

Checklist - General Outline of Development Review Procedure

Rancho Murieta Community Services District

1) Developer must submit the following (see MEA and cover sheet)

- a. Mainline Extension Agreement (by owner or representative) for those projects requiring the extension of a water, sewer, storm drainage main pipeline) Includes payment of fee.
- b. Cost estimates for review of each applicable item.
- c. Engineering Plans noting and meeting District Standard requirements**
- d. Sewer Study* – Analysis shall indicate adequate sizing of sewer collection system to support project
- e. Recycled Water demand with irrigation plan (if applicable)
- f. Water Study* – Includes normal, max day, fire flow demands/storage, hydraulic impacts etc.
- g. Drainage Study* – Analysis shall indicate adequate sizing of storm pipe and basin system to support project per County/District requirements
- h. Post-Construction BMPs/LID *– Analysis shall include how the project utilizes post-construction BMPs to fully comply with the Phase 2 Small MS4 stormwater permit. Engineer shall provide calculations, exhibits (with drainage basins), and details that clearly indicate that all requirements are met.

**Studies should be submitted and approved first before infrastructure plans to confirm pipe sizes and slopes*

***Note that Per Water Code 4.13 c. Until necessary easements and right-of-ways have been properly executed and recorded, the District shall not approve any plans for water facilities to be constructed by one person across the property of another person. The District shall not accept for public use any such water facilities and no person shall place such facilities into use .*

2) Administration:

- a. Create a project tracking spreadsheet per Title of project
- b. Collect funding from applicant to cover District's costs for project
- c. Add name of Project as a line item on Timesheets of Director of Field Operations and Utility Staff
- d. Track review costs for consultants and staff; note to review staff when funds are low.
- e. Request additional funding from applicant as needed, per staff and/or consultants to keep reviews proceeding

3) Staff Review to include:

- a. Improvement Plans
- b. Capacity certifications for sewer, water, and drainage. Review engineer's report to verify District will be able to accommodate project.
- c. Recycled Water Standards must be met (if applicable). Refer to submittal guidelines per standards.
- d. SWPPP compliance : WDID number submitted and supplied to District

4) Schedule weekly meetings between Admin and Director of Field Operations.

Note: Meeting shall track time for the Periodic Accounting of Facilities Extension Agreement and request additional funding if needed.

5) Track, review and secure necessary Easements for Board Approval and record.

- a. Record with County once executed

6) District Inspections:

- a. District Inspection reports completed on triplicate forms with white copies given to property representative.

- b. *Construction BMP inspections to be conducted and compliance forms submitted if necessary*
- c. Construction inspections for compliance with Standards; submitted on inspection forms
- d. Final inspections by outside contractors to witnessed by District and provided to District electronically (CD or flash drive).
- e. Water/Sewer Service Permits are completed along with Service Orders documenting installation inspection/s and final acceptance, and submitted all together to Director of Field Operations. DOFO gives copies to Admin. (White cover goes to property representative, Pink and Yellow go to Admin., Golden Rod is kept by DOFO.)
- f. Final "As built" plans with signatures to be provided to the District, three (3) full size hardcopies and one (1) pdf and final CAD plans on CD or flash drive.
- g. Track, review and secure necessary Easements for Board Approval and record. Record with County once executed

7) Process for Final Acceptance will vary by project, but will generally involve the following:

- a. All required inspections conducted and passed (see item 6 above)
- b. As-Built plans submitted and approved.
- c. All fees paid in full
- d. All items in Mainline Extension Agreement completed, including 1-year warranty period.