



ENGINEERING FACILITY PLAN REPORT

PURPOSE:

The District's Board Policy 9020 requires the submittal of an engineering Facility Plan Report (FPR) for the extension of District facilities for subdivisions, commercial and industrial developments. The purpose of the report is to develop an understanding between the developer and the District on what system improvements the developer must construct prior to receiving service. This will help the developer to determine the costs that will be incurred for water and wastewater service. It will also help prevent misunderstandings and costly revisions from occurring when construction drawings are prepared.

Prior to accepting facility improvement plans, the Engineering Department must approve an FPR. An approved Final FPR is required prior to the District issuing a Meter Award Letter.

CONTENT:

The complexity of the report will depend upon the size of the project, the number of phases and the extent of improvements that are required. The report shall conform to the outline provided in Section 2 of the District's Water and Sewer Design Standards. All FPR's shall include the following as a minimum requirement.

- 1) A vicinity map.
- 2) Name, address and telephone number of the engineer and owner/developer.
- 3) A letter from the Fire Department stating their fire flow requirement and duration.
- 4) A map showing the overall development boundary and major subdivision thereof.
- 5) A topographic map with contour intervals of 20 feet or less.
- 6) Water demands and wastewater projections, based on the equivalent dwelling unit (EDU) concept and maximum flow demand criteria provided in Section 3 of the District's Water and Sewer Design Standards.
- 7) Existing or proposed sources of water.
- 8) Existing or proposed locations for sewage disposal.
- 9) Adjacent proposed developments on file or being proposed with the County, and the number of EDUs for both water and wastewater.
- 10) Existing and proposed pressure zone boundaries if applicable.
- 11) The location, capacity and high water elevation of any storage facility.
- 12) The location and size of any required pressure reducing station.
- 13) The location and size of all watermains.
- 14) The location, size and approximate slope of all sewer mains.
- 15) The location, capacity and head for any pumping or lift stations.
- 16) A statement of whether the property is within the District boundaries.
- 17) Existing County zoning designation(s).
- 18) The District's standard FPR transmittal form completed. (A copy is attached. Please use this form as a master for future transmittals.)
- 19) Environmental documentation.



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PROCEDURE:

The developer's engineer will submit three copies of a Draft FPR, along with a deposit of \$2,000.00, to the District's Customer Service Department. All FPR's must be transmitted by the attached form. If the project is to be constructed in phases, the number of parcels and the number of EDUs for each phase should be indicated.

The FPR review will be completed within approximately three weeks. Any questions regarding the report should be directed to the Engineering Department.

The developer may wish to submit a project proposal to the County or City at this time, but does so at their own risk.

An initial screening for completeness of the FPR will be performed by the Engineering Department. If the report is found to be substantially complete, it will be returned with comments if necessary. If there are no comments, the Final FPR will be approved and facility improvement plans may be submitted. A copy of the approved Final FPR will be returned to the engineer.

Each return by the District will consist of a copy of the report and a review letter. Any resubmittal of an FPR should contain three copies of the revised report and a copy of the review letter in the appendix.

The FPR must be approved prior to the first submittal of facility improvement plans for District review.

It is recommended that the applicant now receive other appropriate agency approvals in conjunction with the improvement plan process.

If significant changes are required to the improvement plans during the review process, which affect the Final FPR, such changes must be reflected in an addendum to the Final FPR.