

**DEVELOPMENT SERVICES DEPARTMENT**  
**DOCUMENTS REQUIRED FOR DESIGN CONDITIONS (DC)**  
Formerly Plan of Service (POS)



Due Diligence Meeting Date:

Project Name: EMWD Project No. (PPI):

### **Next Step: Proceeding to Phase II (Design Conditions)**

When ready to proceed with submitting for Design Conditions please be sure to provide the following documents with all requested items and deposit. Incomplete submittal will not be accepted.

- Design Conditions Checklist with required items as noted on the following page.
- Work Order Request and Contact Overview
- Work Order Deposit Worksheet with deposit as noted
- Recycled Water Candidates
  - *Please note if the Development/project is a recycled water candidate it may be conditioned to extend public recycled water facilities beyond the extent of the project's frontage and be reimbursed through potential frontage reimbursement. The extent of conditioning will be reviewed and finalized through the Design Conditions process which will consider the conditions of approval including street improvements and the distance to the nearest EMWD public recycled water facility. Final determination will be documented in the approved Design Conditions package for the Development/project.*
  - *In order to better serve your project and more efficiently process each of submittal, EMWD recommends that your civil engineer subcontracts the landscape architect. This structure will allow for more accurate, synchronized, and timely submittal to EMWD, and hence a shorter overall review period.*

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**Due Diligence Meeting Date:**

**Project Name:**

**EMWD Project No. (PPI):**

**Required by EMWD**  
**If checked**

**Developer Use**  
**Check if Submitted**

Work Order Request and Contact Overview (Form DS-050)

The Land Agency's project Conditions of Approval

Formal-Land Agency Fire Flow Conditions

EMWD's Hydraulic Boundary Conditions Report, including Fire Flow results (Form DS-001) performed at the Point(s) of Connection(s) - Report must be not older than one year for it to be valid - Please pay for and process this request separately.

Design Conditions (DC) Summary Spreadsheet (Form DS-045) (Excel Formatting Required)

Hydraulic analysis and report, accounting for project demands, including required Fire Flow demand.

Report must include existing and proposed facilities exhibits

Sewer study accounting for the projected sewer flows (from the project and from the tributary sewer-shed), downstream collection system capacity, facility sizing and pipeline alignment and associated exhibits.

If not a recycled candidate: For Commercial Projects please provide landscape & irrigation Exhibit and Study. For Residential Subdivision please provide completed Residential Landscape Water Budget (RD-001), signed by a Landscape Architect or licensed Civil Engineer.

A Water Supply Assessment (if already issued), if the project is subject to environmental review by the land agency.

**FOR RESIDENTIAL SUBDIVISIONS ONLY:** Complete, sign & submit the "Special Funding Districts Letter" (Form DS-008)

This project has been determined to be a Recycled Candidate; the following submittal is required

RWIP

RWUE

RWUP Phase II (Design Conditions)

Onsite Fire Pump Plans (For non-residential Projects)

Deposit in the amount of \$\_\_\_\_\_ (Combined DC and Recycled)

*Note: A separate check is required for a Fire Flow Test. Do not include in this deposit.*

Proceed to Application for Service (AFS) at [DevelopmentServicesTechnicianGroup@emwd.org](mailto:DevelopmentServicesTechnicianGroup@emwd.org)

Other:

Current guidelines for preparation of sewer, water, and recycled water Design Conditions are available on EMWD's website at <https://www.emwd.org/forms-new-development-process>.

\_\_\_\_\_  
Design Conditions Engineer  
Print Name

\_\_\_\_\_  
Design Conditions Engineer  
Signature

\_\_\_\_\_  
Today's Date

DS-071

Revised 7/13/21