



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

Project Initiation:

Please submit the following items to begin a street improvement project with the District:

- Completed [Planning Project Form](#)
- Payment of initial fees*
 - Project Initiation Fee
 - Field Estimate Fee
 - Street Improvement Processing Fee
 - Street Improvement Plan Check Deposit
 - Grading Plan Check Deposit (if applicable)
 - Easement Acquisition Fee (if applicable)
- *Please see the [Development Fees and Deposits](#) page for the fee schedule.
- Two (2) full-size sets of street improvement plans
- One (1) full-size set of grading plans (if applicable)
- One (1) full-size set of landscape/irrigation plans (if applicable)

Plan Review Process:

The plan review process usually involves three (3) to four (4) 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 cost estimate that includes the required District work deposits (for water facility installations, abandonments, relocations, etc.) and water meter capacity fees. For more information of capacity fees, please see the [Water Meter Capacity Fees](#) page.

The following is required prior to District approval of plans:

- Completion of the plan review process resulting in plans satisfactory to the District
- Submission of the street address and assessor's parcel number of each proposed water service
- Deposit of funds specified in the cost estimate

Prior to Construction:

Any public water facilities located outside of public right-of-way will require an easement dedicated to Helix Water District. Please see the [Easement Preparation Instructions](#) for more information.

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. 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 the project being released for construction:

- Submission of ten (10) bond sets of the fully signed plan sets
- Completion and recordation of easement documents
- Approval of the proposed backflow prevention device(s)
- Completion of the fire service application by property owner (if applicable)
- Completion of the submeter agreement by property owner (if applicable)

Once the project is released for construction, the district will schedule and complete the required work in approximately eight (8) weeks.