

**CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT**  
**300 North "D" Street**  
**San Bernardino, CA 92418**

**RULE AND REGULATION NO. 20**  
**APPLICATION FOR WATER BACKBONE INFRASTRUCTURE,**  
**RESERVOIRS, PUMP STATIONS, TRANSMISSION MAINS,**  
**AND/OR NEW SOURCES OF SUPPLY**

**1.0 GENERAL CONDITIONS FOR INSTALLATION OF WATER FACILITIES**

Any work on Water Department facilities, including, but not limited to the installation of new service connections, water main, backflow prevention devices and associated appurtenances (water facilities), relocation or removal of existing facilities, not contracted for directly by the Water Department, shall comply with the requirements of this section. All work shall be submitted for review, required fees, and charges paid and approved in writing by the Water Department prior to the time the work is started.

A main extension shall be required whenever useable main is not directly adjacent to the proposed parcel or development requiring water service, or when the adjacent main cannot meet the needs of the proposed development per Rule and Regulation No. 13.

An Applicant who desires to have Water Improvement Plans reviewed and approved by the Water Department and subsequently enter into a Developer-Installed Agreement shall complete the Application For Developer-Installed Agreement/Water Plan Review attached as **Exhibit A** and pay all applicable application and plan check fees.

A separate landscape irrigation meter shall be required for all new service connections that serve a parcel containing more than 5,000 square feet of irrigated landscape area for all commercial and industrial developments.

**2.0 COMPLIANCE WITH SPECIFICATIONS**

Main extensions, service connections, and appurtenances shall be constructed by a contractor properly licensed by the State of California to conform with all Water Department specifications, standards, and procedures which are in effect

at the time the water plans are received for Water Department approval. In addition to all such specifications, standards, and procedures, the following requirements shall be met:

1. All new water facilities shall be disinfected and tested to the satisfaction of the Water Department before connecting the new mains to existing mains.
2. Connections to existing mains shall be made by the Water Department, or a contractor contracted by the Water Department, under the supervision of an SBMWD authorized inspector.
3. Existing mains shall not be taken out of service for the purpose of making new connections when other options such as hot taps are feasible. Mains may only be taken out of service with the specific approval of the Water Department.

### 3.0 EXTENSIONS OF WATER BACKBONE INFRASTRUCTURE

Extensions of water backbone infrastructure to developments or lands shall be made by either the Applicant or the Water Department as determined solely by the Water Department, as follows:

1. A Developer-Installed Agreement will be executed by the General Manager prior to or after tract or parcel map recordation.

If a Developer-Installed Agreement is executed prior to map recordation permanent connection to Water Department facilities will not be allowed until the tentative tract or parcel map is recorded by the County of San Bernardino.

If a Developer-Installed Agreement is executed following map recordation with the County of San Bernardino, conveyance of title of the water facilities and connection to the Water Department distribution system will be allowed if all Developer-Installed Agreement items are satisfied and the requirements of Section 3.0 of this rule and regulation are satisfied.

2. If the water backbone infrastructure is to be made by the Applicant, it shall submit to the Water Department for approval Water Improvement Plans and Specifications prepared by a qualified professional engineer licensed in the State of California for plan check and approval per the procedures outlined in this rule and regulation and standards outlined in the latest Water Department's Design and Construction Standards.
  - a. If the Water Department requires water facilities to be oversized, the Water Department reserves the right to require the Applicant to submit at least three itemized bids for the work from contractors duly licensed (Class A or C-34) by the State of California, qualified, bondable, and experienced in the type of work involved and acceptable to the Water Department. In the event the Water Department is not satisfied with the bids submitted, it reserves the right to require the plans be revised and/or modified and then rebid one additional time. When a final bid is accepted by the Water Department, the Developer-Installed Agreement shall be executed by the General Manager subject to the Applicant satisfactorily completing all Developer-Installed Agreement action items.
3. If the Water Department elects to make an extension of the backbone infrastructure, either by request of the Applicant or sole discretion of the Water Department, the Water Department will proceed with preparation of engineering plans and construction as expeditiously as its work schedule permits. Prior to issuing the specification for public bidding, the design fees and construction cost estimates for the Developer required facility size plus 15 percent will be determined by the Water Department and be required to be deposited by the Applicant with the Water Department prior to advertising the specification for public bidding. The final cost of the work shall be the basis for the determination and calculation of refunds due to the Water Department or Applicant under Section 7.
4. Connections to existing Water Department water mains shall conform to Standard Drawing No. W3.5.

**4.0 ADMINISTRATIVE FEES FOR WATER BACKBONE INFRASTRUCTURE REQUESTS**

The Applicant who desires a Developer-Installed Agreement with the Water Department pursuant to Section 2.0 shall pay the following fees and expenses that are due and payable prior to execution of the agreement:

1. Applicable application fee noted on the Application for Developer-Installed Agreement/Water Plan Review Technical Information form attached as **Exhibit A**.
2. An engineering evaluation fee of one thousand dollars (\$1,000.00) for costs incurred by Water Department for research necessary for water backbone infrastructure extensions.
3. A plan check fee of \$1.00 per linear foot of water main extension, if Water Department personnel perform the plan check. If the plan check is performed by a Water Department contracted professional consultant at the discretion of the Water Department, Applicant shall be responsible to pay for all costs and expenses incurred by the Water Department including the consultant's plan checking fee. Applicant shall be required to pay the plan check fee associated with the contracted consultant prior to beginning plan check.
4. Construction inspection fee for water backbone infrastructure by the Water Department and/or professional construction inspection consultant retained by the Water Department on an as-needed basis will be required prior to inspection of a project. Applicant shall be responsible to pay all costs and expenses incurred by the Water Department including any inspection consultant's fees. Applicant shall be required to pay the estimated inspection costs associated with the contracted consultant prior to beginning inspections.
5. All fees associated with Department connection of developer-installed main extensions and removal of temporary water service connection with install of fire hydrant pursuant to SBMWD Standard Drawing W3.5 and W4.6 shall be paid by the Developer.

6. The deferment of acquisition fees only apply to developer-installed agreements for residential housing tracts (not industrial, commercial, or public entity main extensions). Industrial, commercial, or public entity shall pay all acquisition fees prior to receiving an executed Developer-Installed Agreement. The Water Department will not allow beneficial use of any water service until all fees including acquisition of service charge fees are paid in full. An exception is the Applicant for a residential housing tract indicates at the time of application the desire to defer acquisition fees. A Payment Bond shall be posted with the SBMWD as the beneficiary in the amount of 25 percent of the project's acquisition of service charge fees and be included in the developer-installed agreement. This bond is to remain in place until all acquisition of service charge fees are paid in full.
7. All fees listed above including any additional fees documented in the Cost Letter or Cost Invoice shall be paid in full prior to executing a Developer-Installed Agreement.

**5.0 COST OF WATER BACKBONE INFRASTRUCTURE TO BE INITIALLY ADVANCED BY APPLICANT**

The cost of all water backbone infrastructure shall be advanced by the Applicant requesting the infrastructure if the Applicant constructs the water backbone infrastructure or Applicant agrees to allow the Water Department to install the water infrastructure as outlined in Section 3.0, paragraph 2 of this rule and regulation. The Water Department will enter into a Water Facility Oversizing Agreement that will provide for repayment to the cost of any oversized portion of the water backbone infrastructure lying between the original point of supply and the Applicant's property. Payment for oversized facilities will be as determined according to the provisions of Section 7.

Any oversizing costs that are the responsibility of the Water Department must be based upon an oversizing prorated percentage or estimated oversizing cost for each oversized water facility prior to construction and outlined in the Water Facility Oversizing Agreement approved by the Water Department and BOWC. The Water Facility Oversizing Agreement shall

define the boundaries of the proposed special oversizing area; the type, extent and general route of the water backbone infrastructure to be constructed; and the methods for calculation of the actual oversizing costs to be collected and refunded to Applicants who advance the construction costs.

**6.0 AMOUNT OF APPLICANT ADVANCE**

For extensions made by the Applicant, it shall be the amount of the actual cost of the work. For extensions made by the Water Department on behalf of the Applicant, it shall be the amount of the deposit made by the Applicant as defined in Section 3.0, paragraph 2. The final cost of the work shall be the basis for the determination and calculation of the frontage fee due by other Applicants making connection to said extension per Section 7.0 of this rule and regulation.

**7.0 REFUND PROCEDURE**

Payment of a refund under a Developer-Installed Agreement for oversized water backbone infrastructure shall be submitted in writing, accompanied by all other documentation as required by the Water Department, to the General Manager within ninety (90) days of the execution of the Conveyance Agreement transferring title of the infrastructure to the Water Department. Refunds as allocated thereto to an Applicant will only be made for oversized water backbone infrastructure systems and facilities that service areas not only of the Applicant, but areas of others as well, and as previously approved by the Board.

**1. Final costs that are eligible for frontage fee are as follows:**

- a. Actual labor, material, equipment, and tools construction costs (including administration and safety and traffic control measures).

Documentation must be submitted to the Water Department specifically itemizing the above costs if Applicant installs the water facilities under a Developer-Installed Agreement.

2. **Frontage Charge for Water Service From Water Department Financed Water Main Extensions:**

All Applicants for water service from a water main installed and financed by the Water Department on or after June 1, 1977, where no mains were previously in service, shall pay all applicable charges and fees for water service and one-half (1/2) of the per lineal foot charge in effect at the time of construction for water service as described in Section 3.0, paragraph 2 for all parcel footage adjacent to and requesting water service. Should the applicant request water service for a parcel adjacent to both sides of the Water Department financed water main, the applicant shall pay the full per lineal foot charge as described in Section 3.0.

3. **Frontage Charge For Water Service From Applicant Financed Water Main Extensions:**

Refunds will be made from fees collected from other Applicants or the Water Department whose properties are served by the water backbone infrastructure system or facility and shall be paid to the Applicant semi-annually.

A provision that over a period of ten (10) years from the date conveyance of the water infrastructure to the Water Department, the Water Department will refund semi-annually to the Applicant, or his assignee, the water main frontage charges that are collected from other Applicants requiring service from the Applicant's water main extension paid for by the Applicant. Any balance remaining on deposit at the expiration of said ten-year period shall become the property of the Water Department.

- a. This provision for collection and refund will apply when a new Applicant requests permission to connect to the facilities providing service from the water backbone infrastructure covered in the Developer-Installed Agreement for facilities installed and financed by a previous Applicant, where no facilities were previously in service.

**4. Refund Deductions For Defects:**

In the event any expense is incurred by the Water Department due to defective materials or workmanship on any backbone infrastructure work installed by the Applicant, within a period of one (1) year after conveyance to the Water Department, the amount of expense shall be deducted from any refunds that may become due to Applicant thereafter.

**8.0 CONSTRUCTION TO CONFORM TO WATER STANDARD SPECIFICATIONS**

All systems and facilities to be constructed shall conform to the *Water Standard Specifications and Drawings for Construction of Domestic Water Systems*, approved by the Director of Water Utility and Principal Engineer, latest edition.

Approved by BOWC:	September 16, 2008
Effective:	September 16, 2008
Supersedes:	June 3, 2008



EXHIBIT A
RULE AND REGULATION NO. 20

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
APPLICATION FOR DEVELOPER-INSTALLED
AGREEMENT/WATER PLAN REVIEW
TECHNICAL INFORMATION

SBMWD USE ONLY

EPN #:
Project #: WF-
Entered By:
Date:
Assigned to:

Please allow 3 to 4 weeks for Response to Application for Developer-Installed

This is the application for water plan review by the San Bernardino Municipal Water Department and must accompany the plan submittal along with the required application fee. Provide accurate and complete information as requested. DO NOT LEAVE ANY ITEM BLANK. Inaccurate or incomplete applications will not be accepted and will cause delay in the review process.

Date:

PROJECT TITLE & LOCATION:

PROJECT INFORMATION:

Number of Lots/Units: Gross Acres: Irrigated Landscape Area: Sq. Ft.

Number of Services: Individual Meters Master Metered

Is this property served by a well or other source of water? (If yes, is well to be abandoned?) Yes No

Commercial Industrial Residential

BUILDING PERMIT APPLICATION INFORMATION: (If Applicable)

City Plan Review #:

Number of Buildings: Total Square Feet: (Largest building or area separated by 4-hour firewall)

Tallest Building Height:

Construction Type Per Uniform Building Code, Table 6-A:

Water Supply Assessment Required: Yes No (Water Code 10910)

FIRE FLOW DATA:

TOTAL FIRE FLOW REQUIREMENTS: GPM DURATION: (HOURS)

Total fire flow requirements are based on the building size or largest area between 4-hour fire walls and the type of construction in accordance with the UBC Table 6A & UFC Table III-A-A. (Consult with Fire Department having jurisdiction)

ONSITE FIRE FLOW REQUIREMENTS: (To be provided by the DCDA's or FIRE SERVICE METERS)

A. Onsite fire hydrant requirements = GPM

B. Building fire sprinkler requirements = GPM

C. Onsite fire pump for sprinklers required: Yes No

If Yes: Rated capacity of the fire pump = GPM x 150% = GPM

NOTE: If onsite fire pumps are required, test flow requirements are normally 150% of pump rated capacity. (Consult with Fire Department having jurisdiction)

D. Onsite fire flow = GPM (The higher of item A, B, or C)

FOR SBMWD USE ONLY

HYDRAULIC ANALYSIS:

Is a hydraulic analysis required in accordance with the Design and Construction Standards Section 2: No Yes (If yes, date submitted)





EXHIBIT A - RULE AND REGULATION NO. 20

SBMWD USE ONLY

Project #: WF- \_\_\_\_\_ -- \_\_\_\_\_

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT
DEVELOPER/PROPERTY OWNER
APPLICATION FOR DEVELOPER-INSTALLED AGREEMENT/ WATER PLAN REVIEW

This completed form is required for water plan review by the San Bernardino Municipal Water Department and must accompany the plan submittal along with the Technical Application and required application fee. Do not leave any item blank. A space for additional information or explanations is provided on the reverse side of this form.

SECTION 1 - PROJECT INFORMATION

Enter title as shown on the water plan. List all parcel numbers involved in the development. Indicate the type of project being developed using the codes on the reverse side.

Project Title & Location: \_\_\_\_\_

Assessor's Parcel Numbers: \_\_\_\_\_

Type of Development Land Use Codes: \_\_\_\_\_
Use code from reverse side (From latest City of San Bernardino General Plan)

SECTION 1 - PROJECT INFORMATION

CHECK IF SUBMITTING REVISED INFORMATION

checkbox

Provide information on individual or entity responsible for development of project. Do not list contractor or Construction Company hired to perform work. Any refunds due on project will be returned to the Developer. If Developer will change prior to project approval, please check here [ ] and provide that information in the explanations area on reverse side of this form.

Developer Name: \_\_\_\_\_ Tax ID# \_\_\_\_\_

Developer Address: \_\_\_\_\_
Number/Street City State Zip Code

Telephone: \_\_\_\_\_ Contact Name: \_\_\_\_\_

FAX: \_\_\_\_\_ Plan review comments to be: FAX'd [ ] Mailed [ ] Pickup [ ]

Type of Organization:

[ ] INDIVIDUAL [ ] CORPORATION [ ] PARTNERSHIP [ ] LIMITED LIABILITY COMPANY (LLC) [ ] GOVERNMENT

Name and title of persons authorized to bind the organization and will sign construction agreement:

(NAME) \_\_\_\_\_

(TITLE) \_\_\_\_\_

(NAME) \_\_\_\_\_

(TITLE) \_\_\_\_\_

SECTION 3 - PROPERTY OWNER INFORMATION

CHECK IF SUBMITTING REVISED INFORMATION [ ]

Property owner as recorded with the San Bernardino County Assessor's Office. If property ownership is in the process of transfer, or will be transferring in the near future, provide explanation on reverse side of form. If property recently transferred, provide copy of the deed.

Property Owner Name: \_\_\_\_\_ Tax ID# \_\_\_\_\_

Property Owner Address: \_\_\_\_\_
Number/Street City State Zip Code

Telephone: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Type of Organization:

[ ] INDIVIDUAL [ ] CORPORATION [ ] PARTNERSHIP [ ] LIMITED LIABILITY COMPANY (LLC) [ ] GOVERNMENT

Name and title of persons authorized to bind the organization and will sign construction agreement:

(NAME) \_\_\_\_\_

(TITLE) \_\_\_\_\_

(NAME) \_\_\_\_\_

(TITLE) \_\_\_\_\_

Acknowledgement:

The information listed on this form will be used to prepare the Developer-Installed Agreement, service applications, and any other required documents. Projects may be delayed or rejected if the information is not corrected.

DEVELOPER: \_\_\_\_\_
Signature

\_\_\_\_\_
Date

\_\_\_\_\_
Print Name

\_\_\_\_\_
Title

Explanations:

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**LAND USE CODES**

**RESIDENTIAL**

RE = Residential Estate  
RL = Residential Low  
RL-3.5 = Residential Low  
RS = Residential Suburban  
RU = Residential Urban  
RM = Residential Medium  
RMH-20 = Residential Medium High/20  
RMH = Residential Medium High  
RH = Residential High

**COMMERCIAL**

CO = Commercial Office  
CG-1 = Commercial General  
CG-2 = Commercial General-2  
CG-3 = Commercial General-3  
CCS-1 = Central City South-1  
UBP-2 = University Business Park-2  
UBP-3 = University Business Park-3  
CR-1 = Commercial Regional-1, Regional Malls  
CR-2 = Commercial Regional-2, Downtown  
CR-3 = Commercial Regional-3, Tri-City Commercial  
CR-4 = Commercial Regional-4, Auto Plaza  
CH = Commercial Heavy

**INDUSTRIAL**

OIP = Office Industrial Park  
IL = Industrial Light  
IH = Industrial Heavy  
IE = Industrial Extractive  
UBP-1 = University Business Park-1  
CCS-2 = Central City South-2

**PUBLIC/QUASI-PUBLIC**

PFC = Publicly Owned Flood Control  
PF = Public Facilities  
RR = Railroad

**OPEN SPACE**

PP = Public Parks  
OS = Open Space  
PCR = Public/Commercial Recreation

**NONREFUNDABLE DEVELOPER-INSTALLED APPLICATION FEE: \$500.00**