



Water Main Extension Process

This document provides a general overview of the District's process for review and approval of proposed water main extensions associated with private development projects.

Project Initiation:

Please submit the following items to begin a water main extension project with the District:

- Completed [Planning Project Form](#)
 - Payment of initial fees*
 - Project Initiation Fee
 - Field Estimate Fee
 - Water Main Extension Processing Fee
 - Water Main Extension Plan Check Deposit
 - Easement Acquisition Fee
 - Grading Plan Check Deposit (if applicable)
- *Please see the [Development Fees and Deposits](#) page for the fee schedule.
- Two (2) full-size sets of water main extension plans
 - Shows plan and profile view of proposed facilities, stamped by a Registered Civil Engineer
 - One (1) full-size set of grading plans (if applicable)
 - One (1) set of final map plans (if applicable)
 - One (1) set of landscape/irrigation plans (if applicable)

Plan Review Process:

The plan review process usually involves four (4) to five (5) plan reviews by the District with a typical two-week turnaround for each and may require additional fees depending on the scope of the project. During the plan review process, the District will provide a water main construction cost estimate that will establish the required bond amount and District work deposit. The water main estimate will be emailed along with the Development Agreement and bond forms, to be completed by the owner.

The following is required prior to District approval of plans:

- Completion of the plan review process resulting in plans satisfactory to the District
- Execution of the Development Agreement
- Receipt of approved bonds
- Receipt of District work deposit funds

Prior to Construction:

An easement dedicated to Helix Water District by deed or final map will be required for all public water facilities on private property. Please see the [Easement Preparation Instructions](#) for more information.

All materials planned for use to construct public water facilities will need to be submitted by the contractor and approved by the District. Turnaround time for review of each material submittal package is approximately one (1) week. Please use the Water Agencies' Standards (WAS) Approved Materials List, which can be found at www.sdwas.org, for material submittals.

Backflow prevention devices are required on all new water services to prevent public water supply contamination. The manufacturer's cut sheets of the proposed backflow prevention device for the water service must be submitted to the District for approval as part of the material submittals. Please see the list of approved backflow assemblies provided by USC's Foundation for Cross-Connection Control and Hydraulic Research at <http://fccchr.usc.edu/list.html>.

After signature of mylars, the following will be required prior to releasing the project for construction and scheduling a preconstruction meeting:

- Submission of ten (10) bond sets of the fully signed plan sets
- Submission of one (1) mylar copy of the fully signed plans sets
- Completion and recordation of easement documents or final map
- Approval of contractor's material submittals
- Completion and recordation of encroachment removal agreement (if applicable)
- Completion of the fire service application by property owner (if applicable)
- Completion of the submeter agreement by property owner (if applicable)
- Approval of the landscape/irrigation plans (if applicable)

The contractor shall construct the new water main in accordance with WAS specifications and under District inspection. After the new water main is active to the satisfaction of the District, the District will install water meters, upon request, after capacity and installation fees are paid.