

## GUIDANCE FOR NEW DEVELOPMENT – WATER PLANS

The Following is the water plan approval and construction process for all subdivision plats and development plans processed through Marana Utilities Department (“MU”).

### REZONING CONDITION

If an Applicant submits a rezoning request through Marana Development Services, and if the project lies within the Marana Water Service Area, a Condition of Rezoning from the MU will be stated as follows:

“Prior to approval of a Preliminary Plat or Development Plan, the Developer will submit a Water Infrastructure and Phasing Plan (“WIP”), identifying water use, fire flow requirements, and all major onsite and offsite water facilities needed to serve the development including, but not limited to, well source, reservoir, and booster station infrastructure. This plan will be the basis for a Water Service Agreement for the project, if required”

### IMPROVEMENT PLANS FOR PLATS AND DEVELOPMENT PLANS

1. Applicant’s Engineer (“Engineer”) obtains a copy of the “Water Improvement Plan Checklist” and the “Standard Notes, Details and Specifications” from the MU website.
2. Engineer provides a proposed site plan, fire flow capacity (as determined by the Fire Marshall), and a proposed water system layout with a check to the MU for the preparation of a water system model performed by the Marana Utility Engineer (“MUE”, Westland Resources, Inc.) to verify sizing and capacity for the proposed development. See the Town’s Comprehensive Fee Schedule for initial modeling fee. Modeling fee will be actual cost of performing model. If additional costs exceeding the original fee are needed, the Engineer will be billed the accordingly.
3. Engineer obtains copies of all relevant plans and agreements including, but not limited to, WIP, Water Service Agreement (“WSA”), rezoning conditions, and development agreement, as applicable. If no agreements exist, then the Engineer will initiate meetings with MU to begin the agreement process. (A WSA will be required prior to the approval of a Preliminary Plat or Development Plan, unless otherwise waived by MU)

4. Engineer schedules a Pre-Design Meeting with MU, in which general conformance with agreements, checklist, looping, alignment, hydraulic analysis, and easements are discussed.
5. Engineer prepares water infrastructure improvement plans for both onsite and offsite water facilities pursuant to the applicable plans and agreements.
6. Engineer submits plans for review through Marana Development Services and pays all applicable fees.
7. MUE reviews plans and returns plans with comments and instructions to Engineer.
8. Upon receipt of all plan comments and instructions, Engineer revises plans and submits final plans for approval through Marana Development Services.
9. Once the plans are determined to be acceptable, and the signature has been obtained from the Fire Marshall, the originals may be submitted for signature to the MU Director, and the MUE.
10. Engineer submits approved plan originals to Arizona Department of Environmental Quality ("ADEQ") for Construction Authorization. Engineer to notify MUE in writing of submittal.
11. ADEQ approves plans and issues an Approval-to-Construct to Engineer.
12. Engineer provides the following copies of the ADEQ approved plans to MUE:
  - a. Two (2) sets of bluelines
  - b. One (1) set of mylars
  - c. Electronic version, acceptable to MUE, of base drawing including ROWs, lot lines, and water mains for use in updating water system base maps
13. Engineer provides the following copies of the ADEQ approved plans to MU:
  - a. Three (3) sets of bluelines
  - b. Two (2) 11" x 17" bond copies
14. Engineer provides MUE a copy of the Approval-to-Construct from ADEQ.

## CONSTRUCTION PROCESS

1. Applicant contacts Marana Development Engineering to obtain requirements for the issuance of the Form A-MW (Marana Water) Private Improvement Agreement (permit). Once the required documents have been submitted,

reviewed and approved, a Pre-Construction meeting will be scheduled. At the meeting fees are collected and the permit issued.

2. Contractor schedules a Pre-Construction Meeting with the MUE at least 2 weeks prior to construction.
3. Pre-Construction Meeting is held with the Contractor, and MUE to discuss project schedule, coordination, ADEQ and MU inspection requirements, construction water, and the emergency contact list.
4. Contractor contacts MU Customer Service to obtain hydrant assignment for construction water:
  - a. Contractor provides \$1,300 refundable deposit for hydrant meter
  - b. Contractor provides backflow prevention assembly (BPA) with written evidence of satisfactory BPA testing conducted within the previous 12 months
  - c. MU approves temporary construction water installation prior to its use
5. Contractor provides 48 hour notice to MU and MUE to begin construction.
6. Contractor commences construction of water infrastructure using ADEQ approved plans, and all applicable permits.
  - a. Contractor shall notify and obtain approval from MUE prior to deviating from the approved plans
7. Upon completion of construction, water hydrant meter is turned off and MU notified to retrieve and inspect for damage prior to return of deposit.
8. Meter deposit is returned to Contractor less any cost to repair damage and final water charges.
9. Contractor submits all required materials for Engineer's Certification of Completion to MUE.
  - a. Test results
  - b. As-Builts
  - c. Cut-Sheets
  - d. Logs
10. MUE prepares As-Built plans, stamps Engineer's Certification of Completion, and applies to ADEQ for the Approval-of-Construction.
11. ADEQ reviews and issues an Approval-of-Construction.
  - a. Contractor shall not connect new system to existing MU system without the prior approval of MU, and until Approval-of-Construction is issued in accordance with ADEQ requirements.

12. If all final punchlist items have been completed to the satisfaction of the Town, MUE issues final acceptance of the new system and transmits the final acceptance, Approval-of-Construction and As-Built plans to Development Engineering for inclusion in the project close-out package. The one-year warranty period begins once the project has been accepted for maintenance by Mayor and Council. Applicant agrees that it will, for a period of one year following acceptance, promptly correct all defects and deficiencies in construction, materials and workmanship upon request of MU and/or Development Engineering made subsequent to inspection by MUE and/or Development Engineering. A One-Year Guarantee Form, supplied by the Town, is required as part of the close-out process.