

PROJECT NAME: _____
DATE OF DUE DILIGENCE MEETING: _____
LEAD POS ENGINEER _____

NEW BUSINESS  
DEVELOPMENT DEPARTMENT  
**DOCUMENTS REQUIRED  
TO START THE PROCESSING OF  
A PLAN OF SERVICE (POS)**



This form shall be filled out by the lead Plan of Service engineer, during the Due Diligence meeting

**1. To open a Plan of Service work order, please submit the following:**

**PLEASE NOTE:** No Plan of Service processing occurs at this stage

**Required**

- A Work Order Request form
- Deposit payment as identified in the Due Diligence meeting, as follows:  
\$ \_\_\_\_\_ . This amount is broken down as follows:

\$ \_\_\_\_\_ for Plan of Service  
\$ \_\_\_\_\_ for Recycled Water Use Exhibit

If not identified in the Due Diligence meeting, the applicant must contact Gary Schlenker at (951) 928-3777 extension 4841 to determine the amount of the required deposit to process a Recycled Water Use Exhibit (RWUE).

- A copy of the Due Diligence meeting minutes
- This form, as filled out by the Plan of Service engineer during the Due Diligence meeting
- A completed Recycled Water Contact & Overview form (NBD-039)

**2. The items designated below are REQUIRED to start processing the Plan of Service:**

Failure to submit all required items will result in significant delay of the processing of the Plan of Service.

**Required**

- 2a.) A Plan of Service Summary form filled out by the project's engineer. Submit an electronic copy of the Excel file along with a hard copy. The Plan of Service Summary form is available online at [www.emwd.org](http://www.emwd.org).
- 2b.) Fire Flow requirements from the Fire Marshall.
- 2c.) A completed and valid EMWD Fire Flow test result, performed at the point of connection. The test must be dated within 6 months for it to be valid.  
  
If a Fire Flow test has not been completed, or is invalid, submit a separate application for a Fire Flow test. This will require payment of a fee. The Fire Flow Request form (NBD-001) is available online at [www.emwd.org](http://www.emwd.org).
- 2d.) Hydraulic calculations accounting for project demands and Fire Flow. A sample is available online at [www.emwd.org](http://www.emwd.org).
- 2e.) 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. A sample is available online at [www.emwd.org](http://www.emwd.org).
- 2f.) The Land agency's project Conditions of Approval.
- 2g.) Landscape & irrigation exhibit and study.
- 2h.) If a potable water feed is proposed: submit a Landscape Water Budget Residential Subdivision Tract form, signed by a Landscape Architect or licensed Civil Engineer.

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\_\_\_\_\_

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LEAD POS ENGINEER:

\_\_\_\_\_

2. **The items designated below are REQUIRED to start processing the Plan of Service (continued):**

**Required**

- 2i.) A Water Supply Assessment, if the project is subject to environmental review by the land agency.
- 2j.) **For residential subdivisions only:** complete, sign, and submit the attached form "NBD-008 Special Funding Districts Letter." This form is also available on our website: [www.emwd.org](http://www.emwd.org). Click on the "Development Svcs" tab and select the "New Development Process" submenu. Scroll to the "Purchasing Printed Copies" heading on the "New Development Process" page, and click on the "New Development Process: Print Page" link.

3. **Other requirements, as identified in the Due Diligence meeting:**

3a.)
3b.)
3c.)
3d.)
3e.)
3f.)
3g.)
3h.)
3i.)

\_\_\_\_\_  
Plan of Service Engineer – Print Name

\_\_\_\_\_  
Plan of Service Engineer Signature

\_\_\_\_\_  
Date