

**Black Canyon Irrigation District Development Review Process** (rev 9.7.2022)

Project Name:

Developer/Developer's Agent:

Email:

Phone:

Note: This form is a general outline used for internal review. Deviations may need to occur due to the nature of the project. The District reserves the right to make changes to this form at any time.

STEP	DEVELOPER ACTIVITY	START	BCID ACTIVITY	NOTES
APPLICATION PROCESS	<b>1A</b> Initial Inquiry for District review of: <input type="checkbox"/> Subdivision <input type="checkbox"/> Boundary Adjustment <input type="checkbox"/> Misc. Property Division <input type="checkbox"/> Crossing Agreement <input type="checkbox"/> Other Irrigation Issue	Inquiry Date:	Direct Developer to visit BCID website to fill out <a href="#">Intake Sheet Form</a>	<a href="#">BCID Developer Intake Sheet Form</a>
	<b>1B</b> Developer submits Intake Sheet + Fee (\$1,000) <input type="checkbox"/> Fee Paid <input type="checkbox"/> Proposal Submitted <input type="checkbox"/> BCID assigns project number and opens billing account	Date Submitted:	RH2/BCID reviews Intake sheet; BCID Accepts fee; BCID Assigns project number to the application.	BCID Opens Billing Account for Development
	<b>2A</b> RH2 to contact Developer to set up pre-DIQ meeting (Meetings are currently Monday afternoons):	Meeting Date:		
	<b>2B</b> Meeting / Site Visit / Review		Identify any issues/impacts on BCID System. Provide likely permitting processes required. Review steps for approval.	
	<b>3</b> RH2 to provide <a href="#">Development Intake Quotation</a> (DIQ) to developer: (Goal to provide within 2 weeks after meeting)	Date Submitted:	Provide letter with brief description of identified issues, estimate of expected review costs, and link to most recent revision of Standard Details and Developer agreement.	BCID to provide Plans Checklist / Standard Developer Agreement (see separate document) to Developer.
DESIGN REVIEW	<b>4A</b> Developer to sign and submit District's Standard Developer Agreement to begin review process clarifying that BCID will bill Developer for all review costs.	Signed Agreement Date:		
	<b>4B</b> Developer submits full Development Review Estimate Amount	Fee Received Date:	BCID Provides NTP to RH2.	RH2 Initiates Billing Task with BCID Billing Number
	<b>5</b> Developer submits Pre-plat for District review and comment.	Date provided:		
	<b>5.1</b> Initial water accounting is performed on pre-plat.	Date	District Task	
	<b>5.2</b> Initial review comments on preplat is provided to Developer	Date	RH2 Response to District/Developer required	
	<b>5.3</b> Property ownership/legal right to move water is provided by developer	Date		
	<b>6R1</b> Developer submits stamped/signed engineering plans electronically or engineering report/study detailing proposal.	Date Received:		
	<b>6R2</b> Developer re-submits documentation with revisions based on District's comments (if needed)	Date Received:		
	<b>6R3</b> Developer re-submits documentation with revisions based on District's comments (if needed)	Date Received:		
	<b>7</b> Developer submits easement documents if necessary for review. -Legal Description(s) (stamped by licensed surveyor) -Exhibit(s) (stamped by surveyor) -Shapefiles or CAD files for easements are provided to BCID electronically	Date Received:		
	<b>8</b> RH2 to provide letter to BCID stating that drawings are acceptable and all District documents have been received. - Drawings are stamped by BCID as approved.	Date provided:	RH2 to provide letter approving construction plans - to be sent to BOR: 1.) Verify BCID is satisfied with Developer's revisions 2.) All easements are provided. 3.) All shapefiles are provided for easements. 4.) Plans are approved  If additional items remain outstanding, provide 2nd iteration of review comments to developer.	
	<b>9</b> Developer to submit application for License Agreement to Bureau of Reclamation with approval letter and approved plans (with stamp).	Date Submitted:		Date of letter submitted to BOR <b>must</b> match date of signed plans. Don't submit early it won't save time.
<b>10</b> BOR license agreement is provided to the developer for signature from BOR. Developer executes and returns to Bureau.	Date Received:			
<b>11</b> BCID receives license agreement from BOR. Executes License agreement / returns to BOR.	Date Received:			
<b>12</b> County/City is provided notice that plans are approved and license agreement is in place from BCID.	Date Received:			
CONSTRUCTION	<b>13</b> Construction observation fee estimate paid by Developer.	Date fee estimate paid:	BCID provides confirmation of check receipt to RH2.	
	<b>14</b> Pre-Construction Meeting - necessary documents: <input type="checkbox"/> Schedule	Meeting Date:	Pre-Construction Meeting	
	<b>15</b> Developer (Contractor) to provide material submittals for Review by the District or RH2	Initial Submittal:	RH2/BCID to provide review of submittals in accordance with project plans, contract requirements, and standard plans. RH2/BCID to provide inspection of irrigation component installation. Maintain tracking spreadsheet to verify items identified during plan and submittal review are adhered to. Inspection of pressure testing and verification of other operational measures.	
	<b>16</b> Developer to ensure construction of development in accordance with approved plans, contract documents, and standard details	Begin Construction:	District reviews and creates punch list for completion.	
	<b>17</b> Developer requests review for completion of project to District	Request Submitted:	District sends letter to Developer with final items for closeout	
	<b>18</b> Punch list	Date provided:	District to provide any last comments.	
	<b>19</b> Final walk through	Scheduled Date:		
PROJECT CLOSE OUT	<b>20</b> Developer submits final plat for review and approval.	Plat submitted:	RH2/District to provide review of plat	
	<b>21</b> Developer provides as-builts to District (CAD, hard copy, pdf, models, etc.) <input type="checkbox"/> Electronic As-builts 24" x 36" - PDF <input type="checkbox"/> Hard copy as-builts 24" x 36" <input type="checkbox"/> Electronic Pipe Network <input type="checkbox"/> Electronic CAD Plan and Profile	As-builts received:	RH2 updates mapping (Developer billed)	
	<b>22</b> Verify Developer paid all fees.	Confirmed:	Verify all bills have been paid prior to District Manager providing final plat approval.	
	<b>23</b> District to prepare accounts and quantites for new plat parcels. Water Accounting.			
	<b>24</b> Update Tap Book			
	<b>25</b> Update District Water Record Mapping			
	<b>26</b> RH2 Updates GIS mapping files (preps for bi-annual revisions)			
	<b>27</b> District / RH2 provides letter to County and developer for plat approval. RH2 to provide Completion Letter to the BCID.			