

Documents Required for Plan Check



1. THE APPROVED PLAN OF SERVICE SUMMARY SPREADSHEET

The Plan of Service includes any water, sewer or recycled water studies needed to size facilities. After the studies and review are complete, fill out and submit the Plan of Service Summary (an Excel spreadsheet) to a Plan of Service Engineer. The Engineer will approve it by signing it and sending a copy to you. Submit this signed copy with the package (plans). If you do not have a copy of the spreadsheet, request one by e-mail: dumasb@emwd.org. Note: Plans without an approved Plan of Service Summary will not be processed.

2. A COMPLETED COVERLETTER SIGNED BY A REGISTERED CIVIL ENGINEER

Please see attached.

3. A TITLE SHEET

4. 2 SETS OF WATER AND SEWER IMPROVEMENT PLANS

5. 1 SET OF STREET IMPROVEMENT PLANS

6. 1 SET OF GRADING PLANS

7. 1 SET OF THE RECORDED MAP

8. A LEGIBLE SITE PLAN

- Reduced to 11" x 17" Size
- It can contain 2 or more sheets, if necessary to cover the project

9. 1 SET OF THE CONDITIONS OF APPROVAL

If the Conditions of Approval are not available, provide one set of Fire Flow Conditions from the governing Fire Prevention Agency.

10. A PLAN CHECK DEPOSIT, DEPOSIT WORKSHEET, AND WORK ORDER REQUEST FORM

11. CFD LETTER

Current guidelines for preparation of sewer and water plans and standard drawings are available on our website at www.emwd.org.

Deposit^(*) Schedule Work Sheet (Plan of Service and Plan Check)

Project:
Due Diligence Meeting Date:
File Path:

**Deposit^(*) Amount
Required For This Project**

Phase I: Due Diligence Phase	
1	Water, Sewer & Recycled water (No Charge for initial research and meeting)

\$0

Phase II: Plan Of Service Phase				
	Project Size	Small	Medium	Large
	EDUs	1-100	101-200	Over 200
1	Water	\$ 1,000	\$ 2,000	\$ 3,000
2	Sewer	\$ 1,000	\$ 2,000	\$ 3,000
3	Recycled Water Use Exhibit (Schools, Parks and Commercial are considered Medium size)	\$ 1,000	\$ 2,000	\$ 3,000
4	Recycled Water Public Facilities (Plan Of Service)	\$ 1,000	\$ 2,000	\$ 3,000
5	Sewer Flow Monitoring By Applicant	\$ -	\$ -	\$ -
6	Sewer Flow Monitoring By District Staff	Amount Varies (min. \$2,000 per manhole)		
Phase II (Plan Of Service) Total:				

\$ -

Phase III: Plan Check Phase						
On-site Recycled Water Irrigation Plan Check:						
1	Single source park, Streetscape, Tract				\$ 2,500	
2	Commercial, Dual source ^(**) park, School				\$ 3,000	
Recycled Water Construction Inspection:						
3	Single source park				\$ 2,000	
4	Commercial, Dual source ^(**) park, School, Tract				\$ 3,000	
5	School, Streetscape				\$ 4,000	
Water & Sewer^(***)						
	Number Of Sheets		Deposit	With Easement, Add	CFD Specs, Add	
6	1-2 sheets	One or more systems	\$ 2,000	\$ 1,000	\$ 1,000	
7	3-8 sheets	one system	\$ 3,500	\$ 1,000	\$ 1,000	
8		two or more systems	\$ 4,500	\$ 1,000	\$ 1,000	
9	9-13 sheets	one system	\$ 5,000	\$ 1,000	\$ 1,000	
10		two or more systems	\$ 6,500	\$ 1,000	\$ 1,000	
11	14-20 sheets	one system	\$ 7,500	\$ 1,000	\$ 1,000	
12		two or more systems	\$ 9,000	\$ 1,000	\$ 1,000	
13	21-25 sheets	one system	\$ 9,000	\$ 1,000	\$ 1,000	
14		two or more systems	\$ 10,500	\$ 1,000	\$ 1,000	
15	26-35 sheets	one system	\$ 10,500	\$ 1,000	\$ 1,000	
16		two or more systems	\$ 12,000	\$ 1,000	\$ 1,000	
17	Hydro-Pneumatic Booster Station		\$ 12,000			
18	Booster Pump Station		\$ 10,000			
19	Water Storage Reservoir		\$ 10,000			
20	Sewer Lift Station		\$ 10,000			
Phase III (Plan Check) Total:						

\$ -

* Deposit amount is based on the average District cost to Plan Check a typical project.
 * During the POS and the Plan Check phases, the District reserves the right to review charges to a project and request additional funds if necessary.
 * Initial deposits may be increased based on project complexity, as determined by District staff.
 * All Plan Check charges must be paid prior to approval of the plans.
 ** Dual Source Site: Project site that has both potable and recycled water served onsite. Dual source sites are required per CDPH and EMWD to have cross connection test performed prior to acceptance and release of the project site.
 *** Recheck of approved plans: Additional fees to be determined based on the amount of design changes to the approved plans.

Date: _____

Eastern Municipal Water District
 P.O. Box 8300
 2270 Trumble Road
 Perris, CA 92572-8300

ATTENTION: Engineering Department

SUBJECT: Initial Water and/or Sewer Plans Submittal

I certify that the water and/or sewer plans prepared on _____ are being submitted for plan check using the Eastern Municipal Water District water and sewer guidelines and the attached checklist. The plans are complete and meet Eastern Municipal Water District criteria.

We are providing the following:	YES	N/A
2 Sets of the Water and/or Sewer Plans		
1 Set of Grading Plans		
1 Set of Street Plans		
1 Print of the Record Map		
1 Set of the Conditions of Approval, Including Fire Flow Requirements		

Sincerely,

_____ *signature*

_____ *print name*

Registered Civil Engineer

Checklist for PLAN CHECK



Project: _____
Date: _____
Engineer: _____

Title Sheet

- Water/Sewer Notes
- Time Limitation
- Notifications
- Certification
- Engineer's Stamp and Signature
- Typical Lot

Index Map

- Scale, North Arrow, Sheet Reference
- Vicinity Map
- Implementing Facilities
- Quantities
- Legend
- Street Names, Lot Numbers
- Services, Laterals, Appurtenances
- Backwater Valves, Pressure Regulator Check
- Distance to Existing Cross Street
- Water and Sewer Facilities
- Force Account "Work"
- Pressure Zone

Plan and Profile Water and Sewer

- Scale, North Arrow, Sheet Reference (No 1" = 8' Vertical Scale Allowed)
- Utility Crossing Data
- Curve Data, Bearings and Tables
- Existing/Future Utility Reference

Plan and Profile (Continued) Water and Sewer

- Easements, Right-of-Way Info Offsets
- Stationing, Matchlines, CL Equations
- Pipe Slopes
- Notation, Labeling, Pipe Types
- Services/Laterals
- EMWD Symbology
- Existing Finish Surface
- Force Account "Work"

Water

- Valving
- Air Valves, Blow-Offs, Fire Hydrants
- Joint Restrained Limits (on Profile)
- Grade Breaks/Deflection Angles
- Backflow Devices (if Required)
- High Deflection Coupling (if Required)

Sewer

- Manhole Spacing
- Manhole Inverts (match soffits)
- Manhole Numbering
- Lateral Clearances
- Special Bedding
- Backwater Valves (BW)
- Cut to Fill Note

Date

Name
Address
City, State ZIP



re: Special Funding Districts

Project Name/Tract Number: _____
Work Order Number: _____

As you may know, Special Funding Districts have a special set of requirements for construction. In some cases, EMWD is not aware of the need to process projects differently using CFD requirements. In order to make sure your project is processed correctly, please have the project owner or developer complete the questions below:

- 1. Will the project be funded using Assessment District or Community Facilities District funds?
 YES NO

If YES, please answer the questions below.

- 2. Who will be the lead agency (supply CFD number, if known)?

- 3. Will the CFD fund the water and/or sewer participation fees?
 YES NO

- 4. Will the CFD fund the water facilities?
 YES NO

- 5. Will the CFD fund the sewer facilities?
 YES NO

If you answered YES to Question 1, please contact Debra Deremiah, Special Funding Districts Supervisor at (951) 928-3777 extension 4540, for bidding and specification requirements.

I AM THE OWNER OR DEVELOPER OF TRACT _____. THE INFORMATION ABOVE IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. FURTHERMORE, I UNDERSTAND THAT DEVELOPER AGREEMENTS FOR PROJECTS, INCLUDING FACILITIES TO BE FUNDED BY THE CFD, MUST BE IN PLACE PRIOR TO SCHEDULING A BID OPENING FOR THE PROJECT.

Signature	Date	Company Name
Print Name		Address
Title		City, State ZIP

RETURN THIS FORM WITH THE PLAN CHECK SUBMITTAL