

SSWD New Development Plan Review

Frequently Asked Questions (FAQ)

DISCLAIMER:

This document provides responses to Frequently Asked Questions (FAQ) developers have regarding SSWD's new development review process and lists comments frequently provided by SSWD staff in submittal review. Additional information can be found on SSWD's New Development page and in SSWD's Improvement Standards, Regulations, and Standard Details.

FAQ

Q: WHAT IS MY REVIEW TIMELINE?

A: SSWD staff always aims to provide timely reviews of plan submittals. However, review timeline is dependent on a number of variables beyond our control, and which also includes current number of projects in our queue and staff availability.

Below is a general timeline for submittal reviews:

1. Please plan for a minimum 20-business day (excluding holidays) period per each review cycle for return of submittal comments. Number of plan review cycles to reach final approval is typically around 4-6 reviews, but is dependent on the complexity of proposed improvements. **Adherence to the guidelines below is the most effective pathway to ensure timely review.**
2. Variance Requests shall be reviewed by SSWD staff prior to being submitted to the State. **Projects requiring a variance request shall not be considered for Final Approval until a variance has been issued by the State.** The timeline for issuance of a variance request is highly variable and dependent on both SSWD and State review. **Adherence to the variance request guidelines below is the most effective pathway to ensure timely SSWD review.**

Q: HOW CAN I SHORTEN MY PROJECT'S REVIEW TIME?

A: Providing a plan set that is complete, accurate, and easy to understand are fundamental qualities that will permit SSWD to complete reviews faster in all cases.

Q: CAN I MEET WITH SOMEONE TO DISCUSS MY PROJECT?

A: SSWD staff are available by appointment to meet with project applicants to discuss new development projects. Meetings typically require 3 or more business days notice for scheduling. Please contact newdevelopment@sswd.org with your project application and a brief description for your meeting purpose/topic.

If you have not completed a project with a DDW separation waiver within SSWD's service area, a pre-waiver coordination meeting is **required**.

Q: HOW MUCH DOES IT COST TO CONNECT TO THE WATER SYSTEM?

A: Costs for water system connection depend on a number of factors, including existing infrastructure and the size, type, and number of metered services the applicant is requesting. Information on New Development Fees can be found on SSWD's New Development webpage and in SSWD Regulation 7, which is updated on an annual basis. Project fees are subject to change until Final Approval and will be re-assessed if plans expire.

Q: DOES SSWD PERFORM THE PROPOSED WATER SYSTEM CONSTRUCTION?

A: No, SSWD does not perform the proposed water system construction or meter tap.

- The developer is required to hire a California Class A General Engineering Contractor or C-36 Plumbing Contractor to perform **all** proposed public water system improvements.
- Prior to construction and following Final Plan Approval, the Contractor will be required to set up a preconstruction meeting with SSWD's inspector. As part of this process, the Contractor shall provide their license information to SSWD staff.
- Required testing and inspection shall be coordinated between the Contractor and SSWD's inspector.

Q: WHERE IS THE WATER MAIN? WHERE IS MY METER?

A: To request a SSWD Facility map, please submit a request form on the SSWD's website. As-built information on SSWD water facilities is not available. Call Underground Service Alert (USA) at 811 **prior to any excavation**.

Q: HOW DO I RELEASE MY BOND?

A: Bonds shall remain in effect for at least one year after SSWD accepts the last work on the project and issues an acceptance letter.

IMPROVEMENT PLANS GUIDELINES

1. Submittal review will not commence until **ALL** applicable project submittal documents are provided to SSWD staff. Please verify all submittal documents have been submitted to prevent delays.
 - a. Application for Development Water Service / Application for Water Main Extension
 - b. Two (2) full-size hard copies of the plans
 - i. These can be dropped off or mailed to 3701 Marconi Avenue, Suite 100 during business hours.
 - c. A PDF of the proposed plans
 - i. This can be shared via:
 - flash drive
 - file share link
 - email (files shall be **less than 5 MB** or will automatically be rejected without notification to SSWD staff)
 - d. \$900 check for plan review deposit per SSWD Regulation 7.
2. **Utilities** – Utility lines shall be made clearly visible on the plans (both plan and profile). Avoid use of hatching or shading on the plans which would obscure these lines. Plans lacking in clarity will be returned to the Applicant and will not be reviewed until this is addressed.
3. **Plan and Profile** – Provide both a plan and profile view of all existing and proposed utilities. Provide elevations for all pipelines at crossing locations other than dry utilities. SSWD requirements for minimum vertical and horizontal separation between public water main and nonpotable pipelines can be found within SSWD Improvement Standards Section D-4.
4. **SSWD Standard Details** – Provide a reference to the applicable SSWD Standard Details as a callout on the plans for public water facilities (i.e., meters, public hydrants, etc.) and include the latest version of the applicable Standard Detail on the plans.
5. **Signature Blocks** – Provide SSWD and applicable Fire Authority’s signature block on the cover sheet of the plans per Standard Detail Number 2.
6. **General Notes** – Include General Notes on the plans per Standard Detail Number 1.
7. **Utility Representatives** – Include a block indicating relevant utility representatives for the project area. Indicate Erik Flaa, (916) 416-5473 for Sacramento Suburban Water District representative.

8. Any public water main (existing and proposed) on private property shall require a 20-ft minimum easement as a condition to Final Approval. The easement shall be submitted for SSWD review and approval and shall match template on our website. Public water facilities shall be installed within the public right-of-way per SSWD standards to avoid the need for an easement.
9. **Existing Water Services** – Clearly identify all existing water services as either to be maintained or to be abandoned. Existing water services not required for the Project shall be abandoned according to SSWD Technical Specifications.
10. Upgrade of existing facilities shall include but is not limited to bringing facilities to current standards and/or replacement as required or directed by SSWD. For example, existing public dry barrel hydrants within the project area shall be replaced with wet barrel steamer hydrants per SSWD Standard Detail Number 6.

VARIANCE REQUEST GUIDELINES

1. A request by SSWD to the California Division of Drinking Water (DDW) for a variance to DDW's pipeline separation requirements is only considered by SSWD after **all** other alternatives (e.g., waterline realignment, adjustment of slope of non-potable facilities, relocation of existing facilities, etc.) have been thoroughly considered and ultimately exhausted by the Developer/Engineer. It is the responsibility of the Developer/Engineer to demonstrate this to the satisfaction of SSWD.
2. SSWD has streamlined the variance request process and developed a sample request packet for the Developer/Engineer to use in preparation of their variance request to SSWD. This process facilitates faster review by DDW and represents the best approach for speedy response from DDW.
3. If the Developer/Engineer has not completed a project with a DDW separation waiver within SSWD's service area, a pre-waiver coordination meeting is **required**.
4. The Developer/Engineer shall submit to SSWD a variance request packet for review:
 - The packet shall **match** the formatting and content guidelines of SSWD's sample variance request packet.
 - Any deviation from the formatting/content requirements of the example will result in an extended SSWD review period, and may result in the packet being returned to the Developer/Engineer without submittal to DDW.

5. The Developer/Engineer's request packet shall include the components **exactly** as identified below. Please include labels for each Attachment in the right margin header.

a. Attachment A – Letter from Project Engineer to SSWD

i. Letter shall be on Development Engineer's letterhead and include page numbers.

ii. Address letter to:

*Dana Dean, P.E.
Engineering Manager
Sacramento Suburban Water District
3701 Marconi Avenue, Suite 100
Sacramento, CA 95821*

iii. Provide a description for **each** variance item as to:

1. Why the water main cannot be installed to meet DDW separation requirements

2. Proposed construction method to provide an equivalent level of protection against cross-contamination as non-waiver method to protect public health.

a. At a minimum, proposed construction method shall include:

i. All joints within 8-ft minimum of a crossing shall be restrained.

ii. Proposed water main shall be poly-wrapped with 18-ft full-length section centered at a crossing.

iii. Minimum vertical clearance of:

1. 18-in between water main and storm drain pipeline.

2. 12-in between water main and sanitary sewer pipeline.

iv. Letter is required to be signed and stamped by a California Registered Civil Engineer.

v. List attachments at the close of the letter. If either Attachment B or C does not apply to the project, please omit it, but do not change the letter order of the attachments. B is for crossing, and C is for parallel.

Attachments:

Attachment B – Table for Water Main Crossing Nonpotable Pipelines

*Attachment C – Table for Water Main Paralleling Nonpotable
Pipelines*

Attachment D – Variance Request Plan Set

- vi. Include SSWD Crossing Standard Details.
- vii. Remove references to sheets which are not included in the variance set and renumber sheets accordingly.
- viii. Add legend and “Request for Waiver from the California Water Works Standards – Water Main Crossing Separation Requirements” to the cover sheet.