

## **SAN JUAN WATER DISTRICT (SJWD) - DEVELOPMENT PROJECT APPROVAL PROCESS TASK CHECKLIST**

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Note to Developer – The following items, at a minimum, must be completed for your project prior to SJWD providing metered water service.

- Determine number of water service connections, and sizes to meet water demands.
- Submit Project Initiation Form and attachments (preliminary plans, tentative map, etc.) to SJWD.
- Request Connection Fee Quote, and Review and Approval Fee Quote from SJWD.
- Execute a Conveyance Agreement with SJWD (all principal parties comprising the development).
- Submit a Plan Review and Inspection Fee deposit (SJWD can then open a Service Order).
- Submit initial design drawings, and water demand calculations, to SJWD for review.
- Submit initial design drawings, including water system, to Planning and Fire Dept for approval.
- Submit final design documents/plans, to SJWD for final review and approval of design.
- Obtain approval signature from fire department, SJWD, and others, on final mylar plan sheet(s).
- Submit two (2) full-size bond paper copies of final “approved for construction” plans to SJWD.
- Obtain SJWD’s pre-approval of the Contractor to be used to install the water system.
- Submit SJWD-approved insurance certificates, and bonding (as necessary) to SJWD.
- Ensure all necessary permits are obtained (including encroachment, SWPPP, NPDES, etc).
- Conduct a pre-construction meeting with the Contractor and SJWD’s Construction Inspector.
- Complete the water facilities construction; then call SJWD’s Inspector for final inspection.
- Submit a Letter of Pipeline Value, and bonding (Maintenance Bond, etc.) to SJWD.
- Submit final As-built Plans – Of the cover sheet, water & utilities sheets, and plan & profile sheets. Submit one bond set (24”x36”); one full-size mylar set; and a CD with AutoCAD (“.dwg) and support files, and a full-size set of Adobe (“.pdf) files in plotable/printable format.
- Prepare and submit necessary easement or deed documents to SJWD for review and approval.
- Submit a mylar, and an electronic copy of the final approved/recorded subdivision map.
- Submit Bill of Sale, Quitclaim Deed(s), Grant Deed(s), Easement(s), Right-of-Way(s) and any other transfer documents to SJWD pertaining to the water facilities.
- Submit warrantees, O&M documents, and other facilities documents to SJWD.
- Pay all outstanding fees and charges due to SJWD (i.e., Insp. Fees, Capital Facilities Fees, etc.).
- Obtain letter of acceptance from SJWD.
- Submit Will Serve Application(s) to SJWD, and pay associated meter fee(s) and locking fee(s).
- Contact SJWD’s Construction Inspector to request a turn on of metered water service(s).