



Established in 1918 as a public agency
Coachella Valley Water District

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January 21, 2009

File: 0470.
0702.

The City of La Quinta
Post Office Box 1504
La Quinta, CA 92253

Dear Ladies and Gentlemen,

Subject: New Plan Check Submittal Procedure

In an effort to provide better service to our customers, and streamline our review process, effective immediately, the Coachella Valley Water District (District) will implement a new procedure for plan check submittal and approvals

Previously, documents and fees were allowed to trickle in over the life of the plan check process. This procedure was not beneficial to our customers or the District.

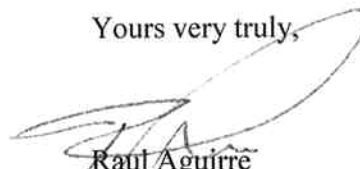
Beginning January 1, 2009, all required documents must be with the FIRST PLAN CHECK SUBMITTAL. Easement, Engineers Estimates, Landscape/Irrigation plans, and CD/LOC's are the ONLY items that may be deferred until subsequent submittals. If all required items are not submitted with the appropriate plan check submittal, the District will not accept the plans for review. Plans received prior to January 1, 2009 will be reviewed under the existing procedure, those received beginning January 1, 2009 will be subject to the new process.

Attached you will find a schedule for the plan check submittal process. Documents required at each step are listed for the appropriate step. The District will no longer accept documents on a random basis.

This new procedure will allow the District to better serve you, and will assist in the timely and efficient approval and release of your plans. Thank you for your cooperation.

If you have any questions please contact Tommy Fowlkes, Development Services Supervisor, extension 3535.

Yours very truly,



Raul Aguirre
Director of Service

Enclosure/1/as
DM:sa\dev serv\2009\Jan\New Plan Check Procedure

Plan Check Submittal Application

Project Information:

Tract/PM # _____

Common Name: _____

APN Number(s): _____

Water Drainage

Sewer Stormwater

Irrigation

Project Type:

Commercial:

Gross Acres: _____

Number of Parcels: _____

Building Sq. Footage: _____

Residential:

Gross Acres: _____

Number of Units: _____

Engineer Information:

Name: _____

Address: _____

Phone: _____

Fax: _____

E-mail: _____

Contact Name: _____

Contact Phone: _____

Developer/Owner Information:

Name: _____

Address: _____

Phone: _____

Fax: _____

E-mail: _____

Owner's Rep: _____

Owner's Rep Phone: _____

Before accepting initial plan check submittals for domestic water, sanitation, irrigation, drainage, and storm water/improvements the following documents must be submitted to the Coachella Valley Water District (CVWD):

1. Letter from Fire Marshall stating fire flow requirements. (Applicable to all domestic water plans unless an exemption is granted by CVWD Domestic Water Engineering)
2. Initial Plan Submittal fee.
3. If Residential Development: One original, notarized standard agreement, with Exhibits A (metes and bounds legal description) and B (plat map). Each must have engineer's stamp and signature on 8½" x 11" paper. (Applicable only to water/sewer plans) (Original Agreement supplied by CVWD)

If Commercial Development: One original, notarized commercial agreement, with Exhibits A (metes and bounds legal description), B (plat map), and C (description of project). Exhibits A and B must

have engineer's stamp and signature on 8½" x 11" paper. (Applicable only to water/sewer plans) (Original Agreement supplied by CVWD)

4. Original bill of sale. (Applicable only to water/sewer plans) (Original document supplied by CVWD)
5. SIWSC Worksheet. (Applicable only to domestic water plans) (Original document supplied by CVWD)
6. Development Category Declaration. (Original document supplied by CVWD)
7. Petitions for annexation. (Applicable only to sewer plans) (Original document supplied by CVWD)
8. Plan Checklists. (Original document supplied by CVWD)

Before accepting second plan check submittals for domestic water, sanitation, irrigation, drainage, and storm water the following documents must be submitted to CVWD:

1. Copy of new Tract/Parcel Map with CVWD dedications OR original deed of easements with exhibits "A" (metes and bounds legal description) and "B" (plat map).
2. Fire flow calculations. (Applicable to all domestic water plans unless an exemption is granted by CVWD Domestic Water Engineering)
3. Engineer's estimate of construction costs.
4. Landscape/irrigation plans submitted to Water Management.

Before request of a Pre-Construction meeting the following documents must be submitted to CVWD:

1. Letter of Credit/Certificate of Deposit in the amount of 5 percent of construction costs, or \$2,000, whichever is greater.
2. CVWD Materials Submittal (Form 150).

Submitted By: _____

Date: _____