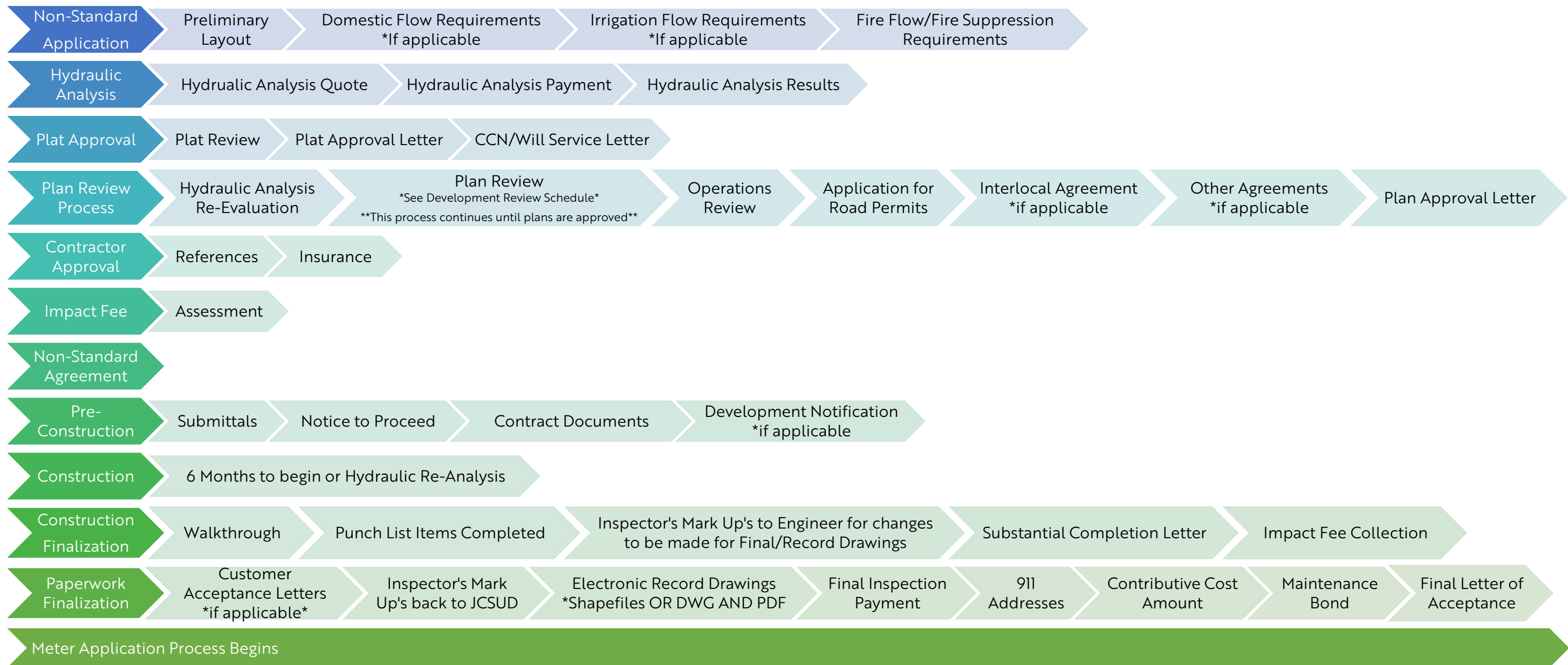




Development Process



The Development Process is a basic outline of the steps and information needed to help facilitate your development. There may be circumstances that will require additional items not listed above from time to time.

Non-Standard Application: Any service request which requires a larger meter, service to a Master Metered Account (see E. 2. c. (3) of this section), or an addition to the supply, storage, and/or distribution/collection system. The service requirements as prescribed by Section F of the JCSUD Service Policy.

- The application will need to be completed and submitted with the following:
 - Preliminary layout of the development
 - Domestic Flow Requirements (if applicable)
 - Irrigation Flow Requirements (if applicable)
 - Fire Flow and/or Fire Suppression Requirements

Hydraulic Analysis: A Non-Standard Service investigation reviews the District model to determine the District's ability to deliver service to the Applicant/Development. This report will provide information on whether the system can handle the proposed connections submitted in the non-standard application for domestic and fire flow requirements.

Suppose the model determines that the system cannot handle the connections as-is. In that case, the analysis will determine what off-site facilities need to be installed to supply the requested capacity.

Once the non-standard application has been received:

- The System Development team will review the requirements of the development layout and provide a quote.
- The developer/property owner will be required to pay for the analysis before the engineer runs the analysis.
- The engineer will begin running the model.
 - It is a minimum of 4 weeks to receive a final analysis
 - Larger developments will take longer to review
- Once the analysis has been completed, the System Development Department will send the hydraulic analysis report to the names listed on the Non-Standard Application.

Plat Approval: Most cities/counties will require a "Plat Approval" and a "Will Serve" letter before accepting the final plat from the engineer/developer. To receive these letters from JCSUD, you must submit a final plat for review. The plat must have the following:

- Note that JCSUD is the water provider
- If a waterline exists on the property, the waterline must be shown on the plat
- JCSUD Easement(s) must be:
 - Depicted on the plat if waterline(s) exist on the property
 - Noted in the notes, if a water line does not exist on the property

If JCSUD has to investigate all JCSUD easements on the property, this research is a first-come/first-serve process and may take several days

***If additional Right-of-Way is dedicated, JCSUD will have to issue work orders to verify the impact of additional Right-of-Way. This process takes a minimum of 2 weeks to complete the investigation.*

****From time to time, there may be circumstances that will require additional information on the plat****

****Once all requirements have been met, JCSUD will issue a Plat approval letter and a Will Serve letter****



Plan Review Process: This process requires a re-evaluation of the hydraulic model. The System Development team will review the submitted plans to meet JCSUD's specifications and requirements.

- **Hydraulic Model Re-Evaluation:** A re-evaluation of the development submitted for review in the hydraulic model. This analysis will determine if the needed infrastructure has changed due to other developments that are under construction or have been completed since the initial review.
 - Once this analysis comes back, JCSUD will place the plans (submitted for review) within the following plan review schedule.
 - Any additional infrastructure needed will be addressed in the plan review.
- **Plan Review:** A schedule will be issued showing the following information:
 - **Developer's Comments Due to JCSUD:** This is when the engineer/developer must have submitted the plans needing to be reviewed. If they are not received by 5 pm on this date, the plans will be saved for next month's review.
***The plans are reviewed in the order they are received.**
 - **JCSUD to Begin Reviews Week:** This is when JCSUD will begin reviewing the submitted plans.
 - **Board Meeting:** If your development requires approval from the board, this is the date the development will be presented.
 - You are not required to be at this meeting.
 - **Plan Approval Letters**
 - If your development is approved, you will receive a plan approval letter.
 - **Comments Back to Developer/Engineer**
 - If your development has comments, the plans will be sent back to the Developer/Engineer for changes.
 - If the re-evaluation of the hydraulic model requires any additional infrastructure, these items will be addressed in the comments.

**The review process allows JCSUD to review and/or conduct research for two (2) weeks, and the engineer two (2) weeks to make changes*

- **Operations Final Review:** This is the last step in the plan approval process. The plans will go to the Operations Manager, Water Superintendent, and Wastewater Superintendent for final review.


***The Plan Review process will continue until a Plan Approval letter has been issued.**

***At this point, the development's capacity will be temporarily reserved in the model for six (6) months. If the development has not received a plan approval letter after six (6) months of the initial plan review date, the development will be removed from the model and required to undergo a re-evaluation analysis.**

- **Road Bore Permits:** Once final approval has been given, JCSUD will apply for any needed road bore permits.
- **Interlocal Agreement:** If the water facilities are proposed to be within the right-of-way within the city limits of Alvarado, Burluson, or Joshua, an Interlocal Agreement will need to be executed. JCSUD staff will create the agreement and submit it to the City for approval. This agreement must be executed before a plan approval letter can be issued. If the City does not approve the Interlocal Agreement, all proposed waterlines will be required to be placed within a dedicated JCSUD easement.
- **Other Agreement(s):** From time to time, the District may determine that an additional agreement(s) is needed. In this case, JCSUD staff will create the agreement and submit it to the developer/owner. All agreements must be executed before the issuance of a plan approval letter.

From time to time, JCSUD may require additional items or information to complete the review process.

- **Plan Approval Letter**
 - Upon completing all requirements in the plan review process, JCSUD will issue a Plan Approval Letter.

 **Contractor Approval:** The contractor chosen to perform the water facilities installation **MUST** be approved.

- If the contractor has not already been approved, they must submit the following:
 - *Three (3) references-showing work completed for a municipality or another utility company*
 - *If references are not available, a meeting with the JCSUD team will be required*
- *\$1,000,000 liability insurance*

- 👤 **Impact Fee Assessment:** The developer/owner will need to access the Impact Fee Assessment Calculator on the District's Website or provide an Excel spreadsheet containing the following information: Lot, Block, Phase, Development name, and meter size requested. Once the Assessment calculator or spreadsheet has been provided to JCSUD, the System Development staff will review the list and compare it to the plans submitted. The Impact Fee Assessment will be included within the Non-Standard Agreement.

Example of the Spreadsheet:

Meter Size	Block	Lot	Phase	Development Name

- 👤 **Non-Standard Agreement:** Applicants requesting or requiring Non-Standard Service must execute the District's Service Agreement. The said agreement shall define the terms of service before the construction of the required service facilities.
- 👤 **Pre-Construction:** JCSUD will require a pre-construction meeting prior to the commencement of water facility construction. This meeting will discuss the project, final paperwork, and procedures with the contractor, engineer, developer, and the JCSUD team.
 - *JCSUD will allow a pre-construction meeting to be scheduled before submittals are received; however, JCSUD will not allow construction to begin until received and reviewed.
 - **Submittals:** Once plans have been approved, submittals will need to be sent to a JCSUD Development Services Technician for review. *JCSUD will allow a pre-construction meeting to be scheduled before submittals are received; however, JCSUD will not allow construction to begin until received and reviewed.
 - **Notice to Proceed:** During the pre-construction meeting, a construction commencement date will be set. Upon setting this date, a Notice to Proceed will be completed and submitted to the Developer for signatures.
 - **Contract Documents:** Any and all contract documents required for the project must be executed at this time.
 - **Development Notification:** Following the pre-construction meeting, JCSUD will send a notification letter to each customer affected by the off-site construction of the development. The contractor is also required to connect with the property owner before construction begins.

- 👤 **Construction:** JCSUD will have an inspector designated for the project during construction. The Developer/Owner is responsible for all inspection fees.

*** Once the development is issued a plan approval letter, the development will have six (6) months to begin construction. If the development does not commence construction within six (6) months of the plan approval letter, the development will be required to run a re-evaluation hydraulic analysis and potentially restart the plan approval process.**

- 👤 **Construction Finalization:**

- **Walkthrough:** The JCSUD team will conduct a walkthrough of the project to ensure it meets JCSUD's standard specifications.
 - **Punch List:** If the project does not meet JCSUD's standard specification, the engineer will make a list of all deficient items.
 - The contractor will need to complete the items on the punch list before JCSUD issues a substantial letter.
- **Marked Up Plans:**
 - The Inspector's marked-up plans will be given to the developer's or owner's engineer (the engineer on record for the project) for changes to be made, creating a Final set of as-built or record drawings.
- **Substantial Letter of Completion:**
 - The substantial letter of completion will be issued once all punch list items have been completed.
- **Impact Fee Collection:**
 - Impact Fees are collected and paid at the time the substantial completion letter is issued by JCSUD, except where otherwise agreed upon by contract between JCSUD and the Developer. The System Development team will use the impact fee assessment, within the Non-standard Agreement, to compare with the number of taps installed during construction.
 - If any Impact Fee offsets are determined, they will be finalized before the collection of Impact Fees.

- 👤 **Paperwork Finalization:**

- **Customer Acceptance Letter(s):**
 - If construction takes place on property outside the project (i.e., off-site), the contractor is responsible for obtaining a signed customer acceptance letter from each affected property owner, stating that their property has been returned to its substantially completed condition.
- **Inspector's mark-ups returned to JCSUD:**
 - Inspector's marked-up plans will need to be returned to JCSUD once the engineer updates the plans and creates the Record Drawings.
- **Electronic Record Drawings:**
 - Must submit a PDF of the record drawings and a shapefile or .dwg file.

- **Final Inspection Payment:**
 - The JCSUD Finance Team will issue a final inspection invoice. The invoice must be paid in full, and a zero balance must be on the project account before a final letter of acceptance will be issued.
- **Copy of 911 addresses:**
 - JCSUD will need to have a copy of the plat with the 911 addresses on it.
- **Contributive Cost Amount**
 - The amount of the infrastructure (no labor) installed that will be dedicated to JCSUD for maintenance.
- **Maintenance Bond**
 - The contractor shall provide a maintenance bond for two (2) years. The bond will cover 100% of all workmanship and materials incorporated in this project.
- **Final Letter of Acceptance**
 - Upon completing all requirements, JCSUD will issue a final letter of acceptance.

The Development Process is a basic outline of the steps and information needed to help facilitate your development. There may be circumstances that will require additional items not listed above from time to time.

- 👤 **Meter Application Process:**
 - **Application for Service**
 - **Copy of Driver's License**
 - **Copy of Recorded Deed**
 - **Easement (Original signed)**
 - **Payment**