

## 2.0 Development Design

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### 2.1 Purpose

The purpose of the “Indio Water Authority Development Services Procedural Guidelines” (Guidelines) is to provide IWA customers and businesses with a guide to IWA procedures for handling the multitude of service requests received. The Guidelines also provide a listing of the general design criteria for domestic water systems.

### 2.2 General Project Design Requirements

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#### 2.2.1 Design

The developer shall employ, at its sole expense, a qualified professional engineering firm with a licensed engineer qualified to practice in the State of California, to plan, design and prepare detailed water plans in full. All such planning, design work, and plans performed and prepared by the developer’s engineer shall be subject to review and approval by IWA prior to providing to contractors for bidding purposes. The plans shall conform to IWA Standards; refer to Section 3 Design Criteria for Water Facilities.

#### 2.2.2 Water Supply Assessment & Water Supply Verification

Senate Bill 610 (SB 610) requires a Water Supply Assessment (WSA) be prepared for all developments for inclusion in any environmental documentation for projects defined by Water Code 10912 and subject to the California Environmental Quality Act (CEQA).

Senate Bill 221 established the relationship between the WSA prepared for a project and the project approval under the Subdivision Map Act. According to California Government Code Section 66473.7, the public agency, IWA, must prepare a written Water Supply Verification (WSV) indicating sufficient water supply is available prior to the approval of a new subdivision.

The WSA and WSV only apply to developments with 500 or more residential units and larger commercial and industrial projects. If the proposed project requires a WSA/WSV, the WSA will be prepared by the developer’s engineer at the expense of the developer. The WSA will be submitted using the **Water Supply Assessment Review Application (Form A-4)** along with required fees to the IWA Engineering Department for final review and approval by IWA. Refer to Appendix C for application.

#### 2.2.3 CEQA

The developer shall, at the developer’s sole cost and expense, be responsible for compliance with the CEQA, all other applicable state and federal environmental laws, all requirements of the Federal Endangered Species 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, 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 of the State of California to act as lead agency for the purpose of complying with CEQA, or IWA may elect, but shall have no obligation, to act as lead agency. As part of its obligation to fund the CEQA process, 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.

## 2.3 IWA Fees

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Information regarding fees for connection to IWA facilities, usage charges, and other administrative fees are described in Appendix B. All applicable fees shall be paid by the applicant prior to the final approval of plans, installation of individual services, or at other times as requested by IWA.

## 2.4 Water Service Availability & Will Serve Letter

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IWA provides domestic water service to nearly all properties within its service area boundaries. Refer to Appendix A for a detailed map of IWA service area boundaries for confirmation of service availability.

For proposed developments within the boundaries of IWA, the developer may request a Will Serve letter to determine the capacity of IWA to provide water to the development. However, for developments greater than 1,200 residential units or large commercial, a will serve letter shall be required to determine the impact on the existing water supply and/or reservoir storage capacity of IWA. The letter can be requested by submitting a **Will Serve Letter Request Application (Form A-3)** along with the required fees to IWA Engineering prior to the first plan check. Refer to Appendix C for application. The Will Serve letter is a document that may be required by the local jurisdictional agencies for processing tentative maps, development reviews, and water supply assessments.

## 2.5 General Development Project Review and Approval Process

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### 2.5.1 Initial Contact with IWA

For information regarding projects already initiated at a previous date, the developer must submit a **Research Request Application (Form A-1)** to IWA Engineering along with the required fees. See Appendix C for application.

It is recommended that the developer visit the IWA website for specific requirements for plan submittals. The IWA website contains a copy of IWA AutoCAD standard template for drawing plans format. The developer is expected to use this format for all water plan submittals. The AutoCAD standard template can be obtained by contacting IWAEngineering@indio.org.

The developer shall contact IWA's Engineering Section to request a map of existing water utilities in the location of the development.

The developer shall submit a Tentative Tract Map for all tract developments showing the layout of a proposed subdivision, including the general description of the associated infrastructure. A conceptual development map must be submitted for discussion with an IWA Engineer/Representative.

The developer will take responsibility for all previous incomplete developments (prior to 2010) to be brought up to current IWA Standards. This includes but is not limited to, fees associated with offsite and onsite improvements as well as plan check fees.

If the Fire Department requires the developer to obtain a fire flow hydraulic simulation, the developer must submit a **Fire Flow Evaluation Application (Form A-2)** along with the required fees to IWA Engineering for processing prior to the first plan check. Refer to Appendix C for application.

## **2.5.2 Plan Check Submittal Requirements**

### First Plan Check Submittal Requirements

For processing of the first plan check, the developer shall have completed and paid all required fees associated with the **Water Plan Check Application (Form B-1)**, **Water Meter Clearance Application (Form B-2)**, and if applicable, the **Easement Legal Description Review Application (Form B-3)**. Refer to Appendix C for applications. The developer shall submit these forms completely and accurately, including fees, with the Water Improvement Plans or the first plan check process will be delayed.

The developer/engineer shall submit an electronic copy of the plans in Portable Document Format (PDF) for review and comments. The plans can be emailed to [IWAEngineering@indio.org](mailto:IWAEngineering@indio.org).

In general, submittals for Water Improvement Plans shall include the following:

- A. Show all proposed connections to existing IWA distribution system
- B. Show all existing and proposed utilities in the proposed project site
- C. Tract/parcel map

IWA will return electronic redlined Water Improvement Plans for all plan checks to the developer's engineer for corrections within ten (10) business days if all required information is submitted accurately and completely.

After the first water improvement plan check by IWA, the developer's engineer must have the Fire Department review the plans with IWA's redlines from first plan check addressed, before submitting them for a second plan check. The developer's engineer shall also obtain approval from the Fire Department for fire hydrant spacing as well.

### Second Plan Check Submittal Requirements

The developer/engineer shall submit the following items for second check for any residential, commercial, or industrial subdivision:

- A. Electronic submittal of Revised Water Improvement Plans and tract/parcel map
- B. Engineer's quantity and cost estimates for only water improvements that IWA is responsible for maintaining

IWA will return electronic redlined Water Improvement Plans and the plan checklist, for all plan checks to the developer's engineer for corrections, within ten (10) business days if all required information is submitted accurately and completely.

If the plans are substantially complete, with only minor revisions remaining, IWA may elect to bypass the third plan check phase to final approval of Water Improvement Plans where the final design plans shall be signed by the developer's Engineer of Record. One electronic (1) redlined set of plan check comments will be returned to the developer's engineer for corrections upon completion of any plan check. At this point, the developer shall complete the **Water Meter Application (Form C-3)**, **Water Development Impact Fee and Supplemental Water Supply Fee (Form C-2)**, and **Water Inspection Request (Form C-1)**. Refer to Appendix C. These forms shall be submitted to the IWA Engineering Department for review and approval before the fees are processed when the final design plans have been signed. If needed, the IWA Engineering Department will prepare the Water Agreement and Surety Bonds for water improvements that will be considered public after IWA acceptance (Refer to Appendix D for the Water Improvement Agreement template). Final approval and execution (signing) of the Water Improvement Agreement will not occur until the Water Improvement Plans have been approved and signed in the final design plan phase.

### Third Plan Check Submittal Requirements

If significant corrections to the drawings are still needed at the third plan check phase, revisions will be repeated. Minor corrections will be addressed on a case-by-case basis and may not require re-submittal.

### Additional Plan Check Submittal Requirements

If significant corrections are still required past the third Plan Check Review, additional fees may be charged. Refer to ***Water Plan Check Application (Form B-1)*** in Appendix C for the applicable fees.

### Final Approval of Design Documents

If the development review items are satisfactorily completed, the IWA Engineering Department will notify the developer by telephone and/or email that the final design plans can be produced and the developer has their Engineer of Record sign the final design plans. The final design plans shall be on bond paper.

The final design plans are first submitted (hand delivered), to the Fire Department for their approval and signature and returned (hand delivered) back to the IWA Engineering Department for final approval and signature by IWA. The developer will be notified to pick up the signed plans.

A Water Agreement, Performance and Labor and Materials bond might be required for all water improvements that will be considered public after IWA acceptance. The developer executes (signs) the Water Agreement, prepares the bonds, and submits (by mail or hand delivers) the original executed documents to IWA offices located at 83-101 Avenue 45, Indio, CA 92201. (Note: This process should be done concurrently when the final design plans are approved and ready to be signed by the developer's Engineer of Record.) The Water Agreement will be signed by IWA officials after the IWA Board approves the Water Agreement and bonds.

During plan check for Water Improvement Plans or after the Water Improvement Plans have been approved and signed, IWA Engineering will process the following forms to account for the development fees: ***Water Meter Application (Form C-3)***, ***Water Development Impact Fee and Supplemental Water Supply Fee (Form C-2)***, and ***Water Inspection Request (Form C-1)***. See Appendix C for forms and applications.

### **2.5.3 Water Meter Installation Process**

The customer must complete the ***Water Meter Application (Form C-3)***, refer to Appendix C, and submit the form along with the fees to IWA Engineering. The meter fees can be paid either by mail, email, or in person at IWA Corporate Yard. If paying by email, the customer must fill out the ***Credit Card Authorization (Form D-6)***, refer to Appendix C, and email to [IWAEngineering@indio.org](mailto:IWAEngineering@indio.org). Fees shall be collected before installation occurs. One ***New Water Account Request Application (Form D-1)***, refer to Appendix C, is required per Water Meter Application.

IWA furnishes meters but not meter boxes. Meter boxes and lids shall conform to the “List of Approved Materials”, submitted and approved by IWA prior to installation. Refer to Appendix H. Once all required forms are approved and the costs for the meters are paid, the applicant may pick up the material at IWA. A receipt of payment must be provided to pick up meter from IWA. The completed meter installation will include three (3) inspections by IWA: first - meter box; second - meter installation and third - Certificate of Occupancy. If satisfactory, the job will be considered complete. Installation of meter and meter boxes must be performed by a State of California licensed contractor or IWA. If the meter is to be installed by the contractor, the contractor must conform to licensing requirements as defined under Division III, Chapter 9, of the Business and Professions Code of the State of California.

A detailed flow chart of the step-by-step process for a meter installation is available on the ***Water Meter Application (Form C-3)***.

#### **2.5.4 Construction Requirements**

After approval of the plans and prior to the pre-construction conference, the developer/engineer must forward Materials Submittals to the IWA Engineering Department for review and approval. Submittals can be sent electronically to IWAEngineering@indio.org.

Next, the developer’s contractor shall schedule a pre-construction conference with the IWA Engineering Section. The developer/contractor must provide certification that the contractor is properly licensed in California and that the developer has adequate insurance.

All new public infrastructures will be constructed under direct IWA inspection. See Section 5 for detailed inspection requirements.

#### **2.5.5 Project Completion & Acceptance**

The water system can be approved for service after the water system has been pressure tested and bacteriological samples have been taken in accordance with AWWA and IWA standards (refer to Sections 5.8.1 and 5.8.2 for testing requirements). When construction has been successfully completed and the final inspections have been performed, the IWA Inspector will notify the developer and the City of Indio Public Works Department. The contractor shall submit as-built drawings upon completion of the project (refer to Section 5.10 for details regarding as-built drawings).

Upon the satisfactory completion of construction, acceptance by the IWA Inspector, and submission and acceptance of completed as-built drawings, the facilities shall be conveyed to IWA by means of a properly executed Bill of Sale (BOS.) The BOS shall be accompanied by Cost of Construction Statement (CCS) reporting the actual cost of construction supplied by the developer. Forms for the BOS and CCS for the various

facilities are shown in Appendix D. Completed forms should be submitted to IWA within thirty (30) calendar days of the completion of the final inspection and prior to the release of the final dwelling units along with one (1) “RECORD” set of drawings for the improvement plans and CAD plans on approved electronic media for water plans per IWA CAD Standards. Upon receipt of these items, IWA will approve the release of the bonds posted for construction of the water facilities.

For large tract developments, with long lead times between phases, partial releases of bonds may be allowed after completion of entire phase or tract, solely at the discretion of the IWA under these, or similar circumstances. Requests for a partial release of bonds shall be submitted in writing. Refer to Section 6.6 for additional information regarding the release of bonds.

#### **2.5.6 Expiration of Approved Plans and Plans in Review**

Plans will be valid for a period of one (1) year from the date of IWA approval. If construction has not begun within that one-year period, the approval of the plans becomes null and void. In addition, if plans are in review but it takes longer than one (1) year to address redlines by IWA, the plan check process has to be reinitiated. In these events, IWA will require that the plans be re-checked and additional plan check fees be collected. No modifications will be allowed to the development that increases the number of units to be served by the system without prior approval by IWA.