

[Click here and type **Date**]

[Click here and type **Name, Company, and Address**]

Subject: DESIGN REQUIREMENTS
A.P.N. [CLICK HERE AND TYPE **APN**]
SWA DEV. FILE: [CLICK HERE AND TYPE **PROJECT NAME**]

Dear [Click here and type **Name**]:

This letter is intended to familiarize you with the methods and procedures required to obtain water service from Sweetwater Authority (Authority).

The property owner or its authorized agent (Applicant) shall submit to the Authority the following items and comply with the requirements summarized below. Please note that we cannot conduct any design review until this letter is returned to the Authority signed by the Applicant, and Items 1, 2, and 3 have been submitted.

1. Adobe PDF e-file submittal showing plan and profile drawings and a grading plan, if applicable, for the proposed water improvements, indicating the location of proposed water facilities and all existing utilities. Design drawings shall be in accordance with the Authority's Design Standards and new water facilities are to be installed according to Sweetwater Authority standards. Authority's Standard Specifications for Construction of Water Facilities and Design Standards can be found at: www.sweetwater.org.
2. A letter from the appropriate fire protection agency, noting the location and type of fire hydrant(s) required, the fire flow requirement stating the flow in gallons per minute (gpm) and the duration of the flow, and the requirement for fire sprinklers, if any. It is the Applicant's responsibility to obtain this information.
3. FIVE THOUSAND DOLLAR (\$5,000) deposit for engineering, design, and plan check. This is a deposit to cover the Authority's costs.
4. Tentative subdivision map and/or recorded subdivision map.
5. List of street address(es) and a map clearly showing the addresses for each lot and/or building.
6. List and location of sizes of services and meters, both for domestic and irrigation services.

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7. After approval of the plans, the Applicant's Engineer shall submit a set of 4 mil Mylar reproducible drawings to the Authority, and shall also submit the drawing files electronically in AutoCAD format. Electronic drawing control shall be based on the California Coordinate System NAD 83 (HPGN 1991.35 Epoch), Zone 6, U.S. Foot. Design elevations shall be based on National Geodetic Vertical Datum of 1929 (NGVD 1929). All project drawings/surveys shall tie into a local benchmark in the proximity of each site.
8. If preliminary design of the subdivision has been submitted and it has been determined an easement is necessary, the Applicant's Engineer shall prepare the easement documents. The easement requirements and procedures are as follows:
 - a. Preparation of easements shall be in accordance with applicable provisions of the Authority's Policies and Procedures and Standard Specifications for Construction of Water Facilities.
 - b. Easements shall be centered on the water main, unless otherwise specified in writing by the Authority's Engineer.
 - c. Easement drawings (plats) shall be scaled at 1-inch = 100-feet and drawn on 8-1/2-inch x 11-inch reproducible paper. Match lines and additional sheets may be used.
 - d. If the Applicant has a Deed of Trust for the property, the lender shall execute a Subordination of Beneficiary of Deed of Trust which will be recorded along with the easement.
 - e. After the easement documents have been prepared, the Applicant's Engineer will submit one draft copy to the Authority for review and approval. Upon review, the Authority will return the easement documents to the Applicant's Engineer for correction. After correction, the Applicant's Engineer shall return the signed original documents and one copy set for final review and approval. After final approval, the Authority will record the easement and forward a copy of the recorded documents to the Applicant or the Applicant's Engineer.

NOTE: The minimum easement width for this project is twenty (20) feet; however, easements must be wide enough to encompass all water facilities.

- f. The approved easement plat shall be submitted in an AutoCAD electronic drawing file (.dwg) format with control based on the California Coordinate System

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NAD 83 (HPGN 1991.35 Epoch), Zone 6, U.S. Foot. Design elevations shall be based on National Geodetic Vertical Datum of 1929 (NGVD 1929). All plats shall tie into a known point on a recorded map. The plat shall be stamped by a licensed land surveyor or civil engineer licensed to practice land surveying in the state of California.

9. Any proposed paving other than asphalt concrete (AC) overlaying the main must be clearly identified. All existing conditions/improvements within the project must be clearly identified. An Encroachment Agreement must be executed for any encroaching facilities installed within easements, such as concrete paving, fences, walls, or landscaping that could be damaged in the event of a water facility leak. Encroachments allowed through an Encroachment Agreement shall be subject to final approval by the Authority.
10. The Applicant shall submit plans approved by the local fire jurisdiction. The fire plans and sprinkler calculations, if applicable, shall include fire department stamp and approval signatures.
11. Submit payment for Sweetwater Authority Capacity fees.

<u>Category</u>	<u>Gallons per Day</u>	<u>% of Base (EDU)</u>
1) All Customers-Base	297	\$5,490 Base
2) Multi-Family	165	56% of Base (\$3,050)
3) Mobile Home	107	36% of Base (\$1,978)

Note: Multi-Family is based on zoning. Commercial and landscape water use shall be converted to EDU's based on estimated water use in gallons per day, which must be submitted to the Authority prior to any estimate being processed.

12. Submit payment for San Diego County Water Authority Capacity Charges as listed below:
 - a. 5/8-inch meter \$5,460
 - b. 1-inch meter \$8,736
 - c. 1-1/2-inch meter \$16,380
 - d. 2-inch meter \$28,392
13. After plans are approved, and prior to grading or construction, an estimate for inspection, hot tap, and connection shall be prepared by the Authority. The estimate, as well as the required fees, will be submitted to the Applicant. The deposit is an estimate only, and an additional deposit may be required as the project progresses.

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14. If the Applicant elects to have the Authority install the water facilities, the Authority shall transmit to the Applicant the project's applicable fees, credits, and deposit requirement for the full estimated cost of installation of the proposed water facilities. The required deposits are based on construction estimates and may vary accordingly. Upon completion of construction, total costs will be tabulated and the Applicant will be billed for additional costs or refunded excess deposits, as applicable.
15. If the Applicant installs, or elects to have a subcontractor install the proposed water facilities, the Applicant shall be required to enter into an Agreement to Improve Development – Water Facilities (Agreement) and comply with Items 16-20 below.
16. Prior to drafting the Agreement, the Applicant must submit the name of the subcontractor who will install the water facilities. The Applicant must submit a Contractor's Information and Experience Form, demonstrating the Applicant's qualifications to perform public water utility construction work. In the event that the requesting Applicant or its subcontractor cannot demonstrate minimum qualifications, the Authority may reject the Applicant or its selected subcontractor.
17. Prior to the Applicant (directly or through a subcontractor) performing the water facility installation, the Authority will require with the Agreement both Payment and Performance Bonds for 100 percent of the estimated construction cost.
18. Upon installation of water facilities, but prior to placing into service, the subcontractor shall perform disinfection and pressure testing in accordance with the Authority's Standard Specifications for Construction of Water Facilities.
19. Upon completion of system installation, the Applicant shall furnish to the Authority an itemized list or cost breakdown including mains by size, services, fire hydrants, and other facilities. In addition, the Applicant shall submit a "redline" record drawing of the water facilities.
20. In the event of failure of any facilities installed by the Applicant within a one (1)-year warranty period, the Authority will notify the Applicant and its subcontractor to initiate repair of the affected facilities within five (5) working days. Failure to respond within five (5) working days after notification will result in the Authority performing all repairs and the Applicant being invoiced for all labor, overhead, and material costs incurred in making repairs. However, if the Authority determines that immediate repairs are warranted, the Authority may elect to make the repairs and invoice the Applicant without notification. The Authority will require two (2) names and phone numbers of responsible personnel to be contacted during an emergency.

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21. Each newly constructed multiunit residential structure or newly constructed mixed-use residential and commercial structure for which an application for a water connection, or more than one connection, is submitted to the Authority, shall measure the quantity of water supplied to each individual residential dwelling unit. California State Senate Bill SB-7 states such measurements are a condition of new water service. The measurement may be by individual water meters or submeters. The owner of the structure shall install individual meters or submeters that comply with all laws and regulations governing the approval of meter types or the installation, maintenance, reading, billing, and testing of meters, including, but not limited to, the California Plumbing Code and California Water Code.
22. Please sign and return this document indicating that you are aware of the Authority's procedures.

If you have any questions, please contact [Click here and type **Contact Name**] at (619) 409-67[Click here and type **Phone Extension**], or [Click here and type **Email address**].

Sincerely,

SWEETWATER AUTHORITY

"[Click here and type **Name**]"

"[Click here and type **Title**]"

"[CLICK HERE AND TYPE **SIGNER'S INITIALS**]"

:"[CLICK HERE AND TYPE **YOUR INITIALS**]" :

cc: "[Click here and type **Name or delete this**]"

[Click here and type **Name**]

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Receipt of the above is hereby acknowledged:

Owner's Name

Signature

Date

If applicable, please use the area below to sign and indicate an Authorized Agent to act on the Owner's behalf for all matters pertaining to the subject project.

Authorized Agent Name

Authorized Agent Company/Address:

Authorized Agent Phone Number

Authorized Agent email address