



NIPOMO COMMUNITY SERVICES DISTRICT

DEVELOPMENT SERVICE PROCEDURE SUMMARY

The following is only a summary of the District's Development Service Procedure. Please refer to the District's Code, Policies, Procedures and Standard Specifications for details of the District's requirements.

1. DEVELOPER/APPLICANT:

- Submit a complete, signed, Intent-to-Serve letter application (water and/or sewer) including six (6) sets of 24" by 36" site maps and one (1) 8 ½" x 11" site map as well as pay applicable application fee. Application must include a Water Demand Certification for non-commercial projects and dwelling unit portion of mixed-use developments. Commercial projects must estimate annual water demand in acre-feet per year and sewer loading in gallons per day.

Note: Request to transfer existing, valid ITS letters to new owners must be made in writing to District for approval. **New owner must acknowledge conditions of ITS in writing.** The District may revise and/or update approval conditions.

2. DISTRICT:

- The request is submitted to the Board of Directors for consideration if project is commercial or a lot split with more than 4 lots (i.e. – tract). Smaller projects are considered by General Manager.
- If approved an Intent-to-Serve letter with conditions will be issued along with a Plan Check and Inspection Agreement (PCIA) specifying the required deposit.
- Intent-to-Serve letters expire: 1) Eight months from date of issue, unless proof of complete COUNTY building application is received; and/or 2) three years from date of issue.

3. DEVELOPER/APPLICANT:

- Enter into Plan Check and Inspection Agreement (PCIA), make deposit. (NOTE: All District costs directly associated with the project will be charged to the Project). A deficient deposit account balance will result in suspension of District activity on the project.
- Submit four (4) sets of improvements plans and two (2) sets of Tract Maps for District review showing the applicable water and sewer off-site and on-site improvements, in accordance with the *District Standard Specifications* (available at the NCSD Office or on the District's website at ncsd.ca.gov).

4. DISTRICT:

- Plans reviewed and mark ups returned to developer after PCIA executed and deposit received.
- Depending on the developer's schedule, complexity of the project and compliance of the project plans with the District's standards and specifications, steps 3, 4 and 5 can take a period of months or years.

5. DEVELOPER/APPLICANT:

- Improvement plans incorporating District corrections, if any, are completed and returned to the District. When plans are ready for District approval, Applicant shall provide District with one mylar copy and two paper sets of drawings for approval.
- Submit proof of CalFire approval of plans.

6. DISTRICT:

- District Engineer approves plans.
- District issues a Notice to Proceed.

7. DEVELOPER/APPLICANT:

- Upon written request, connection fee estimate is provided (based on approved plans).
- Pay estimated fees.
- All easements required by District shall be offered to and accepted by District PRIOR to issuance of Will-Serve letter.

8. DISTRICT:

- Once estimated capacity and meter fee deposit and final balance due on application fee are paid, and conditions of Intent-to-Serve letter are met to District satisfaction (Bonding for incomplete off-site improvements is required), a Will-Serve letter is issued. The District will only accept a cashier's check or bank wire for the payment of Water Capacity, Sewer Capacity and other related development fees.

9. DEVELOPER/APPLICANT:

- Schedule a pre-construction meeting.
- Applicant's engineer to provide daily inspection and serve as engineer of record.
- Request for District presence at specific construction milestones (e.g. pipe installation, sewer video, final inspection) shall be made 48 hours in advance.

10. DISTRICT:

- District staff will inspect the site during construction phase.
- Upon written request for final sign-off/inspection a "Punch List" will be provided by District.

11. DEVELOPER/APPLICANT: When the applicant completes all required improvements and is ready for the District to accept the project the following must be completed:

- Pay final capacity and meter, if required.
- Pay final PCIA balance.
- All conditions of PCIA satisfied.
- Corrected Punch List, with final signature from District inspector.
- Reproducible "As Builts" of Utilities – A mylar copy and AutoCAD file(s) which include engineer, developer, tract number and water/sewer improvements
- Offer of Dedication
- Engineer's Certification
- A summary of all water and/or sewer improvement costs
- Recorded Assessor's Parcel Numbers and street addresses
- Written request for meter(s)

12. DISTRICT:

- Resolution of acceptance is presented to the Board.
- Board accepts improvements.
- Water meters set.
- Applicable water and sewer charges begin the day meter is set.