



RULES AND REGULATIONS FOR NEW DEVELOPMENT

San Gabriel County Water District (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 Availability' will be prepared and issued. A fire flow report letter may be prepared upon remittance of \$100.00 and a written request specifying the desired location of the fire flow test. If an adequate fire flow cannot be achieved the Applicant will be required to improve the District water system to meet acceptable fire flow requirements at the Applicants expense. Depending on the size of the development a water supply assessment may be required at the developers cost 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 Water Ordinance.

The Applicant shall furnish the following:

- ☐ Submit general project description(s).
- ☐ Submit two hard copy sets of tentative improvement plans and mapping indicating layout of the proposed project, including proposed building(s).
- ☐ Submit AutoCAD files of the plans for the Districts use.
- ☐ Submit the approved fire hydrant plans from the Fire Department along with the required fire flow requirements.
- ☐ Submit estimates of water demand (flow in (GPM, etc.).
- ☐ Submit any related project reports including soils and environmental studies.

Upon receipt of the above checked submittals a District project number will be issued for the project to facilitate proper tracking. The District will evaluate the project and issue a request for a deposit to cover the initial review phase. The minimum deposit will be \$20,000 and depending on the size of the development will be adjusted accordingly.

Once the deposit is received, the District and its Engineer will review and analyze the project to assess how the project will impact the existing water system. The Applicant should allow a minimum of four weeks and as much as eight weeks depending on the complexity of the required analyses.

At the end of the review phase, the District will issue a letter to the Applicant summarizing the results of the review. Upon request, The District will meet with the Applicant to go over any changes that were made to the plans. Once corrections have been made, if needed, the Applicant will resubmit plans for District approval.

Once the plans have been approved, the District will send the project out for bid by District approved Contractors. The Contractors will have two weeks to bid on the project and then submit their bids to the Project Manager. The Project Manager will pick the lowest responsible bidder to do the installation portion of the project. The District is not responsible for obtaining the permit from the City or County. The Applicant will receive an estimate letter that will contain all cost affiliated with the project. The Applicant will be required to deposit two checks, one check to cover the connection fee and one check to cover material, labor, inspection and installation for the project.

There will be a 10 day hold on all checks. Once the 10 day hold is over, the Project Manager will order material and set up a pre-construction meeting with the Contractor and the Applicant. Once the material is received the Contractor will be notified so that they can proceed with the project.

Construction will commence per the schedule agreed upon by all parties. The District will provide inspection of the installation to insure compliance with the drawings and the specification. Upon completion of the construction, the Contractor shall issue as-built drawings to the District.

Before water system activation can take place, the Applicant must provide addresses for all meters to the District.

At activation of the water system, the District will assess and report to the Applicant the status of the construction cost versus the deposits made. Any funds required by the District to close the project over the deposit amount will be requested and posted by the Applicant prior to system activation. Any funds remaining in deposit with the District at the close of the project will be refunded to the Applicant.

The District will issue a letter to the Applicant that the project has been accepted and the water system is activated. The Applicant may use this letter to assist in the release of any bonds posted with jurisdictional agencies associated with the project.

The District will close the project files.