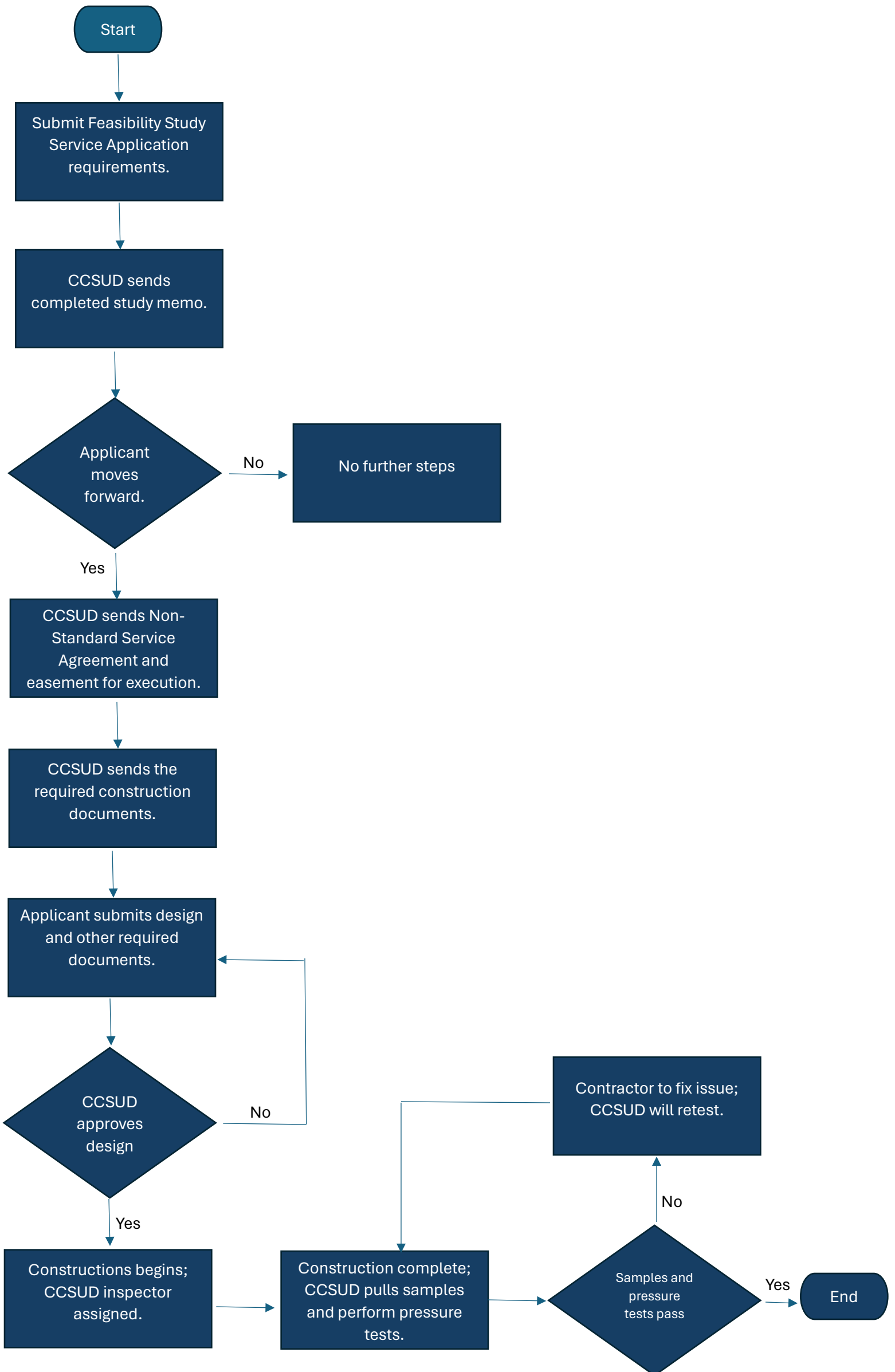


# CCSUD's Process to Obtain a Fire Hydrant



# Fire Flow Steps

1. **Submit Feasibility Study Service Application requirements.**
  - a. Applicant to submit the minutes to Crystal Clear Special District (CCSUD) from their pre-construction meeting from the applicable county. The fire flow requirements notes will need to be included in those minutes.
  - b. The applicant and their engineer will need to read over the Fire Hydrant/Line Suppression Study process sheet. The engineer must be TBPE licensed.
  - c. Once the applicant is ready to move forward, a feasibility study service application (FSSA), and all other required items will need to be submitted to CCSUD staff. The Fire Hydrant/Line Suppression Study sheet and FSSA can be found on our website at: <https://crystalclearsud.org/ccsud-rules-and-regulations>.
  - d. Once CCSUD sends the applicants feasibility study items to the engineer team, there is a 60–90-day turnaround timeframe for completion.
  
2. **CCSUD sends completed study memo.**
  - a. CCSUD will send the completed study memo, along with the standard easement, a general copy of the Fire Hydrant Non-Standard Service Agreement (FHNSSA) for the applicant to review, as well as the expiration date of when the feasibility study will expire. All studies expire within 90 days upon return date.
  
3. **No. Applicant doesn't move forward.**
  - a. No further steps to complete.
  
4. **Yes. Applicant moves forward.**
  - a. Applicant to complete the following steps.
  
5. **CCSUD sends Non- Standard Service Agreement and easement for execution.**
  - a. The applicant will need to submit the following items to start the draft of their FHNSSA: easement, information sheet, property description, and deed to the property. If the deed is in a business name, they will need to submit the articles of the corporation so CCSUD can confirm who is authorized to sign.
  - b. The easement will need to run along the route of the fire line into the property, up to where the fire hydrant is located.
  - c. Once all items are received the Development/Project manager will draft the WNSSA based upon the information received and send the applicant their draft WNSSA.
  - d. Once all items are approved and accepted by our board of directors, CCSUD will send the final WNSSA to the applicant for execution. CCSUD must have an **original** signed WNSSA and easement to deem the WNSSA accepted.
  
6. **CCSUD sends the required construction documents.**
  - a. After the original signed items are received, CCSUD staff will send the applicant the CCSUD Fire Hydrant/Suppression line construction checklist and the contractor requirements.

**7. Applicant submits design and other required documents.**

- a. The Applicants engineer will need to submit these checklist items to CCSUD and their engineer team for review. Please note that if there are multiple units in a project, the checklist review process will need to be completed for each unit.

**8. CCSUD approves design.**

- a. CCSUD's engineer will review the applicants water design to ensure that it is designed per our specifications and will stamp "approval to construct" once they are accepted. CCSUD's specifications and construction guidelines can be found on our website at: <https://crystalclearsud.org/ccsud-rules-and-regulations>.

**9. No. CCSUD denies design.**

- a. CCSUD's engineer will coordinate with the applicants engineer team to get the submittals corrected before final approval.

**10. Construction begins; CCSUD inspector assigned.**

- a. Once all items are submitted and accepted then construction can begin on the unit/phase approved.
- b. A CCSUD inspector will be assigned for the duration of the project. Fees will be assessed based on the extent of the project.

**11. Construction complete; CCSUD pulls samples and perform pressure tests.**

- a. CCSUD will pull samples and perform the pressure tests required for the project.

**12. Fail**

- a. Contractor to fix issues, CCSUD will retest, additional fees may be acquired.

**13. Samples and pressure tests pass.**

**14. End**

- a. This will conclude the fire hydrant process.



## Fire Flow Feasibility Study Process & Fees

To begin the Feasibility Study process, please have the project engineer (licensed through TBPE) complete the following items:

- Feasibility Study Service Application (FSSA)
- Site map showing the proposed service location(s)
- County Property ID (PID) number(s) for the property
- CCSUD will need a letter from the applicable Fire Marshal confirming the required fire flow amount. This letter must be submitted along with the other required documents.

Please note that all design-related questions, including water availability, sizing, and system requirements, are evaluated through the feasibility study process.

### Required Submittal Items

- Correspondence from the applicable County Fire Marshal confirming required fire flow, if applicable
- Completed FSSA (to be completed by the project engineer)
- Service location map and/or County PID information
- Completed LUE and/or Fixture Calculator (to be completed by the project engineer) .

Please email all required documents to:

[projects@crystalclearsud.org](mailto:projects@crystalclearsud.org)

After reviewing the submitted information, CCSUD will determine the cost of the study based on the scope of the request shown on the FSSA.

Once the total LUE amount has been determined, the applicable feasibility study fee will be provided for payment

### Payment Information

Payments must be made payable to Crystal Clear SUD in the form of:

- Check
- Money Order
- Cashier's Check

When mailing or delivering payment, please include the proposed development name listed on the FSSA in the memo line. This is important to ensure the payment is applied to the correct project and helps avoid delays in processing the study.

## **Non-Standard Service Requests**

A Non-Standard Service request includes, but is not limited to:

- Services requiring a meter larger than 5/8"
- Temporary water service
- Service to a master-metered account
- Additions or extensions to the District's water or wastewater system
- Fire flow

Except for temporary service requests, applicants requesting non-standard service must comply with the requirements outlined in Section F of the District's Rules and Regulations prior to receiving service.

## **Additional Information**

- Feasibility study fees are estimates only; additional fees may be required depending on the scope of work.
- The initial fee covers the system capacity analysis, feasibility study review, and preliminary efforts leading up to execution of a Non-Standard Service Agreement (NSSA).
- A secondary fee, included as part of the developer payment schedule within the Water/Wastewater NSSA, covers review of plats, plans, submittals, and construction-phase coordination. Please note that project review may pause until required payments are received.

## **Additional Fees**

- All feasibility studies include an additional \$50 administrative fee.
- Standalone fire hydrant/suppression studies include an additional \$70 flow fee.

## **Turnaround & Expiration**

- Feasibility studies typically have a turnaround time of approximately 60–90 days from the date all required documents are submitted.
- Completed feasibility studies expire 90 days from the date they are issued.

For any additional questions, please email [projects@crystalclearsud.org](mailto:projects@crystalclearsud.org).



**Residential Developments (includes fire flow in the study)**

Number of Proposed Lots	Fee
1 – 4	\$400 per lot (LUE)
5 – 10	\$2,000
11 – 50	\$3,000
51 – 100	\$4,000
101 – 250	\$5,000
251 – 500	\$6,000
501 – 1,000	\$8,000
1,001 – 2,000	\$10,000
2,001 – 3,000	\$15,000
Over 3,000	To Be Determined

**Commercial Developments**

LUE Count	Fee without Fire Flow	Fee with Fire Flow	Fee for Both*
Fire Flow Only (0 LUEs)	--	\$2,000	--
Up to 2.5	\$1,000	\$3,000	\$4,000
2.6 to 7	\$2,000	\$4,000	\$5,000
8 to 34	\$3,000	\$5,000	\$6,000
35 to 64	\$4,000	\$6,000	\$7,000
65 to 139	\$5,000	\$7,000	\$8,000
140 to 240	\$6,000	\$8,000	\$9,000
Over 240	To Be Determined	To Be Determined	To Be Determined

\*Drafts of the results for both fire flow and no fire flow will be provided if requested in the application. After receiving the results, the developer will need to pick which option to move forward with and a sealed study memo will be provided for one option only.

The fees listed in the table above are estimates based on our experience developing feasibility study reports, reviewing documents and completed other tasks associated with proposed developments within the district. However, in the event that uncommon circumstances are encountered for a particular study, additional fees may be necessary to complete the work. If this occurs, the engineer will notify CCSUD and the developer before such charges are incurred.



# Water Feasibility Study Service Application

**Please Print:**

Date of Application: \_\_\_\_\_

Name of Proposed Development: \_\_\_\_\_

Name of Applicant(s)\*: \_\_\_\_\_

Service Location\*: \_\_\_\_\_

Mailing Address\*: \_\_\_\_\_

Phone No\*: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Email\*: \_\_\_\_\_

Engineer\*(required): \_\_\_\_\_ Phone No\*: \_\_\_\_\_

**Note\*: Feasibility study fees are estimated and additional fees may be necessary to complete the work. If encountered, the engineer will notify Crystal Clear SUD and we will invoice the customer. Work on the project may cease until proper payment is received. Crystal Clear SUD must be notified if the project engineer changes, and emailed updated contact information at that time.**

Please provide legal description of property as listed in deed records, filed plat, or another acceptable instrument. Please provide or attach acreage, vicinity, physical location, approved plat, etc.\*: \_\_\_\_\_

Check Type of Service (check all that apply) \*:

- Subdivision/ Development
- Commercial/ Industrial Park
- Fire Suppression Line/ Fire Hydrant
- Apartment (Multi-Family Units)
- Irrigation
- Other \_\_\_\_\_
- Mobile Home Park
- RV Park

Is the property located within a City Limits\*?  Yes, City? \_\_\_\_\_  No

Is the property located within an ETJ of a City\*?  Yes, City? \_\_\_\_\_  No

What County is the property located within\*? \_\_\_\_\_

**Fire Flow**

If fire flow need is undetermined would you like to see a draft study with and without fire flow?  Yes  No

Will the development require fire flow provided by CCSUD\*?  Yes, \_\_\_\_\_ gpm for \_\_\_\_\_ hours  No

**\*If yes, the developer is required to get in contact with the fire Marshall to derive fire flow demand needed specific to the development/ building. The developer will be required to submit a letter of correspondence from the fire Marshall confirming that fire flow demand, to CCSUD.**

Will the development require CCSUD to refill an onsite fire tank\*?  Yes, \_\_\_\_\_ gpm for \_\_\_\_\_ hours Meters<sup>1</sup> \_\_\_\_\_ inch  No

Will the development require CCSUD to supply flow and pressure to a fire sprinkler system\*?

Yes, \_\_\_\_\_ gpm for \_\_\_\_\_ hours at \_\_\_\_\_ psi  No

If fire flow is needed is the developer willing to let CCSUD construct, operate, and maintain an elevated storage tank on the developer's property\*?

Yes  No

**On Site Septic Facility (OSSF)**

On Site Septic Facility (OSSF)  Yes  No \*If no, what are your plans for Wastewater? \_\_\_\_\_

**\* If wastewater is required for the development a separate wastewater study/fee will need to be submitted, this study is for WATER only.**

**Residential**

\*Maximum number of proposed lots or apartment units: \_\_\_\_\_

\*Demand calculations (Please provide/attach the completed LUE calculator and Fixture unit calculator when applicable):

\*Maximum number of LUEs (Must match the number listed in the completed LUE calculator): \_\_\_\_\_

Date domestic potable water service requested to begin: \_\_\_\_\_

Additional water meters for non-residential use\*?  Yes  No

1 - Meter sizes will be approved during the non-standard negotiation process.

- Irrigation Meters<sup>1</sup>: \_\_\_\_\_ inch How Many? \_\_\_\_\_
- Amenity Center Meters<sup>1</sup>: \_\_\_\_\_ inch How Many? \_\_\_\_\_
- Other, list what it will be used for, and size of meter<sup>1</sup> needed: \_\_\_\_\_, \_\_\_\_\_ inch. How Many? \_\_\_\_\_
- **Total gpm required for additional meters? \_\_\_\_\_ gpm (required if applicable)**

**Commercial/ Industrial**

\*Demand calculations (Please provide/attach the completed LUE calculator and Fixture unit calculator for each meter being requested when applicable):

\*Maximum number of LUEs (Must match the number listed in the completed LUE calculator): \_\_\_\_\_ Meters<sup>2</sup>: \_\_\_\_\_ inch  
How Many? \_\_\_\_\_

Additional water meters?  Yes  No

- Irrigation Meters<sup>1</sup>: \_\_\_\_\_ inch How Many? \_\_\_\_\_
- Other, list what it will be used for, and size of meter<sup>1</sup> needed: \_\_\_\_\_, \_\_\_\_\_ inch. How Many? \_\_\_\_\_
- **Total gpm required for additional meters? \_\_\_\_\_ gpm (required if applicable)**

**Phasing<sup>2</sup>**

Please provide phasing schedule below or specify N/A if one is not available. \_\_\_\_\_

**Please use a new line for each meter size in each phase**

Phase(s)	LUEs for Phase(s)	Date Phasing Due to Begin	Date Vertical To Begin	# Meters Per Phase	Meter Size	Irrigation Meters? Y/N If yes, how many and what size?

**\*Please note that if any irrigation meters are requested, CCSUD requires to have a separate standard 5/8 meter for that intended use only, per our Rules and Regulations.**

Meter Size	LUEs
5/8"	1
3/4"	1.5
1"	2.5
1.5"	5
2"	8
3"	35
4"	65
6"	140
8"	240

1 - Meter sizes will be approved during the non-standard negotiation process.

2 - Meter sizes must align with the required LUEs from LUE calculators and the CCSUD meter chart shown on page 2



\_\_\_\_\_ initial to certify that the information above is fully inclusive of ALL the water needed for the proposed development. Discrepancies and missing information will require a revised study at the cost of the developer.

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

\_\_\_\_\_ Sign Name

\_\_\_\_\_ Title

\_\_\_\_\_ Date

**Do not write below this line-OFFICE USE ONLY**

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Date Application Returned: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Feasibility Analysis Fee: \_\_\_\_\_

CSR: \_\_\_\_\_

Checklist of Application Requirements:

Residential	Commercial
<input type="checkbox"/> Location Information (Map, City, ETJ, County)	<input type="checkbox"/> Location Information (Map, City, ETJ, County)
<input type="checkbox"/> Number of Lots and meter information	<input type="checkbox"/> Meter Information
<input type="checkbox"/> Phasing (if applicable)	<input type="checkbox"/> Fire Flow Information
<input type="checkbox"/> Fire Flow Information	<input type="checkbox"/> Complete CCSUD LUE Calculator Excel
<input type="checkbox"/> Complete CCSUD LUE Calculator Excel	

Comments: \_\_\_\_\_