

## DEVELOPMENT PROCESS CHECKLIST

CAT.	CHECK BOX WHEN COMPLETE	DATE COMPLETE	PERFORMED BY	REQUIRED ACTION	
PRELIMINARY REVIEW			Developer	Submit electronically preliminary design drawings (must be submitted a minimum of 30 calendar days prior to board meeting to be placed on agenda)	
			Developer	Pay preliminary engineering review fee, \$900	
			ALL	Preliminary review meeting, Tuesdays, 9:30 A.M.	
			District Engineer	Review & water/sewer availability letter	
			District Manager	Magna Water Board approval	
			District Manager	Notifications of water and sewer availability	
ENGINEERING REVIEW			Developer	Developer submits one full size copy of preliminary plat, master/overall water & sewer plan, plan & profile sheets & landscape plan (electronic/PDF)	Repeat review process until plans are accepted
			District Engineer	District completes Engineering Review #1 & provides letter with comments	
			Developer	Developer correct and re-submit plans	
			District Engineer	District completes Engineering Review #2 & provides letter with comments	
			Developer	Developer correct and re-submit plans	
			Developer	District completes additional engineering review(s) as required & provides letter(s) with comments	
			Developer	Developer correct and re-submit plans as required	
			District Manager	Identify pipeline agreements	
			District Engineer	District provides letter of acceptance stating plan review is complete	
EASEMENT REVIEW (IF REQUIRED)			Developer	Developer submits legal description and survey control sheet for any easements (if required)	
			District Engineer	District reviews legal description and survey control sheet	
			Developer	Developer submits easement with approved legal description on District's standard easement form	
			District Engineer	District reviews and approves easement	
			Developer	Developer records easement and provides copy to District	
BONDING, FEES & WATER SHARES			District Engineer	District determines bonding requirements & provides letter	
			Developer	Developer submits copy of bonding to District	
			District Legal Counsel	District's legal counsel reviews bonds (5 calendar day turnaround)	
			District Engineer	District determines development fees & provides letter	
			Developer	Developer pays development fees to District	
			Developer	Developer provides and/or confirms irrigated landscape area	
			District Engineer	District calculates water share requirements & provides letter	
			Developer	Developer provides water shares or water rights to District. Developer must complete transfer process.	
			Developer	Developer submits annual average daily flow justification for anticipated culinary water usage in gallons per day	
			District Engineer	District calculates impact fees and connection fees	
			Developer	Developer pays impact fees and connection fees	

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		Developer	Developer requests preconstruction conference be scheduled
<b>PRECONSTRUCTION</b>		Developer	Developer fills out extension agreement information sheet and submits to District
		District Engineer	District reviews information (contractor's license, etc.) and generates 4 copies of Extension Agreement
		Developer	Developer provides 2 copies of material product submittals to District for review. Must submit a minimum of 5 calendar days prior to preconstruction conference
		District Engineer	District reviews submittals, stamps "approved as noted" or "correct and resubmit" with redline comments
		Contractor	Contractor submits copy of bonding & insurance to District . Must submit 2 calendar days prior to preconstruction conference
		ALL	Preconstruction conference held at District office.
		Developer	Developer delivers before or brings 5 copies of final approved plans to preconstruction conference. 2 returned to developer
		District Engineer	District reviews and stamps plans as "approved for construction"
		ALL	District, Developer, & Contractor sign extension agreement. Must be signed by duly authorized agents for the company and notarized.
	<b>CONSTRUCTION AND BOND REDUCTION</b>		Contractor
		District Inspector	District inspects construction work. 24 hour minimum notice must be provided by Contractor on all inspections.
		Contractor	Contractor completes underground work (substantial completion)
		Developer	Developer requests in writing, bond reduction to 20%
		District Engineer	District reviews expenditures and determines if any additional engineering or inspection fees were required to complete project. If necessary, the District will provide letter to Developer on additional fees.
		District Engineer	District reviews status and provides bond reduction letter
		Contractor	Contractor completes remaining surface improvements and requests punchlist inspection
		District Inspector	District completes punchlist inspection and provides letter
		Contractor	Contractor completes punchlist items
		Developer	Developer submits as-built record drawings (1 copy of CADD files, 1 mylar and 1 blue line copy of the recorded plat, 1 mylar and 1 blue line copy of plans, and a PDF of the plans)
		District Inspector	District completes final inspection
		Developer	Developer pays any additional engineering or inspection fees (if necessary)
		Developer	Developer delivers bonds, affidavit of payment of contractor, subcontractors, suppliers
		Developer	Developer delivers proof that all required water shares or water rights have been transferred to District
		District Manager	District accepts project
		Developer	Developer submits request for bond reduction from 20% to 10%. The 10% bond will serve as a two year warranty bond.
		District Engineer	District reviews status and provides project acceptance letter to start 2 year warranty period
		District Engineer	District conducts two year warranty inspection and provides letter releasing final 10% bond upon satisfactory inspection

Responsibility of developer