Section 1

General Information and Development Project Review and Approval Process

1.1  Coachella Valley Water District

The Coachella Valley Water District (CVWD) provides domestic water, wastewater (sanitation), non-potable water (reclaimed wastewater and Colorado River water), irrigation/drainage, stormwater and groundwater management services to a population of 300,000 throughout the Coachella Valley, California.

CVWD was formed in 1918 under the state water code provisions of the County Water District Act (Water Code § 30000 et seq.). A governing board of five members is elected from five general divisions for terms of four years each.

CVWD boundaries encompass an area of nearly 1,000 square miles in the Coachella Valley, California. Most of this land is in Riverside County, but CVWD also extends into Imperial and San Diego Counties. Communities served include Cathedral City, Indian Wells, La Quinta, Mecca, North Shore, Palm Desert, Rancho Mirage, Thermal and Thousand Palms in Riverside County as well as the communities of Bombay Beach, Desert Shores, Hot Mineral Spa, Salton Sea Beach and Salton City in Imperial County. The CVWD Service Area Map is located in Appendix A.

This manual and additional information regarding CVWD can be found on the CVWD website at www.cvwd.org.

1.2  Development Design Manual-General Information

This Development Design Manual (DDM) provides comprehensive procedural and technical requirements for the planning, design and construction of CVWD service infrastructure required for new development.

Section 1 provides general information and the requirements for processing a new development and Sections 2 through 9 present drawing format, right-of-way (ROW) procedures, inspection requirements and CVWD service function technical design standards. The Appendices provide more detailed information including checklists, construction notes, specifications, etc.
1.3 General Project Design Requirements

1.3.1 Design

The developer shall employ, at its sole expense, a qualified professional engineering firm (engineer) to plan, design and prepare detailed construction plans and specifications (plans) for the CVWD service infrastructure in accordance with the DDM. All such planning and design work and plans performed and prepared by the developer’s engineer shall be subject to review and written approval by CVWD prior to providing to contractors for bidding purposes. The plans will conform to all applicable federal, state and local governmental rules, ordinances and regulations and all applicable environmental protection laws.

The project must also incorporate, if applicable, the elements of the current version of the Coachella Valley Water Management Plan (CVWMP) and the CVWD Urban Water Management Plan (UWMP). These documents are located on CVWD’s website.

1.3.2 Water Supply Assessment and Water Supply Verification

Senate Bill 610 (SB610) was enacted in 2001 and became effective on January 1, 2002. SB610 requires cities and counties to request the preparation of a Water Supply Assessment (WSA) that includes specific information on water supplies from the public water supply agency that would serve any project that is subject to California Environmental Quality Act (CEQA) and is defined as a “Project” in Water Code Section 10912. This information is to be included into environmental review documents prepared pursuant to CEQA.

Senate Bill 221 (SB221) was enacted in 2001 and became effective as of January 1, 2002. SB221 establishes the relationship between the WSA prepared for a project and the project approval under the Subdivision Map Act. Pursuant to California Government Code Section 66473.7, the public water supply agency must prepare a written Water Supply Verification (WSV) that indicates sufficient water supply is available prior to the approval of a new subdivision.

The WSA and WSV apply to developments with 500 or more residential units and larger commercial and industrial projects. If the proposed project requires a WSA/WSV, please contact the Engineering Department for more information on the development of these document(s).

1.3.3 CEQA and NEPA (National Environmental Policy Act)

An action is subject to CEQA when it qualifies as a “project” as stated above in Section 1.3.2. Per the Council on Environmental Quality (CEQ), an action or project generally is also subject to NEPA when it; (1) has federal funding, (2) is located on or impacts federal lands, or (3) requires a federal permit.
The developer shall, at developer’s sole cost and expense, be responsible for compliance with the CEQA, NEPA and all other applicable state and federal environmental laws and all requirements of the Federal Endangered Species Act, Clean Water Act and the California Endangered Species Act arising out of or in connection with the design and construction of the standard and/or special facilities (see Section 1.4.1 and 1.4.2) and for compliance with all conditions and mitigation measures which must be satisfied in connection with the same. The developer shall cause the appropriate public agency(s) of the State of California and/or United States of America to act as lead agency(s) for the purposes of complying with CEQA, and/or NEPA. CVWD may elect, but shall have no obligation, to act as lead agency. As part of its obligation to fund the CEQA and/or NEPA processes, the developer shall prepare or cause to be prepared all instruments, documents, reports and other like or kind writings required to be prepared and/or filed by CEQA and/or NEPA.

1.3.4 Right-of-Way

All new CVWD service infrastructure is required to be installed in appropriate right-of-way (ROW) which can include:

- Land which CVWD has fee title
- Easement-dedicated to CVWD on the final map or by separate instrument
- Public ROW

Section 3-Right-of-Way provides the detailed information related to the dedication of ROW and other related requirements.

1.4 Agreements, Fees and Annexations

1.4.1 Standard Installation Agreement

Standard infrastructure includes onsite pipelines. A Standard Installation Agreement will be required prior to the first plan check. See Appendix B for an example of a Standard Installation Agreement. All standard infrastructure plans must be reviewed and approved by the Engineering Department. See Section 2 for drawing format and requirements and Sections 5 through 9 for design details.

1.4.2 Special Installation Agreement

Special infrastructure include offsite pipelines, well sites, reservoirs, booster stations, lift stations, stormwater facilities, irrigation/drainage facilities, etc. A Special Installation Agreement will be required prior to the release of the plans. See Appendix B for an example of a Special Installation Agreement. All special infrastructure plans must be reviewed and approved by the Engineering Department. See Section 2 for drawing format and requirements and Sections 5 through 9 for design details.
1.4.3 Fees and Credits

CVWD’s infrastructure funding is based on the premise that the capital expenditure for new infrastructure should be funded by new customers. Therefore, developers are responsible for all infrastructure capital costs required to serve the proposed development.

Development fees exist for domestic water and wastewater to fund the construction of regional facilities and obtain new sources of water supply. These fees include the Sanitation Capacity Charge (SCC) and Water System Backup Facilities Charge (WSBFC) and its components including the Dwelling Unit Charge (DUC), Building Unit Charge (BUC), Meter Surcharge and Supplemental Water Supply Charge (SWSC) (see Fees Section for current fees). Development fees for all units are due for each approved phase after progress for service and prior to release of the first water meter.

CVWD will provide a development fee credit (for each applicable development fee) in consideration of the off-site infrastructure construction costs borne by the developer up to a maximum amount equivalent to the total applicable fee for the project. The DUC and BUC and the Collection portion of the SCC are creditable. The SWSC is not creditable.

Developer is responsible for payment and installation of infrastructure to serve its development (Required Facilities). If CVWD requires Developer’s Required Facilities to be Oversized, then Developer shall construct and install the Oversized Facilities and CVWD shall be responsible to pay the difference between the Required Facilities and the Oversized Facilities. This difference in cost is not creditable.

1.4.4 Annexations

CVWD requires new development to annex into the Stormwater Unit if the land is not already included in the Stormwater Unit. The land so annexed shall be subject to all assessments, taxes and charges which may be levied within the Stormwater Unit. The Annexation Petition is provided by the Stormwater Division as part of the City/County approval process (see Appendix K).

1.5 Development Review Letter and Notice of Water/Sewer Service Availability

At the very early stages of a development project, CVWD will prepare a Development Review Letter at the request of the County or City. This letter provides the County or City and the developer/engineer with a basic description of the services that CVWD will provide, notice of water/sewer service availability subject to CVWD regulations concerning water supply, along with any service concerns and potential conflicts with existing CVWD infrastructure, policies or guidelines. An example of the Development Review Letter is shown in Appendix A.
If a Development Review Letter has not been provided for the project, CVWD will provide a Notice of Water and/or Sewer Service Availability at the request of the developer/owner. An example of the Notice of Water/Service Availability is shown in Appendix A.

1.6 Development Project Review and Approval Process

After the Development Review Letter and/or Notice of Water and/or Sewer Service Availability has been issued, the developer/engineer begins the Development Project Review and Approval Process. Figure 1 presents the CVWD Development Project Review and Approval Process in flow chart form. The flow chart presents the sequence of events throughout the life of a development project. The primary CVWD department responsible for each process function is depicted in a small box in the lower-right hand corner. The referenced DDM section for key flow chart items are shown in brackets. The Standard Installation Agreement and Special Installation Agreement include the detailed process requirements. The following sections describe the Development Project Review and Approval Process in general terms.

1.6.1 Initial Contact and CVWD Infrastructure Location

The primary contact throughout the life of the development project will be the Development Services Division of the Engineering Department. All plans or inquiries should be submitted to Development Services for routing to the appropriate CVWD departments for review.

The developer/engineer should contact the Utility Coordinator in the Engineering Department to obtain existing utility infrastructure locations.

1.6.2 Initial Meeting with CVWD Departments

When preliminary development project plans are available, the developer/engineer should set up the Initial Development Project Meeting with the Development Services Division to discuss CVWD’s requirements. Representatives of all applicable CVWD Departments will attend. The developer/engineer should be familiar with the contents of this manual prior to the Initial Development Project Meeting.

After the Initial Development Project Meeting, the developer/engineer will begin the formal Development Project Review and Approval Process as outlined in the following subsections.

1.6.3 Plan Check Submittal Requirements

Prior to acceptance of the first set of plans for plan check, the developer/engineer must submit to Development Services the Plan Check Submittal Application and associated hydraulic modeling deposit/information, fire flow requirements, plan check deposit, forms/agreements and completed plan check checklist (see Appendix A). Upon acceptance of the Plan Check Submittal Application, the plans will be forwarded for plan check.
Prior to accepting the plans for second plan check, the developer/engineer must submit to Development Services any recorded grant deeds, recorded easements, proposed tract map easements and landscape irrigation plans. CVWD’s Water Management Division will review and approve the landscape plans and proposed irrigation water meter sizing. In addition, the ROW Division will review the landscape plans to determine any interference with existing CVWD infrastructure and ROW.

Prior to the release of the approved plans (mylars), the developer/engineer must submit to Development Services the approved plans in electronic format, execute any Special Installation Agreements and pay the SCC for sewer-only projects.

1.6.4 Construction Requirements

After approval of the plans and prior to the pre-construction meeting, the developer/engineer must submit to the Inspection Division the Material Submittal Form (See Section 4 - Inspection) and provide Development Services an electronic version of the recorded tract map and a cash deposit in an amount equal to the greater of $5,000 or 5% of the estimated construction costs.

Next, the developer’s contractor must schedule a preconstruction meeting with the Inspection Division prior to start of construction. The developer/contractor must provide certification that the contractor is properly licensed in California and that the developer has adequate insurance. The inspection deposit is paid to CVWD at the preconstruction meeting.

The work cannot begin until CVWD has installed all the connection points (primarily domestic water projects). All new CVWD service infrastructure will be constructed under direct CVWD inspection. See Section 4 - Inspection for detail construction inspection requirements.

1.6.5 Progress for Fire Protection, Progress for Service and Project Completion and Acceptance

The water system can be progressed for fire protection prior to paving and after the water system has been disinfected and successfully passed CVWD's pressure test and bacteriological screen. This will allow the project to utilize the water system for fire protection during building construction.

When the base paving is complete and the Development Infrastructure Cost Form (see Appendix D) has been submitted, the CVWD service infrastructure can be progressed for service. The SCC, WSBFC and SWSC for all units within the approved phase must be paid prior to the issuance of the first meter.

When final paving is complete, CVWD Inspection will develop a final punchlist. All punchlist items must be corrected and the developer must provide CVWD a copy of the CC&Rs for the project prior to final acceptance. Upon final acceptance by CVWD, the
developer will file a Certificate of Completion and Final Acceptance with the County and provide CVWD with the Bill of Sale conveying the facilities to CVWD along with the final construction costs. At this point, the eighteen (18) month warranty period begins.

### 1.6.6 Construction Delay

Construction must begin within one year of approved CVWD service infrastructure plans. If more than one year has elapsed since approved plans, the developer/engineer shall re-submit the plans for review and approval.