

Development Project Application Packet

New development within Union Public Utility District is guided by the Calaveras County General Plan, and new development projects are first approved through the Calaveras County Planning and Environmental Review Department before the District becomes involved.

The District is an independent special district that provides the following services:

- Water supply, treatment, and distribution

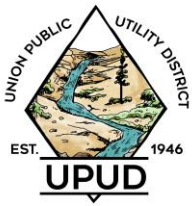
Development projects located within the District service area must comply with District Code, policies, and ordinances, California Building Code, Calaveras County codes, and other applicable law. Where there is a conflict between a District requirement and a County or other requirement, the applicant/developer shall comply with the more stringent requirement. Typically, the process is to submit a preliminary or conceptual site plan to the District for an initial consultation. This consultation will identify the requirements for improvements necessary to provide water services to the project and help expedite processing of the application.

Development projects are categorized by the District into single family residential, minor subdivisions (less than 5 parcels), larger subdivisions (5 parcels or more), commercial, and industrial projects. Project complexity varies with the project type and size. The specific requirements for any project, regardless of size or type, may vary and are determined for each project as it is reviewed. Processing development projects through approval and construction generally requires the following from the applicant:

- Submittal of a County plot plan, or site plan showing the location of services
- Copy of the County Building Permit
- Accessory Dwelling Permit, if applicable
- Easement(s) if applicable
- Submittal of Development Project Initial Application (by owner or representative)
- Approval of Mainline Extension Agreement (by owner or representative) (for those projects requiring the extension of a water main pipeline)
- A deposit for design review (by owner or representative)
- Submittal of development design drawings for approval of the Water facilities by owner, representative, or engineer of record. See plan submittal requirements.
- Submittal of insurance documents (by owner or representative)
- Provisions for any necessary easements (by owner or representative)
- Engineer's Estimate of the value of improvements (stamped and signed) for Domestic Water

According to the District's ordinances and policies, new water infrastructure and associated service connections must be funded by the project owner/developer. Any new developer-constructed infrastructure must be constructed in accordance with District standards, California Building Code, and other applicable law. Connection fees (Capital Facilities Fees) and other fees and charges, are reviewed and subject to change annually. Connection and related fees must be paid at the time that the water meter is issued, at the rates then in effect.

UPUD Use Only:	Date Received: _____	Received by: _____
Fees Paid: _____	Receipt Number: _____	Deposit Account: _____



Development Project Application

Owner / Applicant Information:

Date of Application: _____ Name of Project: _____

Applicant: _____ Phone: _____ E-mail: _____

Applicant Address: _____
(Street Address) (City) (Zip Code)

Note: Applicant to provide signed letter of authorization or other proof that the applicant is permitted to act on behalf of owner.

Owner: _____ Contact: _____

Owner Phone: _____ E-mail: _____

Owner Address: _____
(Street Address) (City) (Zip Code)

Engineer/Architect: _____ Contact: _____

Engineer/Architect Phone: _____ E-mail: _____

Engineer/Architect Address: _____
(Street Address) (City) (Zip Code)

Project Location: _____ APN: _____
(Street Address)

Type of Extension: Water

Project Description: _____

Service Information: (Check All that Apply)

Project Type: Single Family Multi-family/Townhouse Industrial
 Commercial Office Other [specify] _____

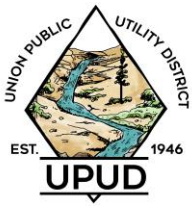
Will this be a phased project? Yes No If "yes", How Many Phases? _____

Will this project create new parcels? Yes No If "yes", How Many Parcels? _____

Project Acreage: _____

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For Internal Use Only

Date Complete Application Package Received (Form and Submittals): _____



Service Information: (Continued)

Number of Water Services:

_____ 3/4" _____ 1" _____ 1 1/2" _____ 2" _____ 3" _____ 4" _____ 6"

Fire Sprinkler Service to Buildings: Yes No

Fire Flow Test Requested: Yes No

On-Site Fire Hydrants / Fire Service Connections: Yes No How Many? _____

Estimated Service Demands:

(Note: Attach a Copy of the Water Demand Calculations and other supporting information. For residential service(s), provide the range of parcel size(s), the range in house sizes, no. of bathrooms & bedrooms, no. of hose bibs, etc.)

Potable Irrigation Demand (gpm): _____ Other Water Uses _____ & Demand (gpm) _____

Estimated Total Average Daily Water Demand: _____ gpm.

Estimate Total Project Max Day Water Demand: _____ gpm.

Temporary Construction Water Service Information: (If applicable) Temporary Construction Water

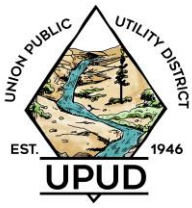
Service? Yes No Est. Length of Temp. Service: _____ (Months)

Bill Temporary Construction Water Use to: Owner Applicant Contractor

Contractor: _____ Phone: _____ CA License: _____

Contractor Address: _____
(Street Address) (City) (Zip Code)

*Obtain a fire hydrant permit if needed



Indemnification:

Applicant(s) agree to defend, indemnify, and hold harmless the Union Public Utility District (“District”) and its agents, officers, consultants, independent contractors and employees (“District Agents”), through legal counsel selected by the District, from any and all alleged damages, claims, liabilities, or proceedings arising out of or pertaining to this application or the Project, whether contractual, statutory, or otherwise, including, without limitation, claims against the District or the District Agents to attack, set aside, void or annul any approval by the District, or the District Agents concerning the Project (collectively “Claim”). The District shall promptly notify the Applicant of any Claim.

I have read and agree to the above noted Indemnification Language - Yes

(Print Name)

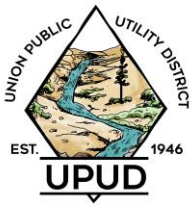
(Signature)

(Date)

Reimbursement:

Deposit: \$ _____

Applicant(s) agree that the applicant(s) shall fully reimburse the District for all costs and expenses (including District’s contract staff engineer, attorney, and other consultants) incurred by the District in connection with the review and analysis of the application, project, and related plans; associated consultation with property owner/developer and its representatives; design and improvement plan review; project-related research and site visits; negotiation and preparation of a mainline extension or other District agreements relating to the project; preparation of staff reports and recommendations, conditions, resolutions, exhibits and other application or project-related documents; and, application or project-related meetings, phone calls, emails, and other work involving the applicant/developer, its representatives, County of Calaveras, or other outside agencies (collectively the “Application Process”), regardless of any action taken by the District with respect to the applicant’s application. Applicant(s) also acknowledge and agree that the initial deposit set forth above (hereinafter “Funds”) paid herewith may not be adequate to fully reimburse the District for costs incurred in connection with the Application Process, and that periodically, as the need arises, applicant(s) may be called upon to make further deposit of funds. District will draw on the deposit to reimburse District for the cost of District employee time and materials and to pay or reimburse periodic invoices from the District contract service providers. If, before completion of the Application Process, 20% or less of the deposit remains or the funds become depleted, District reserves the right to require additional deposits to cover additional anticipated District costs. Applicant shall pay any additional deposit within 15 days of request for deposit from District. If any requested deposit or payment is not timely made, District will notify the applicant and it will have 10 days to cure the default. If deposit or payment has not been made within the 10-day period or if the funds become depleted, then District will suspend all work on the Application Process pending receipt of the deposit or payment. If the deposit or payment remains unpaid, then District may cancel the application by giving written notice of cancellation to the applicant and it then will cease work on the Application Process. Any applicant deposit remaining upon cancellation of the application or completion of the Application Process will be refunded without interest to applicant. The advance of funds shall not be dependent upon the District’s approval or disapproval of the applicant(s)’ application,



or upon the result of any action, and shall no way influence the application or Project. Neither applicant(s) nor any other person providing funding for the Project shall, as a result of such funding, have any expectations as to the results of the Application Process or the selection of an alternative favorable to or benefiting applicant(s).

I have read and agree to the above noted Reimbursement Language - Yes

(Print Name)

(Signature)

(Date)

Plan Review: (Note: A plan review deposit is required when all submitted plans with any request for review)

I hereby request a plan review for water service, and from Union Public Utility District. I hereby certify that the above information is correct, and I agree to comply with all District ordinances, rules, regulations, and policies in effect from time to time and pay all applicable fees.

Authorized Signature of Applicant: _____

(Must be the Property Owner or Authorized Representative)

(Date)

Plan Review Format Checklist (All drawings shall be 24" x 36" and use common engineering scales)

Please refer to Calaveras County guidelines for additional design information regarding Improvement Plan submittals. The checklist is not intended to be comprehensive and additional information may be required during the plan review process. Complete and accurate plan submittals help speed the plan review process.

Applicants are responsible for submitting a complete package for review, in pdf form and three (3) hardcopy sets. Incomplete Improvement Plan submittals will result in plans being rejected or returned to the applicant during the review process.

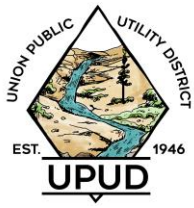
The following items must be submitted and approved before improvement plans can be submitted for processing.

- Final Conditions of Approval

Applicable Studies:

- Water Supply Feasibility Study

The Project shall meet the requirements of the District’s adopted Codes, ordinances, regulations and standards, California Building Code, Calaveras County codes, improvement standards, and construction specifications standards, and other applicable law. Where there is a conflict between a District requirement and a County or other requirement, the applicant/developer shall comply with the more stringent requirement.



IMPROVEMENT PLAN CHECKLIST (Drawings shall be 24" x 36")

Cover Sheet/Detail and Note Sheet

- Meets County Improvement Plan requirements. Refer to Calaveras County Improvement Plan Submittal Guideline.
- District Engineer approval block.
- UPUD General Notes

Utility Plans

- Profiles of water. Include all applicable design information, such as inverts, rim elevations, hydraulic grade line etc.
- Pipes sizes, material type, class, length, and slope
- Show locations of valves, fire hydrants, air relief/vacuum assemblies, blow offs and all other appurtenances
- Stationing of all structures (manholes, inlets, etc.) Specify size/type for all structures.
- Inlet and manhole numbers corresponding
- Open channels or swales:
 - A. Flowline elevation at the beginning, end and all grade breaks
 - B. Slope of swale
 - C. Typical section.
 - D. Existing and proposed improvements clearly delineated as such.
- Inlet/manhole numbers corresponding to plan view
- Existing ground surface and finished grade
- Utility crossings (show with clearance)
- Profile open channels
- Pad and Finished Floor Elevation

Grading Plans

- 100-year Flood Plain Elevation
- Existing and proposed wells, lift stations etc.
- Existing and finished contours (and grade elevations at all grade breaks).
- Existing and proposed (if known or required) structures.
- Flow arrows, with overland release at least one foot below finish floor
- Existing trees noted as to whether to be saved or removed (base elevations for trees to be saved)
- Cross-section and details of any detention or retention ponds
- Erosion and sediment control measures proposed (show on separate plan for grading)
- Provisions for accepting off-site drainage
- Typical lot drainage details. Any cross-lot drainage shall include a drainage easement.
- Quantities of cut and fill
- Cross property drainage