

6 Design Phase

The Design Phase begins when the Developer's Engineer submits the first plan-check with the appropriate deposit as determined by the District and ends when the District schedules the Pre-Construction meeting for the project. During this phase the Developer's Engineer will submit design plans for the water and sewer facilities for the District's review and approval. After approval of design plans, the Contractor will submit a complete package of construction material submittals for the District's review and approval. The Developer will, if required by the Planning Agency, initiate proceedings to annex into a Lighting Maintenance District (LMD). The District may require the Developer to execute a Construction Agreement. The Developer also has the option to execute a Reimbursement Agreement with the District for fees associated with the development, and establishing a Community Facilities District (CFD).

Only non-residential (e.g. commercial and industrial) projects will be required to undergo the District's Industrial Waste Review Process, which runs parallel to the plan-check process in the Design Phase, as detailed in this section.

6.1 Plan-Check Process

After the appropriate Plan-check Deposit is paid and the Developer's Engineer submits the proposed drawings for the first plan-check along with all of the items detailed on the "Data Required for First Plan-check of Water and/or Sewer Plans" check sheet (**Appendix E**), the District will follow the procedures outlined in the "Jurupa Community Services District Plan-check Procedures" guide (**Appendix F**). Also, on the District's website, the Developer will be able view and download the most current District Standards and Specifications. When the District's Engineer and/or the Development Engineer are satisfied with the current plan-check submittal, the Development Engineer authorizes the Developer's Engineer to produce Mylar drawings. The Developer Engineer will plot the mylar, acquire signatures from both City and Fire Department, and then submit the mylar drawings to the District for final review and signature by the District's General Manager or his designees.

Prior to mylars being signed, the District will require that:

- Development Fees are calculated as of the date that design mylars are complete and ready for execution by the District.
- All appropriate fees and deposits be paid and/or a Reimbursement Agreement with the District be executed for those fees and CFD obligations.
- All appropriate easements be executed using the “Grant of Easement” template (**Appendix G**), and if required by the District, the execution of the Construction Agreement between the Developer and the District.

Among the deposits and fees owed by the Developer prior to Mylar signing is the deposit for the District’s inspection services, as required in the Construction Phase. The Inspection Deposit is calculated as a minimum deposit based on the linear footage of the water and sewer pipe to be installed, as outlined in the “Determination of Inspection Deposits” (**Appendix H**). The District may decide to require additional deposits for inspection of facilities beyond the normal pipeline installation type (e.g. sewer lift stations). **During the plan-check process it is important to note that the efficiency of the plan-check process and its timeliness is directly related to the quality of the design package submitted by the Developer’s Engineer.**

6.2 Submittal Review

Upon approval of the design plans, the Contractor will prepare for a complete submittal package of construction materials based on the approved design plans and the Approved Manufactured Materials in the District’s Standards Manual. The Contractor uses the District’s submittal review cover sheet (**Appendix CC**) by marking Submittal ID on each item. **The pre-construction meeting will be scheduled only after the entire submittal package is approved by the Development Engineer.**

6.3 About the District’s Construction Agreement

Some Developer-funded projects may require that the Developer enter into a construction agreement with the District (**Appendix I**). As outlined in the sample agreement, the Developer will be required to provide the appropriate bonds securing the agreement. This determination will be made by the District on a case-base basis, at the discretion of the Board.

6.4 Proceedings for Annexation into a Street Lighting Maintenance District

The Developer's project may be required by the Planning Agency to annex into a Street Lighting Maintenance District (LMD) as part of a condition for approval. The District forms LMDs to establish an annual levy of assessments to cover the cost of operating and maintaining street lights. The assessment amount is based on the cost of electricity that the District purchases from Southern California Edison Company (SCE) and the District's administrative costs. SCE owns the street lights. The District acts as a liaison between the property owners and SCE to collect and remit funds to pay SCE's costs of providing street lights. SCE cannot collect payment directly from the homeowners for street lights. The District's Board of Directors has adopted a "Policy Regarding Annexation to Lighting Maintenance Districts" (**Appendix J**), which outlines the procedures and requirements for initiating annexation. To initiate the proceedings for annexation to an LMD, the Developer must follow the procedures detailed in the "Requirements of Developer for Lighting Maintenance District Annexation" (**Appendix K**), along with the required fees. As outlined in the flow chart "Annexation to a Lighting Maintenance District" (**Appendix L**), the process can take up to 90-days, depending on the completeness and quality of the Developer's Engineer's submittals.

6.5 Community Facilities Districts

The District forms and annexes property to Community Facilities Districts (CFDs) within its boundary to fund the construction of water and/or sewer facilities that are required to serve the development. The CFD would cover several costs, including but not limited to:

- Master plan water and sewer facilities
- Upsize capacity in existing facilities
- Treatment capacity
- Acquisition of parks and recreation facilities
- Incidental expenses related to the planning, design, and completion of such facilities

School District facilities and County of Riverside facilities, which are to be owned and operated by the School District and the County of Riverside, respectively, can also be funded through CFD's. Thirty-year bonds will eventually be sold to fund the cost of these facilities and the District will levy special taxes based on the debt service schedule (and administrative costs) to pay the principal and interest on the bonds until they mature. Another component that is funded through CFD's is the cost associated with maintaining parks, parkways, and streetscape. At the time of CFD formation, the annual cost for maintenance is determined, and the District annually levies and collects special taxes to pay for these services. To initiate the proceedings to form a CFD, the Developer must first submit a letter request to the District along with the "Requirements of Developer for CFD Formation." As outlined in the flow chart entitled "Usual Sequence of Events for Mello-Roos Community Facilities Districts" (**Appendix O**), **the process can take up to 90-days, depending on the completeness and quality of the Developer's Engineer's submittals.**

6.6 Industrial Waste Review Process for Industrial, Commercial, and Non-Residential Projects

All Commercial, Industrial, and Non-Residential Developer Projects will be required by District ordinance Federal and State regulation to undergo the District's Industrial Waste Review process. This process runs in parallel to the plan-check process. The Developer will submit to the District a completed "Non-Residential Wastewater Survey" form (**Appendix P**), along with the items specified on the form to begin the process. The District's Industrial Wastewater section within the Collections Department will review the information on the form to determine if the project will require on-site pre-treatment and to determine the sewer facility fees for the project. After determining the requirement for on-site pre-treatment, the Developer will submit plans for the on-site pre-treatment facilities to be reviewed and approved by the District's Industrial Waste Section. Once these plans have been approved, the Industrial Waste Inspector will oversee and inspect the installation of the on-site pre-treatment facilities to their completion and the District's approval. **At the Final Close-out Phase of the project, and prior to the Final Inspection, all on-site pre-treatment facilities must be completed and approved by the District's Industrial Waste Section.**

6.6.1 Assessment of Industrial Waste (Sewer Facility) Fees for Industrial, Commercial, and Non-Residential

The facility fees and monthly charges are based on the estimated volume of wastewater and the quality of the wastewater discharged using the information supplied to the District by the Developer on the Non-Residential Wastewater Survey form.

6.6.2 Re-Assessment of Industrial Waste (Sewer Facility) Fees for Industrial, Commercial and Non-Residential

Under certain situations (as described in the following), the District will re-assess the facility fees and monthly charges.

6.6.2.1 Upon Full Occupancy of a Multi-Unit Development Served by a Domestic Water Master-Meter(s)

When a commercial or industrial project has multiple units being fed by a domestic water master-meter (or meters) or when a project with a single building has not fully occupied or utilized the entire building the District will re-assess the project upon full occupancy of all the units or parcels. If the re-assessed volume and/or water quality results in a lower sewer facility fee (than what was originally paid by the Developer), the District will refund the difference. If the re-assessed volume and/or water quality results in a higher sewer facility fee (than what was originally paid to the District), the Developer will be required to pay the difference. The Developer will have ten (10) days to render payment to the District upon receipt of the invoice and request for payment.

6.6.2.2 Change of Owner and/or Property Use

The District will also re-assess the industrial waste requirements when there is a change in ownership and/or property use. Similar to a new development, the Developer or new business will submit to the District a completed “Non-Residential Wastewater Survey” form (**Appendix P**) along with the items specified on the form to begin the process. As described in the section above (re-assessment subsequent full occupancy), the sewer facility fee will be re-assessed and, if required, an adjustment in payment will be made.



JCSD staff performing an Industrial Waste Inspection