



PLAN REVIEW AND CONSTRUCTION INSPECTION FEES

Water Authority staff must review and approve all development projects that affect the Water Authority's facilities before any project can proceed. Projects requiring plan review and construction inspection are usually initiated by government agencies, utility companies, and private developers or engineers. Examples of such projects include: the design and improvement of subdivision lots and streets, installation of utilities such as, water, sewer, gas, electric, and cable TV, streetlights, fire hydrants, curbs and sidewalks, equestrian trails, and fences.

After the Water Authority receives the project plans, a one-time, no-charge consultation between Water Authority staff and the developer will be scheduled. At this consultation, the Water Authority will provide the developer with official guidelines and information about the review/inspection process. The developer will provide the Water Authority with the details of the proposed project.

The next step in the process is that the developer submits three sets of plans and a \$2,000 (two thousand dollar) deposit to the Water Authority's Right of Way Department. The deposit will be placed in a Project Account from which all charges assigned to the project will be deducted. The Right of Way Department will prepare an estimate of the total cost for reviewing and processing the plans. Charges for this estimate will be deducted from the Project Account. The remaining funds in the Project Account shall apply to the actual cost of plan review and processing.

If, during the plan review process, the cost becomes greater than the estimate, additional funds will be obtained from the developer. Any excess funds remaining after the plan review process is completed will be refunded to the developer and any costs not previously paid will be due. A cost summary will be provided indicating all charges placed against the Project Account.

Each utility placed within the Water Authority's right of way requires a Joint Use Agreement. The Joint Use Agreement allows the developer to install its utility within the Water Authority's property; however, the Water Authority always retains its prior rights in interest to its property. The charge to the developer for a Joint Use Agreement will be included in the Water Authority's total actual cost for review and approval of the project plans, including the granting or quitclaiming of easements.

Construction Inspection Fees – Actual Cost

Upon the completion of the plan review process and signing of the plans by the Water Authority and before construction begins, the Water Authority will estimate construction inspection fees and charge them to the developer. Actual payment of construction inspection fees must be made thirty (30) days prior to construction. The estimated amount of construction inspection fees will be deposited into a Project Account and administered in the same manner as Plan Review accounts.

If the time between the Water Authority's approval of the project plans and actual construction exceeds ninety (90) calendar days, a revised estimate may be required. If plans need to be reviewed again because of changes in design between the initial plan review and the beginning of construction, a flat \$1,000 (one thousand dollar) deposit fee will be charged.

Any excess funds left over after the construction inspection process is completed will be refunded to the developer, and any costs not previously paid will be due. Upon completion of the construction inspection process and finalization of accounts, a cost summary will be provided to the developer.