

**WATER STANDARDS
FOR THE
PLAN PREPARATION
AND
PROCESSING
OF
WATER FACILITIES**

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SECTION 1 INTRODUCTION

These instructions set forth the standards for the preparation and processing of plans and all documents supplemental thereto for water facilities and related structures intended to connect to or become part of the water system for the East Valley Water District.

The word “District” or “Owner” used in these instructions hereafter refers to the East Valley Water District.

The words “District Engineer” used in these instructions shall mean civil engineer registered as such in the State of California, appointed by the “District” Board of Directors acting either directly or through his properly authorized agents, engineers, assistants, inspectors and superintendents.

The word “Applicant” used in these instructions shall mean the person or persons and the duly authorized representative of the party or parties requesting an extension of or addition to the District’s water system.

Your cooperation in preparing plans in conformity with these instructions will expedite the work of checking the plans and will consequently lessen the time needed to process these plans through the District Office.

The District requires the plans and profiles be prepared and signed by a Civil Engineer, Registered in the State of California, and submitted for checking and approval before any construction is commenced either in public streets, alleys, easements, or private system connecting thereto.

The plans and construction shall comply with the East Valley Water District Standards and other requirements.

Any questions you may have on matters not covered herein will be answered by the District.

SECTION 2
PRELIMINARY STUDY

2-01 FEES

For those requests requiring Preliminary Studies by the District, the Applicant shall pay the actual costs incurred by the District, but in no event less than the fee established by the District.

- a. The Applicant shall deposit with the District, an estimate of cost for said Preliminary Study as predetermined by the District.
- b. Upon completion of the Preliminary Study, the remaining money on deposit for said Study shall be forwarded to the applicant, or if costs for said study are in excess of the deposit, the Applicant shall pay such costs.

2-02 SYSTEM LAYOUT

Applicant shall furnish the District with a reproducible copy of the tentative map of the proposed land development. The tentative map shall show ground contours, land divisions or proposed lots, and proposed special buildings or structures. Tentative maps shall suffice where such maps have been prepared for Planning Commission purposes.

- a. The District will show a Preliminary Water System Layout for serving water to and within the proposed land development. The Preliminary Water System Layout will show the general location and size of proposed water lines and such appurtenances as gate valves, fire hydrants, service lines and such other facilities as required for proper water service.

- b. This District will determine the oversizing of facilities required and prepare necessary agreements for reimbursement amounts, if any, for such oversized items.

The District will delineate the Preliminary Water System Layout on a reproducible copy of the tentative tract map.

- c. If the applicant desires a fire flow test within the District's existing system for design information, then he shall complete the appropriate application form (Appendix VIII) and pay the designated charge. District staff will perform the test and provide the applicant with the test flow information.

The Water System Layout shall include General Notes and Certificates for the Local Fire Warden and the District.

SECTION 3
WATER DESIGN SYSTEM

3-01 PLAN PREPARATION

The following procedures are outlined for general use in preparing Water System Construction Plans for the District.

- a. The Water System Construction Plans shall be in accordance with the Executed Tentative Water System Layout and shall be prepared on reproducible 24" X 36" sheets and shall show both plan profile along with the proposed water main. Road construction, grading or other base maps as approved by the District may be used.
- b. All drafting shall be done in a manner that will produce a clear, eligible reproduction. All symbols, weight of lines, size of letters and the like shall provide a product that is acceptable.
- c. North arrows and scales shall appear on all plans.
- d. The vertical scale shall permit the determination of all high and low points along the alignment of the proposed water line. Flowline elevations shall be shown at all vertical angle points, all pipe tees and crosses, and at all important points. Ground and top of pipe elevations shall be shown where needed, such as utility crossings.
- e. The horizontal scale shall permit proper display of the improvements to be made. Stationing shall be shown along the alignment of the pipeline.

- f. The location, description and elevation of at least one approved Bench Mark on USGS datum shall be shown on the upper left hand corner of each sheet.
- g. The Water System Construction Plans shall show tract and lot Numbers together with all existing property lines along the alignment of the water main to be constructed.
- h. The Water System Construction Plans shall show the limits and types of all existing and proposed pavement together with all other items such as sidewalks, gutters, culverts, drainage ditches or structures and their relationship to the street or improvement centerline.
- i. Existing and proposed underground utilities such as sewer, gas, telephone, electrical, culverts and drainage structures or other known facilities that cross or parallel the proposed water lines shall be designated in plan and profile with dashed lines and have appropriate symbols to designate their size and type.
- j. All proposed water service lines shall extend to the property line.
- k. All proposed water service lines shall extend to the property line.

3-02 DESIGN CRITERIA

The following criteria is presented to assist in the design of the water system.

- a. In general, water mains shall be located south or west of the street centerline. The standard minimum horizontal separation between the water main and existing and proposed sewers shall be ten (10) feet. Water mains shall have at least one (1) foot of separation above

sanitary sewer lines where they cross. Where minimum required parallel and perpendicular separation cannot be maintained, special construction requirements as prescribed by the State of California Department of Health, as shown on District Standards W-106 and W-107 shall be adhered to.

- b. The minimum cover over proposed water lines shall be 42 inches as measured from finished grade to the top of the pipe barrel. A shallower depth may be permitted with approval of the District. Excessive depths, greater than 4 feet, shall be approved by the District.
- c. The layout of the water system shall be the size of pipe and location of appurtenances as shown on the Approved Water System Layout.
- d. In event existing or proposed underground pipes and utilities necessitate a special design for the water line, this condition shall be brought to the attention of the District prior to the beginning of design.
- e. The District shall be consulted during the design of reservoirs, booster pumps and other facilities which are not covered herein.

SECTION 4
PROCESSING OF PLAN CHECK

4-01 SUBMISSION OF PLANS TO DISTRICT

Presented below is an outline of the processing procedure for submitting Water System Construction Plans to the District.

- a. Applicant shall complete and submit an application for Water System Construction Plan Check.
- b. Applicant shall pay the required plan checking fee as established by the District.
- c. Applicant shall submit two (2) sets of blue prints of the Water System Construction Plans and other special facilities for checking, signed by a Registered Civil Engineer.
- d. Copies of final improvement plans, the grading plans and the tract map shall be submitted by the applicant with the required prints for checks.

4-02 CHECKING OF PLAN

- a. Checking of the Water System Construction Plans will begin by the District upon receipt of the Water Plan Check fee and the required prints.
- b. All necessary permits, except street-cut permits are to be obtained and paid for by the Applicant. In the event the District is required to obtain permits from or approval of other agencies, it will be the Applicant's responsibility to determine the requirements and furnish all

costs and data and other material necessary to enable the District to obtain the permits or approval of such other agencies.

- c. If any portion of the Water System Construction Plans, after the first plan check, are required to be rechecked as a result of additional water line footage, relocation of water main or redesign of a subdivision or development plan, there shall be a rechecking fee as established from time to time by the District. No Water System Construction Plan rechecking will be done until the required rechecking fee is paid.

4-03 APPROVAL OF PLAN

- a. After required changes and corrections are made, the original checkprint and the corrected tracing of the Water System Construction Plans shall be submitted to the District.
- b. Upon arrival of the Water System Construction Plans by the District and after receipt by the District of all necessary documents and required fees, the District will notify the applicant of the approval of the project and will return an approved drawing of the Construction Plans to the Applicant's Engineer for reproduction, approved originals to be returned to the District.
- c. Approval of the Water System Construction Plans by the District does not constitute a representation as to the accuracy of the location or nonexistence of any utility or structure within the limits of the project.
- d. It should be clearly understood that the approval of the project by the District is based upon the street improvement plans, grading plans, and the tract map as submitted by the Applicant. In the event there are any changed between the documents as originally presented and

the approved street improvement plans and/or the recorded tract map, it shall be the responsibility of the Applicant to notify the District of such changes. In such event, the original approval by the District shall be of no force and effect and further approval by the District will be required.

SECTION 5
CONSTRUCTION

5-01 CONSTRUCTION PERMIT

- a. A construction permit will not be issued until the subdivision map has been properly recorded and/or easements for all proposed water system installations have been deeded to the District.
- b. The Applicant shall compile and submit an application for a water construction permit.
- c. The Applicant will furnish the required prints of the Water System Construction Plans to the Contractor, subdivider and District, and all other agencies requiring permits, prior to and during construction.
- d. The Applicant shall obtain and pay for all State, County and other permits as required excepting street cut permits which shall be obtained by the District.
- e. It shall be the responsibility of the Applicant to arrange for inspection by the District. A minimum of forty-eight hours (2 working days) notice shall be required.

5-02 INSPECTION FEES

The applicant shall provide an estimate of the number of days anticipated to install the water system. On the basis of this estimate, the District will determine the amount of the inspection fee, using the established daily rate, that the Applicant shall deposit with the District. In no event shall the deposit be less than the rate for one (1) day. Prior to acceptance of the water system, the District will determine the amount of the unused portion of the deposit for refund to the Applicant. Should the amount of the deposit be insufficient to cover the

inspection cost, the Applicant will make payment to the District to provide for the deficit. At no time shall Applicant's deposit for inspection be in arrears more than five day (5) days.

The above inspection rate is for a normal working day of eight (8) hours. Should the Applicant desire to work overtime beyond the normal working hours or work days, he must make arrangements with the District one week in advance and pay the additional overtime costs.

5-03 CONSTRUCTION

- a. Construction shall not commence until the District has been notified at least two (2) working days in advance.
- b. The Applicant shall construct the water mains and appurtenances in accordance with the approved Water System Construction Plans and District "Standards".
- c. The Applicant shall deposit with the District's sum established by the District for the raising to grade of each gate valve cover in areas in which paving is required. If the valve cover is adjusted by the Applicant to finished grade within thirty (30) days after completion of pavement operations, the District will refund each deposit accordingly, if not, the District will retain such deposits and cause such structures to be adjusted as required.
- d. Tie-ins to the District's existing water system will be made by the District or an approved licensed Contractor. The Applicant shall pay all associated costs of the tie-in.

All Change orders considered by the Applicant or the Contractor shall be reviewed and approved by the District before any such change order has been executed.

5-04 COMPLETION

Following is an outline of the procedure to be used for completion of the water system.

- a. Applicant shall notify the District by letter when the water system construction is completed in accordance with the Water System Construction Plans, District's Standards, Special Conditions of Plans, and meets requirements set forth in all permits issued by Governing Bodies having Jurisdiction. Copies of approval letters from the Governing Bodies shall be forwarded with the Applicant's notification together with copies of all compaction test results.
- b. Where water facilities are installed in easements, Applicant shall notify the District when construction is completed and shall furnish the District with results of all compaction tests together with a report from an accredited soil testing laboratory approved by the District, certifying that all compaction meets the Special Conditions of governing bodies having jurisdiction and that the compaction in easements in areas which ultimately will be dedicated for public use, meets the requirements of the governing body which will have jurisdiction.
- c. Upon receipt of the information required herein, Applicant shall conduct required water system tests as set forth in the Standard Specifications together with such additional tests required by the District. The Applicant, whether a corporation, individual, partnership or otherwise, causing the construction of the water system and appurtenances upon notification from the District that the said system

has been constructed to District Standards and Specifications and is acceptable to the District, shall forthwith cause to file a Notice of Completion with the County Recorder's office of San Bernardino County and forthwith provide a certified copy of said recorded Notice of Completion to the District.

- d. The Applicant shall, by virtue of a bond satisfactory to the District, guarantee the completed work against repairs caused by defective workmanship or materials furnished and installed for a period of one (1) year from the date of acceptance by the District of the Dedication of Water System. The Applicant shall furnish to the District a satisfactory bond in the amount of 100 percent of the total installation cost, upon a form furnished by the District to guarantee the fulfillment of such obligation.

- e. Upon receipt of the Notice of Completion, the bond specified above herein, and all required documents, the Dedication of the Water System will be presented to the District Board of Directors for consideration of acceptance.

SECTION 6
DEDICATION OF WATER SYSTEM

The applicant shall prepare the necessary forms for dedication of water lines and appurtenances to the District.

- a. The forms to complete the dedication of the water system shall be executed, notarized and delivered to the District for ultimate acceptance.
- b. Acceptance of the Water System will not be approved until compliance with this condition has been met.
- c. The District will not accept the dedication until all conditions have been met. Applicant will be notified in writing that Dedication of the Water System has been accepted by the District.

SECTION 7 EASEMENTS

7-01 POLICY

It is the policy of the District to have all water lines placed within dedicated rights of way whenever practicable. Where installation of water mains not within dedicated rights of way is requested or required, the Applicant shall obtain approval of the District regarding necessity, location and dimensions of said easements. When possible, the easement shall be shown on the recorded Tract Map.

7-02 PROCEDURE

The Applicant shall use the following procedure when there is a determination of necessity by the District for a separate recorded easement:

- a. Prepare an easement plat that will produce a clear and legible reproduction. Show all dimensions and necessary data including the bested ownership of each parcel and a legal description thereof. A separate sheet shall be used for the description of each parcel.
- b. Submit two prints and the original of the easement description along with a title report from a Title Company acceptable to the District showing the vested ownership of record and the Application for Easement Processing, together with the required fees.
- c. After the easement plat, legal descriptions and title reports have been reviewed by the District and found to be in order, and the fee deposited, the District will then prepare the easement documents and forward said documents to the Applicant for the purpose of obtaining the required execution. The easement documents shall be executed and acknowledged in strict conformance with the form as presented.

- d. After proper execution, the easement documents shall be returned to the District for final approval, acceptance and recordation.

Water System Construction Plans will not be approved by the District until necessary executed instruments of conveyance have been received by and approved by the District. For each water project requiring the checking of easements, the District shall collect from the Applicant a fee established by the District for the first and for each additional parcel through which an easement is required. Water System Construction Plans shall not be approved until necessary instruments of conveyance have been deposited with the District.