



Construction of Water Facilities

Detailed Procedures

Plan Design Stage:

- Refer to *Section 8 – Design Requirements* of the District’s Standard Specifications available at www.diablowater.org/engineering.
- Follow the *Subdivision Water System Design Requirements & Plan Review Checklist*.
- Current *General Water Notes* must be included on plans. Go to our website for the most recent version. www.diablowater.org/engineering

Plan Review Stage

- Application for New Water Service to be completed and returned with Deposit before review of plans. Application is available at www.diablowater.org/NewServiceApplication
- Refer to *Plan Review Process - Information for New Development*

Preparation of Facilities Installation Agreement - FIA

Email the following information to development@diablowater.org as soon as available. This information is needed in order to prepare the FIA. The FIA must be approved by the Board of Directors. Regular meetings are held on the 4th Wednesday of each month.

- Official/Legal Name of Developer/Owner of property
- Name of authorized signer for Developer/Owner along with resolution stating their capacity of authority.
- Number of Acres
- Number of Lots, if relevant.
- Number of Irrigations, if relevant.
- Engineer’s Bond Estimate – Refer to District’s “Bond Estimate Review Unit Cost” sheet.
- Date the District signed and approved the improvement plans.

****Underground contractor must be on the [District’s Approved Contractor’s List](#) or begin the process to have your Underground contractor approved. Visit <http://diablowater.org/construction-services/development/> for information to become an approved underground contractor.**

The following items are due before any work may begin on the project.

- (2) Original copies of the approved agreement to be signed and notarized by the authorized signer. Both original copies to be mailed to Christine Belleci at 87 Carol Lane, Oakley, CA 94561 or P. O. Box 127, Oakley, CA 94561. Once we receive both copies of the notarized agreement, we will return a fully executed copy back to you for your records. ***Please do not date the Agreement.***
- Performance and Labor and Material Bonds – Bonds must be issued by a surety that is licensed to do business in the State of California.
- Remaining deposit due as per the Facilities Installation Agreement.
- On site and emergency contact information for the underground contractor or any other relevant contact names, including the Contractor's safety coordinator.
- Insurance certificates for the Developer/Owner and the District approved underground contractor, referencing the subdivision as per the FIA.
- After plans have been approved and mylars signed by **all agencies**, submit to the District the following plans sets on **green paper**.
 - 2 – 24 X 36 Full size complete set of **green sheets**
 - 1 – 11 X 17 Half size complete set of **green sheets**
 - 1 – PDF copies on DVD or e-mailed to development@diablowater.org
- **Submittals:** (must have final approved plans for construction prior to reviewing the submittals)
 - PDF copy of the submittals to be sent to DWD by either the underground contractor or the developer. (Email submittal package to development@diablowater.org)
 - Submittals **MUST** be identified according to DWD's Submittal Log numbering.
 - We will review the submittals and return any comments.
 - **Material may not be installed until we have given approval and has been inspected by a DWD inspector. All inspections require at least 48 hours notice. Send your inspection request to inspections@diablowater.org.**

Visit www.diablowater.org for DWD Regulation Numbers 3, 5, 7, and 8 per the Facilities Installation Agreement. A copy of the District's Standard Specifications and Drawings dated June 2019 is also available on our website or for purchase in our office for \$50.00 which is also required per the Facilities Installation Agreement and is always to be on the jobsite .

Additional Required Information:

- Send Plat & Legal (drafts) if easements are necessary
- Sequence and Specifications to Work on DWD Facilities (attached)
- Backflow Procedures for Developers (attached)
- Cathodic Protection Plan Procedures (below)
- Procedures for Developer to sign up for water services (below)
- Obtain list of addresses and APNs for the lots (for subdivisions and/or Restrictive Covenant)

Cathodic Protection Plan Procedures:

- After rough grading, soil samples will be obtained and evaluated for corrosivity by a registered corrosion engineer such as CORRPRO or JDH Corrosion, etc. The engineer will determine the type of corrosion protection needed for that subdivision. This information should be included and referenced in the first set of review plans. If the plans are not prepared by JDH Corrosion, then JDH Corrosion will need to review & approve the plans.
- Mylar as-builts of the Water Improvement Plans, to also include the mylars of the Cathodic Protection Plan and to reference the Cathodic Protection Plan just as the others in the Water Improvement Plans are referenced on the front page. This is the engineer's responsibility to get the Cathodic Protection Plan mylars and turn in with the mylar of the Water Improvement Plans and reference the Cathodic Protection Plan on the front mylar page of the water improvement mylars.
- If performed by others, the Cathodic Protection Test Report is sent to JDH for review and approval. All must be verified by JDH before closing the project. (Please refer to water notes on plans for detail.)

Procedures for Subdivisions to get Water

Following is a list of critical punch list items that need to be completed so you may have water service to the lots requested. Until all critical punch list items have been resolved, you may not have any water service. Please e-mail inspections@diablwater.org to schedule inspections as the work progresses.

Complete Punch list – Critical (cannot have water until complete)

- Pressure tests must pass
- Bacteria tests must pass

- Follow up bacteria tests after tie-in must be complete and pass
- Meters must be set
- All connection fees must be paid (DWD and CCWD). (Visit website for fee payment information)
- Meters, FlexNet, and backflow devices have been installed, inspected, and certified (see [Backflow Procedures](#))
- Lots have been requested to be signed up by developer. Developer must send an e-mail to development@diablowater.org to request to have services turned on according to the [Backflow Procedures](#).
- Jumper has been pulled, subdivision waterlines are tied into District and bacteria testing is complete.

Before Subdivision is Accepted:

Following is a list of punch list items that need to be completed. As long as work is in progress to complete these items, you may be able to have water service put in the developer's name and/or Released for Final Inspection to specific lots. Please schedule inspections via email at inspections@diablowater.org at least **48 hours** in advance.

Complete Punch list – Non-critical

- Fire hydrant needs to be painted
- Fire hydrant pads need to be poured
- Meter lids installed and drilled for FlexNet
- Backflow covers ordered
- Meters and backflow boxes need to be set to grade on redwood
- All water valve lids and cathodic protection lids need correct identification on them
- Easements in place
- Maintenance Bond received
- Cathodic Test report received from JDH that shows approval of C.P. system
- 1 – Mylar set for file. Send (1) bond set of as-builts to review prior to printing on mylar paper. Once approved by the District's inspector, provide one (1) mylar set and two (2) bonds sets
- Provide a PDF copy of the as-builts including the shapefiles or CAD files with GPS coordinates as per the Facilities Installation Agreement.

****IMPORTANT****

Developers MUST NOT turn water meters on. They must email development@diablowater.org and request to be signed up for water. A tampering charge of \$500.00 per water meter will be charged to the Developer if the water meter is turned on by anyone other than DWD staff.