

Black Canyon Irrigation District Development Review Process

(rev 8.1.2023)

Project Name:

Developer/Developer's Agent:

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.

Number of Lots:

BCID Project Number:

Email:

Jurisdiction:

Phone:

	STEP	DEVELOPER ACTIVITY	START	BCID ACTIVITY	NOTES
P & Z	0	Developer provides Planning and Zoning Notice: ☐ Annexation ☐ Preliminary Plat ☐ Rezoning ☐ Development Agreement	Date Received:	RH2 to respond with letter outlining initial comments.	
APPLICATION PROCESS	1A	Initial inquiry for District review of: ☐ New Development - Parcel Change (Subdivision / Short Plat / Other) ☐ Irrigation Water Allotment Transfer ☐ Infrastructure Relocation ☐ Crossing of Facilities ☐ Building Permit Review / Single Lot Split ☐ Utility Service Crossing ☐ New Turnout Request ☐ Other Work	Inquiry Date:	Direct Developer to visit BCID website to fill out Intake Sheet Form .	BCID Developer Intake Sheet Form
	1B	Developer submits Intake Sheet + Fee: ☐ Fee Paid ☐ Proposal Submitted ☐ 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.
	2A	RH2 to contact Developer to set up pre-DIQ meeting (Meetings are currently Monday afternoons):	Meeting Date:	DIQ Letter Due:	Goal to provide letter within 2 weeks after meeting.
	2B	Meeting / Site Visit / Review		Identify any issues/impacts on BCID System. Provide likely permitting processes required. Review steps for approval.	
	3	RH2 to provide Development Intake Quotation (DIQ) to developer.	Date Sent:	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	4	Developer submits full Development Review Estimate Amount	Date Fee Received:	BCID Provides NTP to RH2.
5A		Developer submits Pre-plat for District review and comment.	Date Provided:	Comments Due:	Goal to provide comments within 4 weeks of receiving preplat.
5B		Initial review comments on preplat are provided to Developer.	Date Sent:	RH2 Response to District/Developer required.	
6R1		Developer submits stamped/signed engineering plans electronically or engineering report/study detailing proposal.	Date Received:		
6R2		Developer re-submits documentation with revisions based on District's comments (if needed)	Date Received:		
7		Developer submits easement documents if necessary for review. -Warranty Deeds -Legal Description(s) (stamped by a licensed surveyor in The State of Idaho) -Exhibit(s) (stamped by a licensed surveyor in The State of Idaho) -Shapefiles or CAD files for easements are provided to BCID electronically	Date Received:		
8		RH2 to provide letter to BCID stating that drawings are acceptable and all District documents have been received.	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.
9		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 must match date of signed plans. Don't submit early it won't save time.
10		BOR license agreement is provided to the developer for signature from BOR. Developer executes and returns to Bureau.	Date Received:		
11		BCID receives license agreement from BOR. Executes License agreement / returns to BOR.	Date Received:		
12	County/City is provided notice that plans are approved and license agreement is in place from BCID.	Date Received:			
CONSTRUCTION	13	Construction observation fee estimate paid by Developer.	Date Paid:	BCID provides confirmation of check receipt to RH2.	
	14	Pre-Construction Meeting - necessary documents: ☐ Schedule	Meeting Date:	Pre-Construction Meeting.	
	15	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.	
	16	Developer to ensure construction of development in accordance with approved plans, contract documents, and standard details.	Begin Construction:	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.	
	17	Developer requests review for completion of project to District.	Request Submitted:	District reviews and creates punch list for completion.	
	18	Punch list.	Date Provided:	District sends letter to Developer with final items for closeout.	
	19	Final walk through.	Scheduled Date:	District to provide any last comments.	
PROJECT CLOSE OUT	20	Developer to provide Parcels/Lots/Easements in CAD or GIS format.	Date Received:		Needed to begin water accounting.
	21	Developer submits final plat for review and approval.	Plat Submitted:	RH2/BCID to provide review of plat.	
	22	Initial water accounting is performed.	Date:	RH2 creates water accounting map.	
	23	Water accounting invoice (Parcel Split Fee).	Date Sent: Date Paid:	RH2/BCID communication with Developer on use for excess water.	
	24	Property ownership/legal right to move water is provided by developer (Warranty Deed).	Date Received:		
	25	District to prepare accounts for new plat parcels.	Date:	BCID creates water accounts; BCID updates water record mapping; RH2/BCID updates Tap Book.	
	26	Developer provides as-builts to District (CAD, hard copy, pdf, models, etc.): ☐ Electronic As-builts 24" x 36" - PDF ☐ Electronic Pipe Network ☐ Electronic CAD Plan and Profile	Date Received:	RH2 files As-builts / AutoCAD Pipe Network; RH2 updates mapping (Developer billed).	
	27	RH2 Updates GIS mapping files (preps for bi-annual revisions)	Date Completed:		
	28	Verify Developer paid all fees.	Date Confirmed:	Verify all bills have been paid prior to District Manager providing final plat approval.	
	29	District / RH2 provides letter to County and developer for plat approval. RH2 to provide Completion Letter to the BCID.	Date Sent:		