



NEW BUSINESS OFFICE WATER MAIN EXTENSION CHECKLISTS

AGREEMENT FILE CHECKLISTS

AGMT #: _____
 EST #: _____
 WSA #: _____
 APPLICANT: _____
 LOCATION: _____

Instructions to the applicant: Please check the box next to all items that are being submitted. By checking the boxes below, the applicant acknowledges the checked items are being provided. Failure to provide required items may result in project delays.

STEP 1

To obtain a WATER SERVICE ESTIMATE for installation of a water main extension, you must provide:

REQUIRED:

(Failure to provide required information will result in delays of your project)

- One copy of tentative Map, parcel map, or site plan *(approved and signed by local fire marshal indicating preferred hydrant locations)*
- Improvement Plans showing R/W information, including R/W width, and all distances of the proposed water main from storm drains, sanitary sewer, faces of curb and edges of right-of-way *(latest set)*
- CAD files of project *(See checklist below on page 3)*
- Hydrant/Fire Service Requirements form *(approved and signed by local fire marshal)* available from the EBMUD New Business Office
- Water Service Estimate Fee
- Phase I Site Assessment *(when a possibility of contaminated soil exists)* and Phase II *(if it was required)*

REQUESTED:

- Water Service Application for services
- All water service requirements, including irrigation needs, fire sprinkler requirements or calculations
- Survey tied to NAD83 Datum/California Coordinate System (CCS83) with documentation from land surveyor in responsible charge, including control points, benchmarks, and vertical datum used

STEP 2

To proceed with preparing a FINAL DESIGN you must provide the following items:

REQUIRED:

(Failure to provide required information will result in delays of your project)

- Completed and signed agreement(s)
- Deposit payment
- Final Improvement Plans (PDF & hardcopy set)
- Final Record Map *(to be filed)* (PDF & hardcopy set)
- Existing Site Environmental Data
- Survey tied to NAD83 Datum/California Coordinate System (CCS83) with documentation from land surveyor in responsible charge, including control points, benchmarks, & vertical datum used
- Electronic (CAD) file of project *(See checklist below on page 3)*
- Title company information
- A proposed meter locations plan showing adequate spacing that meets EBMUD's minimum clearance requirements
- This section and pages 3 and 4 of this Water Main Extension Checklist completed

STEP 3

To proceed with RELEASE OF WORK ORDERS you must provide all the following items:

REQUIRED FOR RELEASE OF WORK ORDERS:

- Final payment of balance due on Water Main Extension Agreement and annexation fees *(if applicable)*
- Copy of filed final map and/or completion of all required property rights easements or transfers to District
- Regulatory compliance clearance *(obtained from EBMUD)*
- C-070 Form – Applicant Requirements for District Installed Water Mains and Services

FOR APPLICANT-INSTALLED MAINS *(in addition to the list directly above):*

- Bonds: *(District Bond Forms provided)*
 - a. Payment Bond
 - b. Faithful Performance Bond
- Insurance Requirements Form – Workers' Compensation and Employer's Liability, Commercial General Liability, and Pollution Liability
- C-065 Form – Pipeline Extension Agreement
- C-070 Form – Applicant Requirements for District Installed Water Mains and Services



File/Documents Checklists

CAD File Contents Checklist

To aid in the prompt production of water Main Extension Agreements design drawings, the Applicant submittal shall include a CAD file of the Improvement Plans and the Subdivision Map. The CAD files should be in either MicroStation (DGN) format or AutoCAD (DWG) format. Other CAD formats should be converted to DXF format prior to submittal. The CAD file submittal should include no more than 3 CAD files, as described below.

- Plan view of the site (*see list below*)
- Subdivision Map (*see Right-of-Way documents checklist*)
- Profiles along streets, with utilities

CAD files should be full size, to scale, and tied to the CCS83 coordination system. The information shown on the CAD file should match the information on the hard copy of the Improvement plans. The single CAD file for the plan view should cover the full area affected by the Agreement. Each item listed below should be included in the CAD file of the plan view and should be shown on a separate layer or level. No other information should be shown in this file.

- Tract Lines
- Property Lines
- Lot Lines with numbers
- Rights-of-Way
- Easements
- Street and dimensions
- Sidewalks and other paved areas
- Areas with decorative paving
- Driveways
- Existing and proposed utilities (above and below ground) with labels, including all joint trench and bioswale location(s)
- North Arrow
- Basis of Bearings Statement including datum/epoch and control points held
- Description, Location and Elevation of benchmark used
- At least three survey control points shown and labeled with CCS83 Northeast elevation and description
- Street survey monuments
- Street control lines with stationing
- Structures that lie within the right-of-way
- Trees that fall within the right-of-way
- Proposed locations of new hydrants

Right-of-Way Documents Checklist

The preferred method of granting the Right-of-Way is by map dedication. The following items will greatly facilitate the conveyance of easement(s) to the District:

- A hard copy and PDF copy of the developer's Subdivision map or Parcel map. All sheets are required, including the title sheets with dedications
- A CAD file(s) of the developer's Subdivision map or Parcel map. All sheets are required including the title sheets with dedications
 - The file(s) should be in either AutoCAD or MicroStation format. For other CAD formats, the file should be delivered as a DXF
 - The file must contain only the subdivision or parcel map data. Any other data provided, such as improvement plans and existing topo must be in a separate file
- Survey and CAD file tied to CCS83, including a clear statement of the horizontal and vertical control datums and epochs used from the land surveyor in responsible charge

If any easement will not be granted by map dedication, then the developer's surveyor should supply a stamped and signed legal description or descriptions for those easements located within the tract or out of tract. Each description will be accompanied with a plat of the same and with a closure report. The plat should be both hard copy and a CAD file. The preferred format is AutoCAD or MicroStation. These will be reviewed and approved by survey section prior to recording.

By checking the boxes above the applicant is acknowledging that they have provided the requested information in the formats described. Any failure to do so could result in project delays.