



## WATER AND WASTEWATER FACILITIES

### CONSTRUCTION AND DEVELOPMENT REVIEW AND APPROVAL PROCEDURES

#### A. Plan Review

1. Developer's engineer and planners/project manager meet with District's General Manager and District engineer at project conception to discuss preliminary plans, feasibility, and options. The following issues will be addressed:

- Location of development area – in/out of service area and District;
- Annexation requests;
- General layout and plan;
- Approximate number of LUEs required;
- Closest service lines and any preliminary service plans;
- Feasibility of conceptual service plans;
- Fire protection requirements; and
- Pressure plane required.

(If required by the General Manager, developer presents preliminary plans to the Board of Directors for preliminary approval and authorization to proceed.)

2. WCID 17 will issue a letter of intent to provide service for the specified capacity.
3. Detailed information and plans are submitted to the District engineer so that a WCID 17 service plan can be developed.

PLAN REVIEW FEES are: (Payable prior to plan review – submit with plans)

Preliminary Plan -	\$100.00
Plat -	\$100.00
Commercial Construction -	\$100.00 – includes 2 reviews
Tenant finish out -	\$150.00
Subdivision Construction -	\$100.00 plus \$25/water or \$35/water and wastewater LUE up to \$1800.00

Subsequent reviews - \$100.00 each for additional Plat or Site Plan

Subsequent reviews - \$150.00 each for Tenant finish out

4. Developer's request for annexation goes before WCID 17 Board of Directors. Annexation procedures are started (if necessary).

5. If necessary, developer establishes a preliminary deposit account with the District to cover engineering, administrative, and legal costs of plan review and development. This cost will be based on the size and complexity of the project and estimated services required.
6. District engineer develops a service plan (how the District intends to provide service) based on information provided by the developer's engineer. This plan will include any required expansion or alteration of existing facilities, impact on plant capacity, and tie-in locations.
7. Final engineering plans (2 sets) submitted to General Manager and District engineer with specifications for review and comment. These plans should include:
  - Subdivision plats, if applicable;
  - Easement dedications;
  - Major service lines marked;
  - Valve locations;
  - Construction specifications;
  - Timetable for restoration of service following disruption of service or temporary alteration of District facilities;
  - City / Council plan approvals; and
  - Preliminary constructions schedules.
8. If required, WCID 17 staff responds with comments/questions.
9. Developer responds to WCID 17 comments/questions, submits revisions and/or updates, if necessary.
10. If plans include temporary alteration of WCID 17 facilities, the developer will place in escrow with the District an amount of money sufficient to accomplish the alterations and subsequent repairs. The developer will be responsible for the completion of these repairs, and any associated District expenses will be drawn from the account. Upon completion of the work, the balance of this account will be refunded to the Developer.

B. Construction

1. Developer's engineer arranges preconstruction conference with District personnel. Preconstruction conference is attended by the contractor and subcontractor(s), District inspector, city inspectors (if required), Travis County and any other entities affected. For large projects with multi-phases, this conference should be scheduled for each phase.
2. District personnel will inspect the installation of water and wastewater facilities as often as deemed necessary. Water and wastewater inspections will be required in accordance with Texas Commission on Environmental Quality (TCEQ) rules and the Uniform Plumbing Code (UPC) with amendments as adopted by the Board of Directors. Inspection fees will be

assessed as a percent of the project cost and will be paid in advance of any construction. These fees will cover water/wastewater and drainage construction inspections, flushing, water sampling, and administrative and engineering fees.

CONSTRUCTION INSPECTION FEES are: (payable prior to commencement of construction)

2% of cost of water and wastewater section of project up to \$500,000 then 1.5% to \$1,000,000 then 1% above that (construction bid sheet required for verification)

3. Developer's engineer will keep the District inspector informed of any planned changes to approved plans affecting water/wastewater facilities. Board approval may be required for major changes as determined by the District engineer.
4. Upon project or construction phase completion, Developer's engineer will schedule a final walk through of water/wastewater facilities with the District, and notify the General Manager and District engineer. A letter of substantial completion will be issued; however, water service will be contingent upon submission of required documentation listed in (5.) below.
5. After satisfactory completion and developer acceptance, developer's engineer shall submit:
  - Engineer's certificate of completion;
  - Owner's acceptance letter;
  - Contractor's affidavit of bills paid;
  - Complete set of "As Built" reproducible drawings for water/wastewater facilities;
  - Plat map of project in **PDF AND one of the following formats - DWG, DXF or DGN only ON DISK** showing property boundaries, location of utility lines, valves and fire hydrants;
  - Maintenance bond between WCID 17 and contractor's bonding company for 100% of the cost of utilities to make any required repairs to facilities within the first year;
  - Settlement of any final costs (bacteriological samples, line flushing, etc.); and
  - Utility conveyance agreement conveying ownership of the utilities to the District.
6. District General Manager will schedule final acceptance of improvements at the next regular Board of Directors' meeting.