

FEASIBILITY STUDY **PROJECT** FLOW CHART





PROJECT FLOW CHART

Executive Summary

This flow chart outlines the standardized feasibility study and project delivery process, from initial submittal through construction completion. It is intended to align developers, engineering staff, and inspectors under a consistent, auditable workflow.

One-Page Executive Workflow

Feasibility Submitted → Feasibility Complete → WNSSA Executed → Pre-Design Meeting
 Design Approved → Permits (If Required) → Construction Checklist → Pre-Con Meeting
 Construction → Closeout → Project Completed

Detailed Workflow

PROCESS STEP	RESPONSIBLE PARTY
FEASIBILITY STUDY SUBMITTED	Developer/ Developers Engineer
FEASIBILITY STUDY COMPLETED	Engineering
EXECUTE WNSSA	Developer / CCSUD
PRE-DESIGN MEETING	Developer/ Developers Engineer/ CCSUD
WILL THIS PROJECT REQUIRE EASEMENT ACQUISITION?	Engineering/ CCSUD
DESIGN APPROVED	Engineering
DEVELOPER TO SUBMIT PERMITS (IF REQUIRED)	Developer/Developers Engineer
SUBMIT START OF CONSTRUCTION CHECKLIST ITEMS	Developer/ Developers Engineer
PRE-CON MEETING WITH CCSUD INSPECTOR	Inspector/ Engineering
CONSTRUCTION PERIOD	Developer/ Contractor
PROJECT CLOSE OUT CHECKLIST ITEMS SUBMITTED	Developer/ Developers Engineer/Contractor
PROJECT COMPLETED	Developer/ Contractor/ CCSUD



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FEASIBILITY STUDY SUBMITTED: Once the five items below are submitted, then there is a general time frame of 60-90 days until the memo is completed.

- Completed FSSA, to be filled out by project engineer.
- Correspondence from the county fire Marshall confirming the fire flow amount listed on the FSSA or if none is needed.
- Service Location - Map and/or PID of the property
- Completed LUE/Fixture calculator, to be filled out by project engineer
- Once I know the LUE amount needed, I will send the fee amount for payment.

FEASIBILITY STUDY COMPLETED: Once the memo comes back, CCSUD sends an email to the main point of contact that will contain the memo, WNSSA information sheet, and the WNSSA template (word version) so if the developer/owner wants changes, they can submit them via redline for review. They must submit all the required items in the email before the 90 day expiration date in order to start negotiations.

EXECUTE WNSSA: Once negotiations have been accepted by the District or Approved by our Board of Directors, then the WNSSA will be sent for execution.

WILL THIS PROJECT REQUIRE EASEMENT ACQUISITION? This depends on whether any off-site construction is needed. If any easements are needed, CCSUD contracts this work out to a third-party vendor. They will get a task order generated for the . Our ROW team will work on behalf of the District/Developer to secure the necessary easements. Please note that CCSUD will not confirm easement compensation until it is discussed with the developer, as they are responsible for all associated costs. Developer is responsible for all legal fees as well if the District has to consult/condemn.

- Title Research on all parcels
- Acquire Right of Entry - Properties we don't have easements on
- ROW coordinates with the landowners when Survey/Geotech is scheduled to collect data
- Landowner Notifications – letters sent out to the customers that currently have an easement
- Easement negotiations/acquisition for Temporary Workspace/Permanent easements
- Easement Schedule/Binder to follow the approved route.

DESIGN: Once the developer is ready to start construction, the project coordinator will send the Design and Construction Checklist Packet to the appropriate parties. All CCSUD construction guidelines can be found on our website at <https://crystalclearsud.org/construction-guidelines>. The developers engineer must create a set of plans based upon CCSUDs construction guidelines. A Teams meeting can be requested by the developers engineer to go over design requirements, if needed.



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DESIGN APPROVED: These design plans must be reviewed and stamped approved by CCSUDs district engineer in order to start submitting the start of construction checklist items. The same process would follow for plats that need to be signed by CCSUD.

ARE PERMITS REQUIRED?: The developers engineer or contractor is responsible for handling all permits if there are other surrounding utilities within their projects area.

SUBMIT START OF CONSTRUCTION CHECKLIST ITEMS: Developer and their contractor submit all the items on the start of construction checklist, either for the on or off-site construction. See CCSUD Design and Construction Checklist Packet for further details.

PRE-CON MEETING WITH CCSUD INSPECTOR: A pre-construction meeting must be set up with the assigned CCSUD Inspector for the project. Please verify that the contractor and inspectors have the same approved plans.

CONSTRUCTION PERIOD: Contractor/Subcontractors are expected to install all infrastructure per the most recent approved plans unless a field change has been approved by the Districts engineer and project Inspector.

PROJECT CLOSE OUT CHECKLIST ITEMS SUBMITTED: Once construction is complete, a CCSUD inspector will perform a final walkthrough and complete a pressure test and pull Bac-T samples. Once everything comes back in compliance, and all close out items are submitted and approved, CCSUD will issue the waterline acceptance letter.

Please note, if further issues arise due to infrastructure put in wrong, or if meters/valves/etc. are damaged during homebuilding, a conditional acceptance letter will be issued until all repairs are completed.