

**CALAVERAS COUNTY WATER DISTRICT**

120 Toma Court  
San Andreas, CA 95249

Phone (209) 754-3543  
Fax (209) 754-1069

**APPLICATION FOR CONCEPT / PLANNING REVIEW**

This is an application for Concept Review of developer projects per CCWD Improvement Standards  
Section 2.0

Please provide this complete Application along with Concept/Planning Review Fee and three (3) complete sets of all plans, maps, and engineering calculations prepared in accordance with CCWD Improvement Standards Section 2.0. An incomplete Concept/Planning Review Application will delay the processing of your request for Concept/Planning Review.

**Concept/Planning Review Fee(non-refundable)**  
per Section 3.1 of the Improvement Standards  
(for initial consultation with staff)

Parcel Map  
\$200

Subdivision Map  
\$1,000

Ck# \_\_\_\_\_ Date \_\_\_\_\_

Ck# \_\_\_\_\_ Date \_\_\_\_\_

**Attach Copy of TPM or TSTM**

TPM/TSTM # \_\_\_\_\_ Project Name \_\_\_\_\_

APN(s) of Project \_\_\_\_\_

Zoning of APN(s) \_\_\_\_\_

Property Owner(s): (Note: Attach copy of all current titles, partnership papers, etc., listing all owner[s])

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone (Business) \_\_\_\_\_ (Home) \_\_\_\_\_

FAX \_\_\_\_\_ E-Mail \_\_\_\_\_

Authorized Agent of Property Owner(s). All correspondence and notices of Engineering Committee, Finance Committee, and Board meetings shall be furnished to the Authorized Agent and to the Property Owner(s).

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone (Business) \_\_\_\_\_ (Home) \_\_\_\_\_

FAX \_\_\_\_\_ E-Mail \_\_\_\_\_

Service Requested  Water  Sewer

Water/Sewer Improvement District(s) Name/No. \_\_\_\_\_

Assessment District Name/No. \_\_\_\_\_

Amended Assessment Diagram Required  Yes  No

Description of Project \_\_\_\_\_

Commercial \_\_\_\_\_ Sq. Foot \_\_\_\_\_ Use \_\_\_\_\_

Residential \_\_\_\_\_ Lots \_\_\_\_\_ Units \_\_\_\_\_

Industrial \_\_\_\_\_ Type and Size \_\_\_\_\_

Mobile Home Park \_\_\_\_\_ (units) Condominium/Townhouse \_\_\_\_\_ (units)

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**OWNER(S) DECLARATION**

The undersigned, as owner(s) of property, hereby agree and understand that concept approval, as applied for in this Application, is not a guarantee of water and/or sewer service, but the basis upon which a Facilities Agreement will be prepared between Calaveras County Water District and the Property Owner(s). The undersigned also agree and understand that:

- a) CEQA retainer shall be initially applied toward CCWD review, counsel consultation, and other efforts dedicated toward environmental review of this project. Owner(s) also understand and agree to pay for costs and expenses beyond initial retainer within thirty (30) days of billing and that any balance of retainer after CCWD review shall be applied toward future billings of the project. Upon written notification from owner(s) of project cancellation, the retainer will be refunded to the owner(s).
- b) After Concept Approval, all fees, labor costs (District staff time charged at applicable hourly rate), and District expenses incurred for analysis and research of the project, communications with engineer, agent, and/or Owner(s), and development of and final execution of a Facilities Agreement will be paid by Owner(s) in a timely manner. If fees are not paid within thirty (30) days of billing, the project will be considered inactive and review will be discontinued.**
- c) The District may contract with an engineering/consulting firm to provide concept review and plan checking. District shall charge direct billings plus ten percent (10%) for District's overhead. District's personnel will be charged out at a rate of direct time (based on salary) x 2.5.
- d) The District and Owner(s) agree to be governed by the requirements of California Government Code §§ 66000 et.seq. (the California Mitigation Fee Act) and the current version of the District's Improvement Standards for determination of impacts upon CCWD systems and fees to construct facilities necessary to mitigate those impacts.
- e) No detailed plan check shall take place until all parties sign a Facilities Agreement.

Date \_\_\_\_\_

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Signature

## **1.2 ENGINEERING PROCEDURES**

### **1.2.1 GENERAL**

The purpose of these STANDARDS is to provide District customers with both a system that dependably and safely delivers high quality drinking water and a system that collects customer domestic wastewater for treatment and disposal.

### **1.2.2 OWNER'S ENGINEER'S RESPONSIBILITY**

These STANDARDS establish minimum guidelines for the planning, design, and construction of the District's water and wastewater Improvement Systems. They are not intended to be a substitute for engineering knowledge, judgment, and experience. The contained procedures shall be reviewed by the Owner's Engineer and shall be applied as necessary to the development. Proposed deviations to these STANDARDS shall be submitted, in writing to the District.

All plans, specifications, reports, or documents shall be prepared by a California registered civil engineer, or under direction thereof, and shall be signed and stamped to indicate his/her responsibility and will be the property of the District upon acceptance of the project.

Improvement Plans "Released for Construction" do not in any way relieve the Owner's Engineer of the responsibility for the design and complying with all requirements of the District. Improvement Plans shall be revised or supplemented if it determined by the District's Engineer that any of the following occurs:

- A. Requirements have not been met; and
- B. There is a significant change in the site conditions; and
- C. Construction does proceed within the time allowed in the Facility Agreement.

### **1.2.3 REFERENCE SPECIFICATIONS**

References to institutional standards ANSI, ASTM, AWWA, NEC, NFPA, and NSF shall refer to the latest edition or revision of such standards, unless otherwise specified.

### **1.2.4 APPROVAL FOR WATER, AND/OR WASTEWATER SERVICE**

Figure 1.1 is a flow chart showing the approval process to extend or expand the existing District system for new customer service, whether it is for a single lot service or for a subdivision.

For developments going through the County Planning Department, an Application for Concept/Planning should be submitted prior to the start of the project associated environmental review and documentation. Concept/Planning Review and approval is generally required prior to the preparation of environmental documents.

#### **1.2.5 APPLICATION FOR NEW SERVICE QUOTATION**

Service for water and/or wastewater starts with the Application for New Service Quotation. The Application is available at the District office and District website.

When received the District, if complete, the application will be reviewed and availability of service from existing District facilities determined. If service is available a Cost of Service Quotation will be prepared by the District. If there are no facilities, or if the existing facilities do not have the capacity, the District will notify the Applicant that an Application for Concept/Planning Review is required. The Application for Concept/Planning Review is available at the District office and District website.

Application for New Service Quotation fees and Application for Concept/Planning Review fees are described in Section 1.3.

#### **1.2.6 APPLICATION FOR CONCEPT/PLANNING REVIEW**

The District requires the submittal of an Application for Concept/Planning Review when the District's existing water and/or wastewater systems must be expanded to provide new customer service. The purpose of the Concept/Planning Review is to evaluate the overall project concept and to determine the feasibility of service. A description of the project, review fees and environmental documentation deposit are to be included with the Application. If the project is not feasible, the environmental documentation deposit will be returned.

A project Design Report will be required, unless the project is not complex or will not be a significantly impact. The purpose of the Design Report is to generate an understanding between the Owner and the District on what water and/or wastewater Improvement System the Owner must construct prior to receiving service. The Design Report will be then incorporated into the Facility Agreement by reference.

The Design Report shall conform to these STANDARDS. The Design Report is to be prepared by and stamped by a California registered engineer. Concept/Planning Approval will not be given until the District Engineer has approved the Design Report.

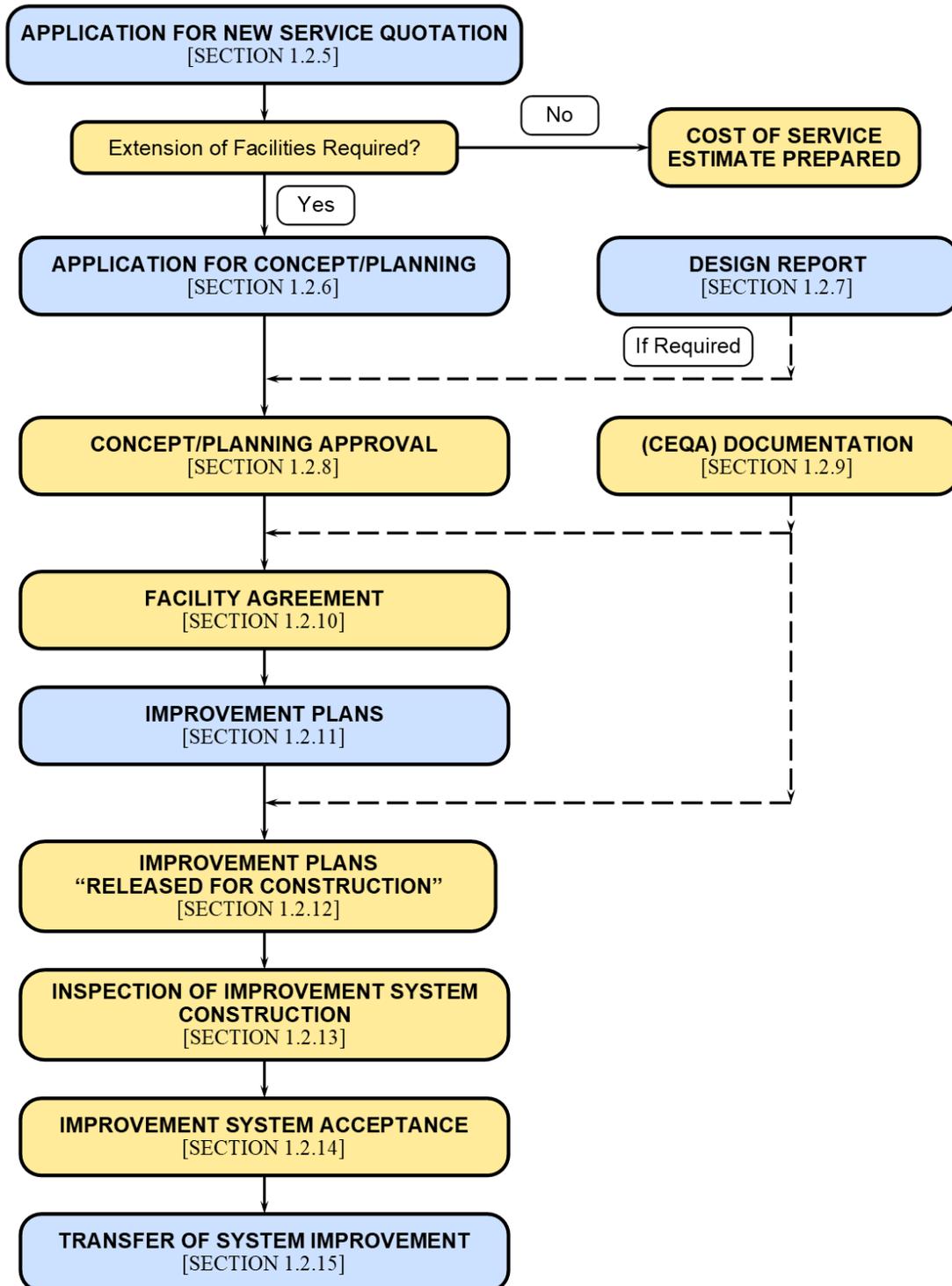


FIGURE 1.1  
APPLICATION FOR NEW SERVICE FLOW CHART

### 1.2.7 DESIGN REPORT

Prior to preparing the Design Report, a meeting with the Owner's Engineer and the District Engineering Department is required to review the project and report content.

The complexity of the report will depend upon the size of the project, the number of phases, and the extent of the improvements that are required. The report shall include the following information.

A. Cover Page

1. Project Name
2. Identify if a Water and/or Wastewater Improvement System(s);
3. Project schedule
4. Assessor's Parcel Number(s); and
5. Owner's Engineer's Stamp; signed and dated.

B. Project Description

1. A location map identifying the District service area and showing existing District infrastructure; and
2. Project map showing phasing (if applicable), proposed subdivision layout and adjacent developments.

C. Water

1. Map showing proposed location and size of all water facilities, including pressure reducing stations and pump stations (if applicable).
2. Proposed connections to existing District system.
3. Description of water demands based upon number of ESFU and these STANDARDS. Landscaping requires a separate connection and is to be listed as a separate demand.
4. Description of any District Master Plan facilities that will be required, such as water storage tanks.
5. Preliminary design criteria for pumping and pressure reducing facilities (if applicable). Individual lots requiring booster pumps are to be identified. Include a demand table with average day, peak hour, and maximum day demands detailed by junction node.
6. Hydraulic model, with map, showing the nodes and pipe numbering scheme.

D. Sewer

1. A map showing all proposed sewer facilities, including the size sewer mains,
2. The location of sewage lift stations, pumped lots, and off-site contributions (if applicable).
3. Average dry weather flow and peak wet weather flow based upon the number ESFU and these STANDARDS.
4. Location of proposed connections to existing District system.
5. Description of any Master Plan facilities that will be required, such as wastewater treatment facility expansion.
6. Preliminary design criteria for sewage lift station facilities, including capacity and head.
7. Identify all individual lots requiring house pump installations (if applicable).
8. Table showing proposed sewer hydraulics such as capacities, flows, slopes, velocities, depth of flow, etc.
9. Sewer model, with map, showing the manhole and sewers numbering scheme.

E. Temporary Facilities

1. Temporary facilities (if applicable) and a schedule for the permanent facilities to be installed.

F. Appendix

1. Copy of the tentative map (if applicable).
2. Pertinent calculations and hydraulic modeling analysis.

Two (2) copies of the Design Report shall be submitted to the District Engineering Department. The Owner's Engineer will receive confirmation correspondence indicating the Design Report has been received.

Upon receipt, an initial screening of the Design Report will be performed. If the Design Report does not meet minimum standards, it will be returned to the Owner's Engineer for resubmittal. Initial District review will be completed within approximately four (4) weeks with subsequent reviews adding to the total review time. Any questions regarding the review should be directed to the District Engineering Department.

Review comments, by the District, will be sent to the Owner's Engineer and copied to the Owner. Resubmittal of the Design Report, if required, shall consist of two copies of the revised Design Report and a copy of the review letter as an appendix. Upon approval, the District Engineer will sign the Design Report and a copy returned to the Owner's Engineer. The Design Report will become the basis of design in the Facility Agreement.

If the Improvement Plans received after the Facility Agreement are significantly different than the Design Report, the project approval process will not continue until the Design Report has been revised and approved.

### **1.2.8 CONCEPT/PLANNING APPROVAL**

Concept/Planning Application is valid for twelve (12) months from the date of District approval. Within the twelve (12) month period, a Facility Agreement must be executed.

### **1.2.9 ENVIRONMENTAL DOCUMENTATION**

Projects that require construction of new facilities will be subject to environmental review, documentation, and mitigation under the statutes of California Environmental Quality Act (CEQA), and if applicable, National Environmental Policy Act (NEPA). Calaveras County will normally be the lead agency if the facilities are part of a development under review of the County.

The District will be the lead agency for projects that are carried out by individual property owners and where the primary work is the construction water and/or wastewater improvements.

Environmental documents prepared and adopted by the County, must be submitted to the District the Facility Agreement. If the document is a negative declaration, then the initial study must also be included. Costs to review the County CEQA documentation will be subject to fees as described in Section 1.3.

When the District is the lead agency, the Engineering Department will determine the appropriate type of environmental document. The Owner will be provided with a cost estimate and schedule for preparing the environmental document.

A public comment period and/or Board approval may be required, depending on the type of environmental document required. Typically, line extensions will be exempt from CEQA and only a notice filed with the County and State Clearinghouse required.

### **1.2.10 FACILITY AGREEMENT**

The District will provide a standard service Facility Agreement (Agreement) that is to be executed by the Owner. The District Board has authorized the General Manager to execute the Agreement on behalf of the CCWD. Conditions, other than those contained in the Facility Agreement, may need Board approval. Generally, the Agreement states that the Owner shall provide for the design, engineering, construction, and installation of a complete water and/or wastewater system at the expense of the Owner; and thereafter, the system will be operated, maintained, and dedicated to CCWD.

The Agreement will provide for, but not be limited to, provisions for the Owner to prepare and submit to CCWD, for review, all engineering calculations, plans, specifications, cost estimates, property descriptions, pay all fees, deliver all bonds, construct and pay for all facilities and do all other work as required.

Improvement Plans are to be constructed in compliance with these Standards, together with any and all amendments thereto and all other requirements of each and every governmental authority having any jurisdiction with development.

The Agreement provides that at the time of completion, the system shall be granted, in its entirety, free and clear of any and all encumbrances, to CCWD. Upon acceptance of the Improvements, the District will charge expansion fees, monthly fees to the users and may impose or raise fees in order to operate, maintain and the system.

The service Facility Agreement provides a two-year term for Improvement Plans submittal. If Plans are not submitted within the two-year period then a new Agreement will be required.