and tear and unusual abuse or neglect excepted. In the event of failure to comply with the aforementioned conditions, the District will use securities posted by the

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Developer (Warranty Bond) to have the defects repaired and made good. The cost and charges shall include attorney fees and other incidental costs involved thereof.

100.10 DEDICATION OF FACILITIES

Upon completion and final inspection of all work, the applicant shall file a request at least twelve (12) working days prior to a regular Board meeting for formal acceptance. The applicant shall also furnish the District a report of actual costs of said facilities, compaction reports, meter/address/APN list, record drawings ("as-builts" reproducible mylars and digital files) of the facilities, and any operation and maintenance manuals required upon compliance with these requirements. Upon said acceptance, domestic meters may be unlocked by District staff and, forty (40) calendar days after Board approval of Final Acceptance, improvement bonds held by the District for the construction of domestic water, sewer and/or recycled water facilities shall be released. The Owner shall file the Notice of Completion after Final Acceptance.