**Eastern Municipal Water District – New Business Development Department**

**New Development Process Workflow**

1. **Obtain a “Project Questionnaire” from a Member of the Plan of Service Staff / Developer Coordinator & Return it Prior to Scheduling the Initial Due Diligence Meeting - **PHASE 1** -

2. **Submit the “Plan of Service” with Deposit** - **PHASE 2** -

3. **Send to Customer Signed Copy of Plan of Service & Letter (Plan of Service is Valid for 6 Months)**

4. **Customer Completes Final Design, then Submits Plan Check Package with Deposit & Copy of Approved Plan of Service** - **PHASE 3** -

5. **Send Directly to a Development Service Representative to Submit & Process an Application for Service** - **PHASE 5** -

**Project Phase Legend:**
- Yellow / Phase 1: Customer Inquiry
- Blue / Phase 1: Due Diligence
- Brown / Phase 2: Plan of Service
- Green / Phase 3: Plan Check
- Purple / Phase 4: Construction
- White / Phase 5: Application for Service

**Agreement Package is signed by the Customer & the Customer Submits Fees.**

**Agreement Documents are Created at Developer’s Request, & Sent to Developer.**

**Returned Agreement Package & Fees are Reviewed for Completeness & Construction Orders are Issued.**

**Contact Field Engineering to Schedule Pre-Construction Meeting:** (951) 928-3777 Extension 4830.

**Create the Project’s Cost Estimate, Review Work Order Deposit Balances & Sign Mylars. The Cost Estimate & Plans are Valid for 6 Months.**

**Construction Order Numbers are Added to the Mylars & Plans are Distributed to Field Engineering.**

**Review Plan Check Submittal.**

**Plan Check Review, Redlines & Approval.**

**Review Cost Estimate. Validate Initial Plan of Service Including EMWD Participation, Frontage, Special Funding Districts & Prepare Draft Agreement.**

**Review Plan of Service with Approval Signature & Conditioning Letter.**

**Receive Complete Plan Check Package & Copy of Approved Plan of Service, Log & Forward to Plan Check Staff.**

**Receive Complete Plan of Service Submittal, Log, & Forward to Plan of Service Staff.**

**Send to Customer Signed Copy of Plan of Service & Letter (Plan of Service is Valid for 6 Months)**

**Customer Completes Final Design, then Submits Plan Check Package with Deposit & Copy of Approved Plan of Service** - **PHASE 3** -

**Receive Due Diligence Questionnaire & Submittal. Screen Project for Recycled Water Candidacy.**

**Due Diligence Meeting at EMWD, Initial Review of Project by Plan of Service Staff. - **PHASE 1** -

**Does Private Onsite System Require Offsite Improvements?**

**PUBLIC**

**NO**

**PRIVATE**

**Review Plan of Service & Concurrently Have the Recycled Water Use Exhibit Reviewed by Recycled Water Staff.**

**Receive Complete Plan of Service Submittal, Log, & Forward to Plan of Service Staff.**

**Receive Complete Plan Check Package & Copy of Approved Plan of Service. Log & Forward to Plan Check Staff.**

**Send Directly to a Development Service Representative to Submit & Process an Application for Service.** - **PHASE 5** -

**Contact Field Engineering to Schedule Pre-Construction Meeting:** (951) 928-3777 Extension 4830.

**Administrative Support Staff Schedules Pre-Construction Meeting, then Provides Meeting Minutes to the Conservation Department (S. Rodriguez) Once the Meeting has Concluded.**

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