



## **GUIDANCE FOR NEW DEVELOPMENT – WATER PROJECTS**

The following is the water plan approval and construction process for all subdivision plats and development plans processed through the Town of Marana Water Department (MW).

### **REZONING CONDITION**

If an Applicant submits a rezoning request through the Town of Marana Development Services Department (DSD), and if the project lies within the Marana Water Service Area, the developer or owner shall contact Marana Water prior to rezoning in order to ensure water capacity is available to serve the project. A hydraulic model may be necessary to determine what improvements are required to serve the project.

### **IMPROVEMENT PLANS FOR PLATS AND DEVELOPMENT PLANS**

1. Applicant's Engineer ("Engineer") obtains a copy of the "Water Improvement Plan Checklist" and the "General Notes and Standard Details" from the Marana Water website found here: <https://www.maranaaz.gov/water-plan-requirements>
2. Engineer provides a proposed site plan, required fire flow capacity (as determined by the Fire Marshall), the proposed water system layout (CAD and PDF), and payment for the Hydraulic Modeling Review to DSD for the preparation of a water system hydraulic model and report performed by a third-party Engineer. The model will verify pressure and storage requirements required by Sections R18-5-502 and R18-5-503 of the Arizona Administrative Code (AAC) as well as any other improvements that may be necessary to the existing system as a result of impacts of the proposed development. See the Town's Comprehensive Fee Schedule for the initial modeling fee amount (found here: <https://www.maranaaz.gov/finance>). The final modeling fee will be based on the actual cost of preparing the model and report. If additional costs exceeding the original fee are incurred, the Engineer will be billed accordingly.
3. Engineer obtains copies of all relevant plans and agreements including, but not limited to, WSA, rezoning conditions, and development agreement as applicable. If no agreements exist then the Engineer will initiate meetings with MW to begin the agreement process. If necessary, a WSA will be required prior to the approval of a Preliminary Plat or Development Plan unless waived by MW.
4. Engineer may schedule a Pre-Design Meeting with MW, in which general conformance with agreements, checklist, looping, alignment, hydraulic

analysis, and easement requirements are discussed.

5. Engineer prepares water infrastructure improvement plans for both onsite and offsite water facilities pursuant to the applicable plans, agreements and MW specifications. All items on the MW Water Improvement Plan Checklist shall be addressed. Said checklist will be referred to during plan review, and all items not addressed on the checklist will result in a review comment.
6. Engineer submits plans for review through DSD and pays all applicable fees.
7. MW and other appropriate departments review the plans and return them with comments and instructions to the Engineer.
8. Upon receipt of all plan comments and instructions, Engineer revises plans and submits final plans for approval through DSD. If all comments are not addressed appropriately and completely additional submittals and fees will be required.
9. Once the plans are accepted by all applicable Town departments, and the signature has been obtained from the Fire Marshall, the originals may be submitted to DSD for approval signatures.
10. Engineer submits approved plan originals to Pima Department of Environmental Quality ("PDEQ") for Approval-to-Construct (ATC).
11. PDEQ approves plans and issues an ATC to Engineer.
12. Engineer provides the following copies of the PDEQ approvals to DSD:
  - a) Two (2) sets of 24x36 Bond Copies
  - b) One (1) Electronic PDF version
  - c) ATC.

## CONSTRUCTION PERMITTING PROCESS

1. Applicant contacts DSD to obtain requirements for the issuance of the Form A-MW (Water) Private Improvement Agreement (permit). Once the required documents have been submitted, reviewed and approved, a pre-construction meeting (pre-con) will be scheduled during which permit fees are collected and the permit(s) issued. It is an option to have the MW pre-con at this time also.
1. If the MW pre-con did not occur during step one (1) then the Contractor schedules a pre-con with MW at least two weeks prior to construction. Contact Jesse Schultz at 382-2575 or [jschultz@maranaaz.gov](mailto:jschultz@maranaaz.gov).
2. Contractor contacts MW Customer Service to obtain construction water:
  - a) Contractor provides refundable deposit for hydrant meter. Review the Town of Marana Comprehensive Fee Schedule for fee.

- b) Contractor provides backflow prevention assembly (BPA) with written evidence of satisfactory BPA testing conducted within the previous 12 months.
  - c) MW approves temporary construction water installation prior to its use.
  - d) An alternate method for obtaining construction water includes the contractor obtaining a standpipe account and hauling water. Contact MW to set up the account at 382-2570.
2. Contractor provides 48 hour notice to MW to begin construction.
  3. Contractor commences construction of water infrastructure using PDEQ approved plans, and all applicable permits.
  4. Contractor shall notify and obtain approval from MW and the Town Engineer prior to deviating from the approved plans.
  3. Upon completion of construction, contact customer service to have the hydrant meter account closed and the meter retrieved (by MW). 24-hours' notice required for meter retrieval.
  5. Meter deposit is returned to Contractor less any cost to repair damage and final water charges.
  6. Contractor performs all necessary flushing and testing of the water system required for submittal of the Engineer's Certification of Completion (ECC). The MW inspector must witness and document all testing as necessary. The continuity test will be performed by a 3<sup>rd</sup> party testing agency and a final report provided to MW at no cost to the Town.
  7. MW prepares As-Built plans, prepares and seals the ECC, and submits to PDEQ for the Approval-of-Construction (AOC).
  8. PDEQ reviews and issues an AOC. Contractor shall not connect new system to existing MW system without the prior approval of MW, and until AOC is issued in accordance with PDEQ requirements.
  9. After all punchlist items have been completed to the satisfaction of the Town, MW will issue final acceptance of the new system and transmit the final acceptance letter, AOC, and As-Built plans to DSD for inclusion in the project close-out package. The one-year warranty period begins at the time the project is accepted for maintenance by Mayor and Council.