

GUIDELINES FOR NEW DEVELOPMENT PLAN CHECK SUBMITTAL

- STEP I. The District shall make available all plans showing any existing facilities within the proposed project area. **Cost for staff research and copies of facility plans may apply.** Upon written request, a ‘Water and/or Sewer Availability’ letter will be prepared and issued. A Fire Flow report letter may be prepared upon remittance of \$130.00 and a written request specifying the desired location of the Fire Flow Test. Depending on the size of the development a water supply assessment may be required in accordance with the California Water Code (§10910, as amended by SB-610 effective 1/1/2002) and the California Government Code (§66473.7, as amended by SB-221 effective 1/1/2002). Additional procedures and fees are described in the District’s Municipal Code.
- STEP II. The Applicant shall have engineered construction drawings prepared by a registered civil engineer in good standing with the District for all new water and/or sewer facilities. The plans shall be prepared to an engineering scale on 24” x 36” sheet(s) with the standard District border and title block. District will provide AutoCAD Release 14 electronic files of base sheets and guidelines for District required drafting policies and procedures. For work located within state right-of-way, plans must be prepared in metric scale with foot equivalents indicated on the plans.
- STEP III. After Fire District review and tentative approval of water system layout, the Applicant shall submit a plan package including a ‘Plan Check Application’ form for 1st plan check. **The District will not accept any incomplete applications.** Please be advised that Tenant improvement Plans must be submitted separately (see the District’s Guidelines for Tenant Improvement Plan Check Submittal). **The District will require a minimum 6 to 8 weeks to process the initial plan check.**
- STEP IV. Upon completion of review, the District shall return 1 set of plans to the Applicant with comments indicating any necessary revisions to the plans. Plan check fees shall be determined and forwarded to the applicant with the initial plan check.
- STEP V. The Applicant shall submit 2 sets of corrected plans along with any or all of the following as deemed necessary by the District:
- 1st submittal check prints,
 - Plan check fees,
 - Engineer’s estimate for the construction of facilities,
 - Easement description(s) and plat map(s) as applicable.

Applicant should allow a minimum of 3 to 4 weeks to process the 2nd plan check and any additional plan checks that may follow.

- STEP VI. Upon the Engineer's completion of all plan check corrections, and following the City of Rancho Cucamonga Fire District approval of the water plans, the mylars, with Engineer's and Fire District's original wet signatures, may be submitted to the District for approval. If the project is located within the City of Fontana, then San Bernardino County Fire Department approvals are necessary. If the project is located within the City of Ontario, a stamped and approved set of plans from the City of Ontario Fire Department is required. The District will calculate and provide to the Applicant a copy of the cost sheet summarizing the required development fees. The Developer will provide electronic files, in an AutoCAD Release 14 or higher format, with the mylar submittal of the original plans for approval by the District. If construction for the development does not commence within a year from the plan approval date then plans will no longer be valid. New plans will need to be submitted and checked to conform to current standards. Additional fees may apply.
- STEP VII. Any required easements shall be prepared, signed and ready for recordation, and provided to the District prior to final plan approvals. Bond forms and agreements will be prepared by the District, based on the Engineer's estimates provided, and will be provided to the Applicant. **The ORIGINAL bond forms and agreements must be executed and returned to the District prior to release of approved plans.** After receipt of all required information by District, please allow (5) five days for the preparation of Bond forms. A 'Letter of Compliance' will be prepared and submitted to the appropriate governing agency upon receipt of executed bond forms and agreements from the Applicant.
- STEP VIII. Following plan approvals and payment of initial development fees, the Contractor must request a pre-construction meeting with District Inspectors prior to start of construction of the water and/or sewer improvements. All facilities must be constructed in accordance with the District's Standard Drawings, a copy of which can be obtained from the District website at <http://www.CVWDwater.com>. All facilities must be inspected and approved by a District Inspector prior to acceptance of any facilities for use. **Curb and gutter improvements must be in place prior to installation of any water facilities.**
- STEP IX. Prior to installation of any domestic and landscape meters, the Applicant must pay any remaining development fees or outstanding charges due for their project. **Payment of fees on an individual lot basis or per a 'phasing plan' is allowed on larger residential tracts.**
- STEP X. Upon the completion of all required improvements, the Applicant shall submit a written request to the District for acceptance of the water and/or sewer system constructed by their Contractor. Prior to the District's issuance of an 'Acceptance Letter' and the release of water and/or sewer bonds, the following will be completed:
- District Inspector shall make a final field inspection to verify that all 'punch list' discrepancies have been completed;
 - Construction water meter for the project will be returned;
 - Developer will provide, in writing, a summary of actual costs or contracts for the installation of the public water and/or sewer system facilities prior to final release;
 - Developer will complete all "As Built" revisions to the original approved drawings.

PLEASE NOTE:

Steps I through IX must be completed, prior to dwelling/building occupancy. Failure by the Applicant or the Contractor to notify the District of any changes to the plans, or omission of any of the above Steps shall result in the District causing an immediate work stoppage on the project until all necessary corrections or requirements have been completed and accepted by the District.

DEVELOPMENT FEE PAYMENT SCHEDULE

1. A temporary water meter shall be obtained and a security deposit shall be paid by the developer/contractor prior start of any earthwork activities on the site. A construction water permit may be issued in cases where the District deems a temporary water meter is inappropriate.
2. Plan check fees are due upon submittal of 2nd plan check of any water and/or sewer plans.
3. For Residential Dwelling projects, the following fees must be paid per the following schedule:
Prior to start of construction of any water and/or sewer facilities:
 - Inspection fees,
 - Construction water fees,
 - Landscape meter and meter box fees,
 - Water System Capacity Fees for landscape meters,
 - Chlorine sampling fees,
 - Other miscellaneous fees.
 - Water meter and meter fees,
 - Water System Capacity Fees,
 - Sewer System Capacity Fees,
 - Capital Capacity Reimbursement Fees.
4. For Commercial and Industrial projects, all fees must be paid prior to start of construction of any water and/or sewer facilities. These fees shall include the following:
 - Inspection fees,
 - Construction water fees,
 - Water meter and meter box fees,
 - Water System Capacity Fees for landscape meters,
 - Chlorine sampling fees,
 - Capital Capacity Reimbursement Fees,
 - Other miscellaneous fees.

DEVELOPMENT FEES

PLAN CHECK AND INSPECTION FEES

	Single Family or Custom Lot	Multi Family, Apartments, or Condominiums	Commercial or Industrial
Water Plan Check Fees	\$240 for title sheet and first plan sheet, \$150 for each additional sheet	\$240 for title sheet and first plan sheet, \$150 for each additional sheet	\$240 for title sheet and first plan sheet, \$150 for each additional sheet
Water Inspection Fees	\$500 or 2% of improvement cost*	\$500 or 2% of improvement cost*	\$500 or 2% of improvement cost*
Sewer Plan Check Fees	\$6.75 per unit, or \$0.20 per linear foot, or \$45.00 flat rate*	\$3.40 per unit, or \$0.20 per linear foot, or \$45.00 flat rate*	\$0.20 per linear foot, or \$102.00 flat rate*
Sewer Inspection Fees	\$11.00 per unit, or \$59.00 flat rate*	\$7.30 per unit, or \$59.00 flat rate*	\$0.45 per linear foot, or \$225.00 flat rate*

** applies to which ever fee is greater*

UTILITY RESEARCH:

Processing fee	\$ 40.00 per hour
Photocopies	\$ 1.25 per page
Printing 24" × 36"	\$ 3.50 per sheet

EASEMENTS:

Grant of Easements	\$ 230.00
Release of Wandering Easement	\$ 215.00
Quitclaim of Specific Easement	\$ 215.00

DOCUMENT RECORDATION:

\$ 18.00 plus \$ 3.00 per sheet

FIRE FLOW TESTS:

Field test	\$ 130.00
Reevaluation	\$ 35.00

CHLORINE TESTING:

\$ 45.00 per test

METER SERVICE:

\$ 40.00 per service

This fee shall apply to custom lots, revisions, or developments where distribution lines, transmission mains, or other District facilities are not constructed or extended.

TEMPORARY WATER SERVICE/ CONSTRUCTION WATER:

Electrical trench	\$ 0.36 per linear foot
Gas trench	\$ 0.36 per linear foot
Sewer trench	\$ 0.55 per linear foot
Storm drain trench	\$ 0.55 per linear foot
Cable TV trench	\$ 0.36 per linear foot
Telephone trench	\$ 0.36 per linear foot
Water trench	\$ 0.36 per linear foot
Miscellaneous Construction Water	\$ 170.00 per acre or portion thereof

Temporary Meter (Construction or Agricultural):

- Security deposit returned upon completion of use, less any costs of repairs.
- Water usage billed at the Temporary Water Service Rate. (\$5.05 per 1000 gallons.)
 - 3" meter
 - Deposit \$ 2000.00
 - Meter Rental Charges (per month or part thereof) \$ 75.00
 - 4" meter and larger
 - Deposit \$ 3500.00
 - Meter Rental Charges (per month or part thereof) \$ 150.00

SERVICE CONNECTION CONSTRUCTION CHARGES

(a) Domestic Meter:		
3/4"	\$ 210.00
1"	\$ 240.00
1-1/2"	\$ 370.00
2"	\$ 490.00
3" and larger	Cost + 25%
(b) Domestic Meter Box:		
Small	\$ 100.00
Large	\$ 150.00
Extra-large	\$ 430.00
Vaults for meters 4" and larger	Cost + 25%
(c) Recycled Meter:		
1"	\$ 350.00
1-1/2"	\$ 540.00
2"	\$ 700.00
3" and larger	Cost + 25%

(d) Recycled Meter Box:

Small	\$ 100.00
Large	\$ 200.00
Extra-large	\$ 310.00
Vaults for meters 4" and larger	Cost + 25%

METER REPLACEMENT FEE:

A meter replacement fee will be charged, in addition to any other applicable fees, when an existing meter is replaced by a meter of a different size, at the request of the customer. Such fee will be based on actual cost of the replacement meter. If the meter is less than 6 years it will be the full cost, if the meter is 6 to 10 years it will be ½ the cost, if the meter is 10 years or older there is no cost. Any meter increase or decrease requiring the installation of a new angle meter stop will be charged \$60.00 in addition to any other charges.

WATER SYSTEM CAPACITY FEES:

The Water System Capacity Fee shall be assessed for each paid meter on the project. The table below shows the applicable fee per meter at the time of fee remittance.

Water System Capacity Fees

Meter Size	Effective prior to Sept. 1, 2013	Effective after Sept. 1, 2013 *	Effective after Sept. 1, 2014
¾" Meter	\$ 5,962	\$ 7,539	\$ 9,116
1" Meter	\$ 9,937	\$ 12,565	\$ 15,193
1½" Meter	\$ 19,873	\$ 25,111	\$ 30,385
2" Meter	\$ 31,797	\$ 40,207	\$ 48,616
3" Meter	\$ 59,620	\$ 75,388	\$ 91,156
4" Meter	\$ 99,367	\$ 125,647	\$ 151,926
6" Meter	\$ 198,732	\$ 251,293	\$ 303,853
8" Meter	\$ 317,973	\$ 402,069	\$ 486,164
10" Meter	\$ 476,960	\$ 603,088	\$ 729,246

* Applicants that have entered the Plan Check phase of development review before August 31, 2013, shall have until Friday, August 29, 2014 to pay rates as listed under the above column titled "Effective prior to Sept. 1, 2013."

RECYCLED WATER SYSTEM CAPACITY FEES:

The Recycled Water System Capacity Fee shall be assessed for each paid recycled water meter on the project. The table below shows the applicable fee per meter at the time of fee remittance.

Recycled Water System Capacity Fees

Meter Size	Effective after Sept. 1, 2013	Effective after Sept. 1, 2014
1" Meter	\$ 12,366. ⁵⁰	\$ 14,796
1½" Meter	\$ 24,732. ⁵⁰	\$ 29,592
2" Meter	\$ 39,572	\$ 47,347
3" Meter	\$ 74,198. ⁵⁰	\$ 88,777
4" Meter	\$ 123,664	\$ 147,961
6" Meter	\$ 247,327. ⁵⁰	\$ 295,922
8" Meter	\$ 395,724	\$ 473,475
10" Meter	\$ 593,586	\$ 710,212

SEWER SYSTEM CAPACITY FEES:

(a) Residential: \$ 1,239 per Dwelling Unit

(b) Commercial/Industrial/Public:

The Sewer System Capacity Fee shall be assessed for each paid meter on Commercial and Industrial projects per the following schedule:

Meter Size	Sewer System Capacity Fee
1" Meter	\$ 2,070
1½" Meter	\$ 4,127
2" Meter	\$ 6,605
3" Meter	\$ 13,223
4" Meter	\$ 20,658
6" Meter	\$ 49,570
8" Meter	\$ 66,089
10" Meter	\$ 99,140

CAPITAL CAPACITY REIMBURSEMENT FEES:

Residential Dwellings constructed prior to July 1, 1979 are excluded from the Capital Capacity Reimbursement Fee. The following fees are per the IEUA Regional Sewage Service Contract, Section 9.E.2 (a) and Section 9.E.2 (b).

Capital Capacity Reimbursement Fee
Effective July 1, 2013
\$ 5,007 per EDU

Capital Capacity Reimbursement Fee
Effective July 1, 2014
\$ 5,107 per EDU

Equivalent Dwelling Unit [“EDU”] is a number value designation where 1 EDU represents the sewage discharged from a residential dwelling unit.

(a) **Residential Projects:**

EDU determinations for Residential Projects shall be as follows:

- Single Family 1 EDU per dwelling unit
- Multiple Family 1 EDU per dwelling unit
- Mobile Home Space 1 EDU per dwelling unit

Each Single Family, Multiple Family, and Mobile Home Space shall be assessed Capital Capacity Reimbursement Fees of one (1) EDU per dwelling unit.

(b) **Commercial and Industrial Projects:**

EDU determinations for Commercial and Industrial projects are calculated based on the type of business operation and the facility’s sewer drainage fixture count, or by direct measurement of sewage quality and volume, or a combination of both. Therefore, Capital Capacity Reimbursement Fees for these types of projects must be assessed during the Tenant Improvement Plan Check approval process. Please see the District’s *Guidelines for Tenant Improvement Plan Check Submittal* for specific information, available from the District website at <http://www.CVWDwater.com>.