

# Memorandum

Date: March 24, 2020  
To: All Engineering Staff  
Cc: All District Staff  
From: Gidti Ludesirishoti, PE  
RE: Development Division Protocols Response to COVID-19

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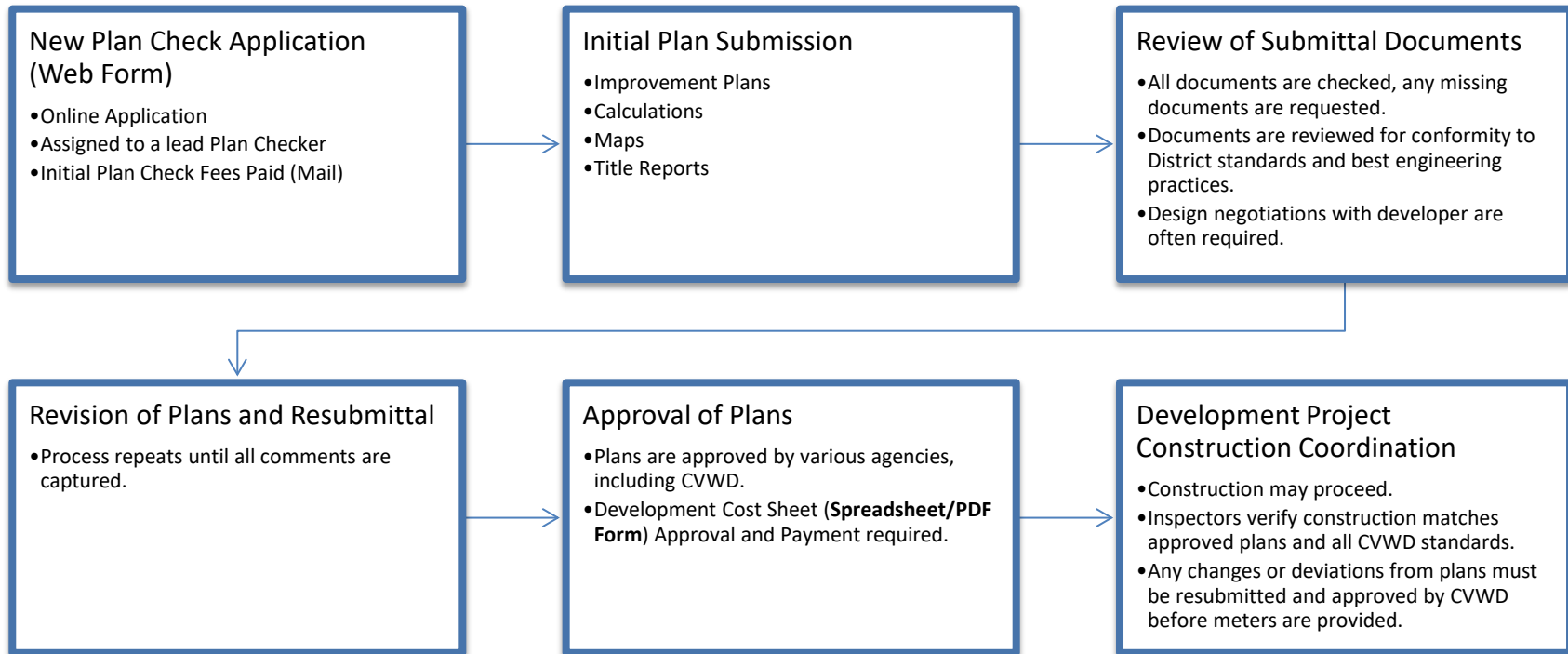
Engineering's Development Division still plans to process all development projects. However, due to social distancing recommendations to avoid the spread of COVID-19, the following changes are effective on March 25<sup>th</sup>, 2020.

- For the safety of staff and the public, the engineering counter will be closed to the public as with the rest of the District.
- Development Division Staff (plan checkers / counter engineering techs) will either be working in the office or from home during normal business hours. All desk extensions are forwarded to a district assigned mobile phone. They all have access to their emails.
  - At least one member of the development division will be physically in the office each business day to support other departments.
- Developers must submit any required documents electronically for review. Paper submissions will not be accepted.
  - New District forms are now available to developers in a digital format to submit by email or web based document management systems. The web forms are available at [www.cvwwater.com/development](http://www.cvwwater.com/development).
  - All documents submitted to the Development Division should be in a Portable Document Format (PDF) unless otherwise directed by plan checker.
- Construction projects may proceed and District inspection is still available for all projects. However, developers must follow new guidelines to avoid potential delays.
  - All inspections are required to follow social distancing guidelines. District inspectors may decline to inspect facilities which cannot provide safe distancing for inspections.
  - New service connections may still be performed, but they must be reviewed on case by case basis to ascertain any potential service interruption for customers during these temporary circumstances. Please contact your

assigned CVWD inspector or plan checker to discuss these implications and any other service connections to CWWD infrastructure.

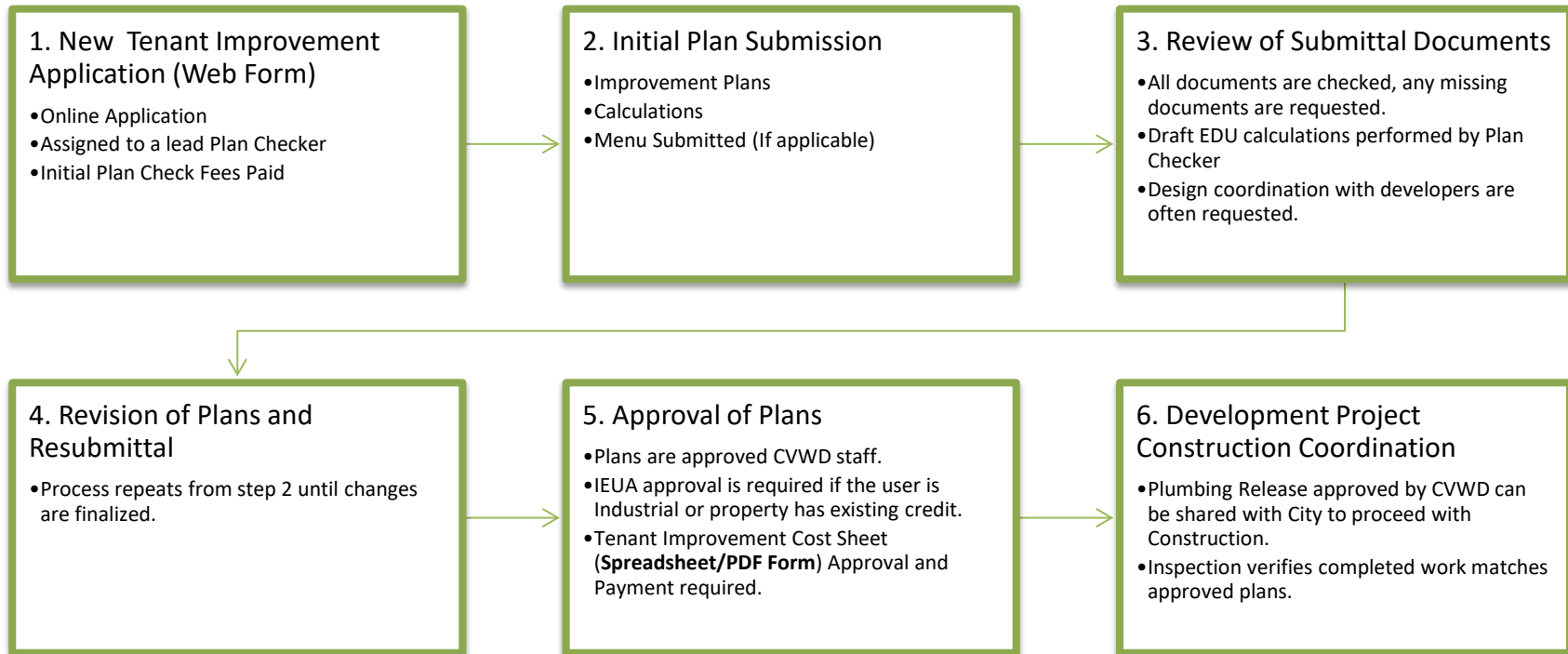
- Payment of development fees may be made by remotely through USPS or dropped off at the payment drop box outside District offices at 10440 Ashford Street Rancho Cucamonga, 91730.
  - Phone payment may be arranged for payments under \$5,000. Payments may not be split to circumvent thresholds. After coordination with Plan Checker, a District Customer Service Representative will call the Developer for receipt of payment.
  - Payments must be arranged ahead of time and at the specific direction of the lead plan checker for each project. All payments must be accompanied with completed Development Fees sheet provided by plan checker. No same day payments will be accepted.
  - Payments by mail or drop box will be recorded within one (1) week after submission of payment. The date of recordation will be the official payment date.
- All forms and protocols are subject to change during this response. Developers are responsible for using current forms and procedures available on the District website at the time of submission. Please visit [www.cvwwater.com/development](http://www.cvwwater.com/development) for the latest forms.
- Please call your assigned Plan Checker or Inspector for any further questions. You may also call the front desk at 909-987-2591 to request help from Engineering.

## New Development Projects Basic Flow Chart



\*Process Flow Diagram is a simplified version of the process. It does not describe every step in detail. All requirements described in the District's Municipal Code. For questions about the process please contact the CVWD Engineering Department's Development Division.

## New Tenant Improvements Basic Flow Chart



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