

## Development Project Application Packet

New development within Rancho Murieta Community Services District (District) is guided by the Sacramento County General Plan, and new development projects are first approved through the Sacramento 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
- Wastewater collection, treatment, and reuse
- Storm drainage collection, disposal, and flood control
- Security
- Solid Waste collection

Development projects located within the District service area must comply with District Code, policies, and ordinances, California Building Code, Sacramento 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, sewer, drainage 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 preliminary site plan prior to the actual application (recommended but not required)
- 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, sewer, recycled water, storm drainage main pipeline)
- A deposit for design review (by owner or representative)
- Submittal of development design drawings for approval of the Water, Wastewater, and Flood Control facilities by owner, representative, or engineer of record. See plan submittal requirements.
- Submittal of Water, Sewer and/or Drainage Studies, if applicable (by owner, representative, or engineer of record)
- 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 Sewer, Domestic Water, Recycled Water & Drainage Facilities.

According to the District's ordinances and policies, new water, sewer or storm drain 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.

<b>RMCS D Use Only:</b> 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     Sewer     Drainage     Recycled Water

Project Description: \_\_\_\_\_

### Service Information: (Check All that Apply)

Project Type:     Single Family     Multi-family/Townhouse  
                   Industrial             Commercial  
                   Office                  Remodel/Facility Modification     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: \_\_\_\_\_

.....  
**For Internal Use Only**

Date Complete Application Package Received (Form and Submittals): \_\_\_\_\_

**Service Information:** (Continued)

Number of Water Services:

\_\_\_\_\_ 1"    \_\_\_\_\_ 1-1/2"  
\_\_\_\_\_ 2"    \_\_\_\_\_ 3"    specify \_\_\_\_\_

Number Sewer Services:

\_\_\_\_\_ 4"    \_\_\_\_\_ 6"    \_\_\_\_\_ 8"

Number of Recycled Water Service Connections:

\_\_\_\_\_ 1"    \_\_\_\_\_ 1-1/2"  
\_\_\_\_\_ 2"    \_\_\_\_\_ 3"    specify \_\_\_\_\_

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 (See District's Water Code 7.07 – Service from Fire Hydrants)

**Indemnification:**

Applicant(s) agree to defend, indemnify, and hold harmless the Rancho Murieta Community Facilities 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 -

\_\_\_\_\_  
(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 Sacramento, 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 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 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 -

\_\_\_\_\_ (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 sewer service, water service, and drainage facilities from Rancho Murieta Community Services 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 Sacramento 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:

- Sanitary Sewer Study
- Water Supply Study
- Drainage Study

The Project shall meet the requirements of the District's adopted Codes, ordinances, regulations and standards, California Building Code, Sacramento 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 Sacramento County Improvement Plan Submittal Guideline.
- District Engineer approval block.
- RMCS D General Notes

**Utility Plans**

- Profiles of water, recycled water, sewer and storm drainage, both proposed and existing. Include all applicable design information, such as inverts, rim elevations, hydraulic grade line etc.
- Overall Water, Sewer, Drainage, and Recycled Water sheets (if combined provide colored utilities per APWA Uniform color code)
- Pipes sizes, material type, class, length and slope
- For Water and Recycled Water, 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, septic systems, 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

## **Stormwater Post-Construction Best Management Practices**

Rancho Murieta Community Service District holds a permit as a Non-Traditional Small MS4. The Developer/Engineer of record shall reference Section F.5.g Post Construction Storm Water Management Program of the Phase II MS4 Permit which can be found at the website linked below. Note that this summary is intended to assist the Developer in understanding the requirements of the Non-traditional Small MS4 permit, and is not intended to supersede those requirements in any way.

[https://www.waterboards.ca.gov/water\\_issues/programs/stormwater/phase\\_ii\\_municipal.html](https://www.waterboards.ca.gov/water_issues/programs/stormwater/phase_ii_municipal.html)

1. *Timing:* All project shall address the requirement to fully incorporate post-construction BMPs/LIDs at the earliest stages of planning/entitlements. Requirements shall include the submittal of a report that include exhibits, calculations, details etc. as necessary to illustrate how the project will fully address the Post-Construction BMP/LID requirements. This report will then be updated at each stage of the project, as appropriate. It is not acceptable to defer Post-Construction BMPs to permit submittal, as it is often too late to fully address LIDs at that stage.
2. *LID sizing:* Rancho Murieta CSD does not have an approved Stormwater Management Plan. As such, post-construction compliance shall be as follows:
  - a. For projects over 1 acre (require a SWPPP), the developer shall fill out the Post-Construction calculator in SMARTs. A printout of these calculations shall be included in the storm report for District review. In support of the calculations, the Engineer shall provide exhibits and area/LID sizing calculations in the Stormwater report that clearly show how each BMP will be utilized/sized, including all LID calculations (e.g. clearly labeled overall subbasin impervious area, pervious area, associated BMP square footage/volume etc.). The objective is the engineer shall clearly illustrate conformance with the post-construction requirements. Note the following:
    - i. To comply with the Phase II permit, site design measures (SDMs) must first be implemented to the extent technically feasible before implementing storm water treatment measures. SDMs must be sized using the 85th percentile, 24-hour design storm, as indicated in the Phase 2 permit. The following LID BMPs for the CA Phase II LID Sizing Tool are considered SDMs: porous pavement, amended strips and swales, and capture and use storage.
    - ii. If 100% of the design storm runoff cannot be reduced by SDMs, the Stormwater Treatment Measures (SWTMs) may be used. Refer to the Phase 2 permit for additional information.
  - b. Small projects (under 1 acre) shall utilize the Post-Construction Calculator for Small Projects, which is an excel spreadsheet available below. Exhibits, details, and back-up calculations shall be included in the stormwater report.  
[https://www.waterboards.ca.gov/water\\_issues/programs/stormwater/phase\\_ii\\_municipal.html](https://www.waterboards.ca.gov/water_issues/programs/stormwater/phase_ii_municipal.html)
3. *LID details and technical specifications:* The District utilizes CASQA standards for post-construction BMPs details and specifications. Bio-retention details and specs are available at the link below:  
<https://www.casqa.org/resources/california-lid-portal/standard-lid-design-plans-specifications>

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

<b>Category:</b>	Finance	<b>Policy #</b> 2009-02
<b>Title:</b>	Developer Deposits	

## PURPOSE

It is the policy of the Rancho Murieta Community Services District (District) that parties (developer or owner) undertaking development projects within the District boundaries and requesting services from the District, pay any and all costs and expenses associated with providing service to the development project, including (1) reviewing, evaluating, processing and approving requests for service; (2) evaluating and analyzing water/sewer system changes or additions; and (3) other related studies, evaluations, reports or plans ("Development Related Services"). Cost and expenses shall include, but not limited to, costs of consultant services, legal counsel and District administrative staff. Existing customers of the District shall not be required to pay for or subsidize the provision of District services to new development projects. In order to implement this policy, the following procedures are hereby established:

## BASIC POLICY AND OBJECTIVES

- 1) A copy of this policy is to be provided to each developer at the time of the initial request for service from the District. Prior to providing any Development Related Services on development projects, District staff shall review the scope of the development project and develop an estimate of the District's cost to provide Development Related Services.
- 2) District Staff shall then notify the developer, in writing, of the estimated cost of providing the necessary Development Related Services, supported by reasonable and available documentation, and request that the developer approve the scope of services
- 3) The District and the developer or owner shall enter into a Developer Deposit Agreement (Exhibit A) for deposit of funds for Development Related Services that requires the developer to deposit the full amount of the estimated cost of Development Related Services and to pay any actual costs incurred beyond the amount of the initial deposit.
- 4) Upon execution of the deposit agreement by the District's General Manager and the developer or owner, and receipt of the developer's initial deposit, the District may proceed to provide the needed Development Related Services. In the event that the developer's initial deposit is expended to below an agreed minimum balance and additional funds are not deposited in the manner provided in the reimbursement agreement, the District shall stop all Development Related Services, until such time as adequate funds are on deposit with the District. The District will provide to the developer or owner a quarterly Project Status Cost Accounting Report that indicates a balance of funds on deposit, a detailed list of all deposits to the developer's account, and a detailed list of all payments made from the developer's account.



- 5) Should a change in scope of services be required or requested for any cause, the District will notify the developer in writing of the extent of the change, supported by a revised budget estimate and a request for additional funds, if required. No work shall be performed until this process is completed, agreed to by the developer in writing as an amendment to the Deposit Agreement, and the necessary funds received by the District.
- 6) Upon completion of Development Related Services, the District will refund all remaining funds to the developer or owner, after first verifying that all outstanding liabilities have been paid.
- 7) If the District incurs costs on developer initiated projects in the absence of developer deposits adequate to cover such costs, e.g. construction inspection, the developer shall be required to bring the account current prior to the District providing any authorization for extension of services or providing any additional water or sewer service on the developers project. No work shall be performed until this process is completed, agreed to by the developer in writing, and the necessary funds received by the District.

**Any exception to this policy requires Board action.**

<b>Approved by CSD Board of Directors</b>	February 28, 2009
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# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

<b>Category:</b>	Administration	<b>Policy #</b> 2009-04
<b>Title:</b>	Procedure for Approval and Acceptance of Developer Improvements.	

## PURPOSE

The purpose of this policy is to establish certain procedures for the construction of improvements by developers and acceptance of such improvements by the District.

- 1) District Staff shall review developer prepared improvement plans and associated documents for conformance with District Standards and the conditions of approval of the Facilities Extension Agreement of the project.
- 2) District Staff shall approve developer prepared improvement plans when the developer has:
  - a) Provided improvement plans and associated documents that conform to the District Standards and the conditions of approval of the Facilities Extension Agreement of the project.
  - b) Paid all applicable plan checking and inspection fees.
  - c) Posted a Faithful Performance Bond for 100% of the estimated value of District improvements to be constructed.
  - d) Provided insurance certifications and endorsements as required by the Facilities Extension Agreement.
  - e) Provided the necessary easements and right of entry authorizations.
- 3) Upon completion of the improvements, the developer shall request a formal inspection ("walk-through") of the project by District Staff for identification and listing of deficiencies. The General Manager shall also direct that a notice of completion to be filed in accordance with the requirements of the Public Contract Code.
- 4) Upon the developer's completion of the items of work identified in the listing of deficiencies and posting of the one (1) year warranty bond in the amount of at least 10% of the value of the improvements, District Staff will recommend the completed improvements be accepted.
  - 5) Any easements or dedications having been delivered in recordable form to the District and developer having provided evidence that there are no liens or other encumbrances on the improvement or the property.

Authorize the release of the Faithful Performance Bond.

- 6) Prior to expiration of the one (1) year warranty period, District Staff will perform an inspection ("walk-through") of the project for identification and listing of deficiencies.

- 7) Upon the applicant's completion of the items of work identified in the listing of deficiencies found on the one (1) year warranty period inspection, District Staff will request that the One (1) Year Warranty Bond be released.

<b>Approved by RMCSB Board of Directors</b>	March 18, 2009
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