



Recycled Water Submittal Sheet

FOR STAFF USE ONLY

Address the submittal package to:

Administrative Assistant
City of Rohnert Park
Development Services – Development Engineering Division
130 Avram Avenue
Rohnert Park, CA 94928

Permit No.: _____

Deposit Fee: \$ _____

Received by: _____

Print clearly and legibly. Fill in all applicable sections. Only complete submittals will be accepted. Any questions, contact the Development Engineering Division at (707) 588-2232 or engineering@rpcity.org.

Applicant / Permittee Information

Name: _____ Company: _____

Address: _____ City, State, Zip: _____

Phone No.: _____ Cell No.: _____ E-Mail: _____

Landscape Architect Information

Company Name: _____ Contact Person: _____

Address: _____ City, State, Zip: _____

Phone No.: _____ Cell No.: _____ E-Mail: _____

This submittal package will include reviews by the Public Works Divisions. All other submittals for review shall be by the applicant to the required agencies.

Recycled Water Plans Checklist

- ☐ 1 Utility Recycled Water Application
- ☐ 1 Utility Design Guidelines Checklist
- ☐ 1 Recycled Water Plans
- ☐ 1 Recycled Water Fee

Submitted by: _____ Date: _____

Notes:

1. Recycled Water Fee is due with the first submittal.
2. The submittal package will be rejected if incomplete.
3. Include this Submittal Sheet with your 1st submittal

CITY OF ROHNERT PARK

RECYCLED WATER USE PERMIT APPLICATION



Site Name		Customer No.	
Address			
TYPE OF LAND USE ON SITE		GOVERNMENT AGENCIES WITH JURISDICTION (See Note 2)	
☐ Commercial / Retail ☐ Residential ☐ Industrial ☐ Transportation ☐ Mines, Quarries ☐ Open Space ☐ Undeveloped ☐ School / Playground		☐ US Department of Agriculture ☐ State Food and Drug ☐ State Licensing & Certification ☐ OSHPD (Office of Statewide Health Planning & Development) ☐ _____ ☐ _____ ☐ _____ ☐ _____	
RECYCLED WATER DEMAND ESTIMATES		FIRE SUPPRESSION	
Estimated Annual Use ☐ AcFt ☐ Gallons		☐ Site Drawing (all projects)	
Peak Use in Gallons/Minute (GPM)		☐ Impoundment O&M Plan (if serving a reservoir or pond)	
Hours of Use		☐ Other:	
Days of Use			
☐ Dry Season Only ☐ Year-round			
IS RECYCLED WATER TO BE PIPED OR USED WITHIN AN OCCUPIED BUILDING? ☐ Yes ☐ No (IF YES, SEE THE DEPARTMENT OF DEVELOPMENT SERVICES TO OBTAIN A BUILDING PERMIT.)			
CUSTOMER'S ON-SITE RECYCLED WATER SUPERVISOR SIGNS		APPLICANT SIGNS	
I have read and understand the City of Rohnert Park's <i>Rules and Regulations for Recycled Water Users</i> . I will operate the recycled water system in compliance with all conditions of the Permit to Use Recycled Water. Print _____ Signature _____ Date _____		I designate the named person as the User's On-Site Recycled Water Supervisor in accordance with the City of Rohnert Park's <i>Rules and Regulations for Recycled Water Users</i> . I am a principal owner of this site or a duly authorized representative and certify that the information contained in this application is true and correct to the best of my knowledge. Print _____ Signature _____ Date _____	
Note 1: Customer's On-Site Recycled Water Supervisor: It is responsibility of the Customer to provide surveillance and supervision of the recycled water system in a way that assures compliance at all times with current regulations. In order to accomplish this, the Customer shall designate an On-site Recycled Water Supervisor (Customer Supervisor) to provide liaison with the City. This person may represent the owner, tenant, or property manager as appropriate; however, he/she must be a permanent employee responsible for the recycled water system at the site who is available at all times and has the authority to carry out any requirements of the Water Recycling Program. Refer to the "<i>Rules and Regulations for Recycled Water Customer</i>" Section 12.3 for more comprehensive description of the responsibilities of an on-site recycled water supervisor. Note 2: List those governmental entities that may have regulatory jurisdiction over the re-use site related to on-site water use, drinking water, food handling or public health issues. Copies: _____ Field Inspector _____ File (Original)			



Appendix B: Plan Checklist and Standard Notes

CITY OF ROHNERT PARK

PLAN CHECK LIST AND STANDARD NOTES

- ☐ Indicate all sources of water on the plans.
- ☐ Show the location and size of all water meters on the piping plans.
- ☐ Show location and type of all backflow prevention devices for potable water systems, and if applicable, on the recycled water system.
- ☐ Show location and type of all strainers, pressure regulating valves, and master valves.
- ☐ Show location of all water pipelines (including potable and well lines) crossing the site. If space does not permit this information to be placed on the plans, then a separate site or utility plan can be used to show this information. Exception for an existing irrigation system converting to recycled water. Although it may not be possible to show the location of all water pipelines at this type of site, all locations where future recycled water piping must be separated from the potable water piping must be clearly indicated on the plans.
- ☐ Clearly identify all adjacent streets, and locations of all major improvements on the site.
- ☐ Show the location of all drinking fountains, outdoor eating areas, and other public facilities supplied with recycled or potable water service. Public facilities include, but are not limited to, restrooms, snack bars, swimming pools, wading pools, decorative fountains and showers. Show the pipelines feeding all of these facilities.
- ☐ Show the location of any wells, lakes, ponds, reservoirs, or other water impoundments located on the site or within 100 feet of the site, and indicate the type of water source.
- ☐ Indicate that the separation between potable and recycled water lines meets minimum requirements. Show sleeving where recycled water pipelines cross over potable water pipelines.
- ☐ When potable water piping is not present on the site, state in a note that the cross-connection test required by the Water Retailer is waived for sites where potable water piping is not present.
- ☐ Show all details necessary to properly construct the system, including the details conforming to the requirements of the Water Retailer. The purpose of the details is to show the materials and methods necessary to clearly identify all water systems on the site.
- ☐ All sites using recycled water must post clearly visible signs conforming to the Water Retailer's signage standards. Show proposed sign locations on plans.
- ☐ For many sites, typical locations for signs are at the property line near crosswalks, at driveway entrances, and at outdoor eating areas.
- ☐ For streetscapes (parkways, frontage or backup landscaping), place signs at street corners and entranceways as appropriate to notify passersby and site users.
- ☐ For medians, a sign should be placed at the beginning and end of every median, and another approximately equidistant from the ends of the median for longer median areas.
- ☐ For decorative fountains, ponds, and other water features, see the Advisory Signs For Decorative Fountains, Ponds & Other Water Features section, page 15 of The Recycled Water User's Guide
- ☐ Supply the following information box for each recycled water system with its own meter; place this information on the same plan as the meter/point of connection it pertains to. Fill out the ten items as applicable, but do not delete any of them.

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City of Rohnert Park

GENERAL SITE INFORMATION FOR RECYCLED WATER USE

1. RECYCLED WATER USE AREA: *(type of use, physical area of use, and for landscapes square footage of Use Area).*
2. PUBLIC ACCESS TO SITE IS *(indicate: UNRESTRICTED or RESTRICTED).*
3. OWNER: *(legal property owner's name).*
4. PROPERTY MANAGER CONTACT: *(name, title, and telephone number).*
5. TENANT (S): *[name(s) & phone number(s); if not applicable, state NOT APPLICABLE].*
6. ON-SITE WELL LOCATIONS: *(for example, ONE; if none, state NONE).*
7. WELLS ON ADJACENT SITES LOCATED WITHIN 50 FT. OF RECYCLED WATER APPROVED USE AREA OR WITHIN 100 FT. OF ANY RECYCLED WATER IMPOUNDMENT: *(for example, ONE; if none, state NONE).*
8. OUTDOOR DRINKING FOUNTAINS IN/NEAR THE RECYCLED WATER APPROVED USE AREA: *(for example, ONE; if none, state NONE)*
9. OUTDOOR EATING AREA(S) IN/NEAR THE RECYCLED WATER APPROVED USE AREA: *(for example, ONE; if none, state NONE).*
10. WATER FEATURES ON SITE: *(examples below; if none, state NONE).*

<u>Number:</u>	<u>Type:</u>	<u>Water Source:</u>
One	fountain	recycled
One	pond	potable

- ☐ For irrigation systems, include an irrigation equipment legend specifying all materials of construction for the system, including:
 - ♦ A pipe schedule listing pipe sizes, materials of construction, and type of water conveyed by the piping.
 - ♦ A listing of valve types, including quick coupling valves.
 - ♦ All pertinent information for each type of sprinkler head and/or emitter.
 - ♦ Indication of purple-colored pipe with recycled water stenciling and quick coupling valves with purple covers where recycled water is used.
 - ♦ For sites containing recycled water landscape impoundments, include all necessary details to demonstrate the landscape impoundment is adequately protected from erosion, washout, or flooding from a rainfall event having a predicted frequency of one in 100 years.
- ☐ For sites containing recycled water ponds, show all details necessary to clearly demonstrate that the minimum freeboard is consistent with pond design but not less than two feet.
- ☐ Add signature lines for the Water Retailer to all irrigation plan sheets, detail sheets, and specification sheets that pertain to the recycled water irrigation system.

For On-Site Recycled Water Irrigation Systems

1. Prior to receiving recycled water, the site must be approved by the City of Rohnert Park. Approval requirements include:
 - ♦ Inspection by the City to confirm conformance with the City rules and regulations;
 - ♦ A final on-site inspection to confirm that all requirements have been met;

Appendix B: Plan Checklist and Standard Notes

City of Rohnert Park

For On-Site Recycled Water Irrigation Systems (Continued)

- ◆ Site must pass required cross-connection test performed by a certified AWWA cross-connection control specialist;
 - ◆ The user's designated Site Supervisor must complete the Site Supervisor training
 - ◆ Failure to comply may result in termination of recycled water service.
 - ◆ Contact the City of Rohnert Park at (707) 588-3302 for further information.
2. All work shall conform to existing regulations including but not limited to:
 - ◆ The Recycled Water User's Guide
 - ◆ City of Rohnert Park and Santa Rosa municipal codes
 - ◆ State division of drinking water regulations
 3. Any changes made to the approved irrigation plans shall be submitted to the City at least 2 weeks prior to start of construction.
 4. At least two days prior to start of construction, contractor and the City's inspector or cross-connection specialist shall hold a pre-construction meeting. To schedule meeting, contact the City at (707) 588-3316.
 5. Notify the City inspector a minimum of 48 hrs before work begins. The City inspector must inspect and/or verify:
 - ◆ Presence of proper backflow prevention at all potable points of connection; (and tested by an approved backflow assembly tester from the City's approved list)
 - ◆ New underground piping (labeling, clearances, burial depth, sleeving);
 - ◆ Installation of signs, tags, and controller decals;
 - ◆ Required temporary connection to potable water service; in most cases, the site's irrigation system must be connected to a temporary source of potable water in order to conduct required cross-connection test;
 - ◆ Site passed required cross-connection test performed by a certified AWWA cross-connection control specialist;
 - ◆ New meter installation- prior to receiving recycled water, the City inspector must inspect the disconnection of the site's irrigation system from the temporary potable water supply, and then inspect the connection of the system to the recycled water meter.
 6. No cross-connections between the potable or any other water system and recycled water systems are permitted.
 7. All on-site buried recycled water piping shall be identified by one of the following methods:
 - ◆ Using purple-colored pvc pipe with continuous wording "Caution – Recycled Water" printed on opposite sides of the pipe; pipe shall be laid with wording facing upwards.
 - ◆ Warning tape with a minimum width of 3 inches reading "Caution – Recycled Water" (in black or white lettering on purple background) shall run continuously on top of piping and shall be attached to piping with plastic tape banded around the warning tape and the pipe every 5 feet on center.
 8. PCV Pipe: constant-pressure mainline piping 1½ inches and smaller shall be schedule 40; constant-pressure mainline piping 2 inches and larger shall be class 315; intermittent-pressure lateral piping shall be class 200 or schedule 40. Copper pipe shall be type "K".
 9. All on-site recycled water piping shall be buried to a minimum depthFrom finished grade to top of pipe (minimum cover) of:
 - Pressurized lines 3 inches and larger. 24 inches
 - Pressurized lines 2 ½ inches and smaller 18 inches
 - Intermittent-pressure lines 12 inches

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10. All recycled water piping other than pvc piping with solvent welded joints shall be protected against movement with thrust blocks or restrained joints or other approved method per City details.
11. Maintain a 10-foot horizontal separation and 1-foot vertical separation between buried pressurized recycled water irrigation piping and buried potable water piping unless otherwise noted. At pipe crossings, buried pressurized recycled water irrigation piping must be 12 inches below potable water lines. Pressurized recycled water pipe lines are allowed over potable water pipelines with a minimum of 12 inches vertical separation if a full standard pipe length is centered over the crossing, or the recycled water pipeline is installed in a pipe sleeve which extends a minimum of 10 feet on either side of the potable water piping. Intermittently pressurized irrigation laterals may be located a minimum of 12 inches above potable water pipelines without sleeving.
12. All recycled water system remote control valves, isolation valves, quick coupling valves, strainers, and pressure-regulating valves shall be installed below grade in valve boxes. Green, black, or purple colored boxes and lids are acceptable for existing customers. New customers are required to install purple-colored boxes and lids. Valve boxes shall have a warning label or nameplate permanently molded into or attached onto the lid with rivets, screws, or bolts. Warning labels shall be per the Recycled Water User's Guide.
13. Recycled water quick-coupling valves shall have a purple cover and be identified per standard details.
14. No hose bibs are allowed on the recycled water irrigation system. Any exterior hose bibs served with potable water must be labeled per City standard details.
15. All recycled water meters, devices, and valves – e.g. isolation valves, irrigation controllers, remote control valves, pressure regulating valves, quick coupling valves, etc. – shall be tagged per the Recycled Water User's Guide
16. Label all potable water meters and above ground potable water pipes/devices (backflow preventers, hose bibs, etc.) With tags or labels reading: "potable water" in black letters on blue background, per City details.
17. All recycled water irrigation systems shall have the following:
 - ♦ A wye strainer (with a 20-mesh or 66 finer screen) installed as close as practicable to the recycled water meter box
 - ♦ A pressure regulating valve installed immediately downstream of the strainer
 - ♦ These components shall be installed with isolation valves to facilitate maintenance.
18. Recycled water advisory signs conforming to the details and specifications on the City approved irrigation plans shall be posted per locations shown on those irrigation plans.
19. Installation of direct injection systems on the recycled water irrigation system is only permitted if a reduced pressure backflow prevention device is also installed on the system.
20. No drinking fountains or eating areas are allowed in the approved recycled water use area unless adequately protected from overspray.
21. All recycled water meters will be set after:
 - ♦ The site's owner, developer, or contractor has applied for recycled water service, all applicable fees have been paid, and the recycled water use agreement has been signed by the City and the user.
 - ♦ The City inspector must inspect the disconnection of the site's recycled water system from the temporary potable water supply, and then inspect the connection of the system to the recycled water meter.
22. No overspray or runoff of recycled water is allowed on any nonapproved use area. Ponding of recycled water due to irrigation is not allowed in any area. Upon receiving recycled water, the on-site recycled water irrigation system must pass a coverage test conducted by the City inspector.
23. The user is responsible for the submittal of as-built irrigation plans to the City within 90 days of site receiving recycled water.

City of Rohnert Park – Development Services
DEVELOPMENT ENGINEERING FEE SCHEDULE

Development Engineering Services – Schedule of Fees and Charges

Fee No.	Development Engineering Services	Fees / Charges	Initial Deposit	Notes
1	Grading/Site Improvement Plan Check and Inspection	Full cost-recovery charges apply.	\$4,680 (plan check initial deposit), 1.5% of Engineer's Estimated Cost of improvement (inspection initial deposit)	1, 2, 3, 4
2	Landscaping Plan Check	Full cost-recovery charges apply.	\$5,332 (plan check and documentation verification initial deposit), 1.5% of Estimated Engineer's Cost of improvement (inspection and initial deposit)	1, 2, 3, 4
3	Public Improvement Plan Check and Inspection	Full cost-recovery charges apply.	\$4,540.42 (plan check initial deposit), 1.5% of Engineer's Estimated Cost of improvement (inspection initial deposit)	1, 2, 3, 4
4	Subdivision Plan Check and Inspection	Full cost-recovery charges apply.	\$3,394 plan check initial deposit), 1.5% of Engineer's Estimated Cost of improvement (inspection initial deposit)	1, 2, 3, 4
5	Final Parcel Map Review	Full cost-recovery charges apply.	\$2,759	1, 2, 3
6	Final Subdivision Map Review	Full cost-recovery charges apply.	\$5,381	1, 2, 3
7	Final Map Amendment/Revision Review (Minor)	\$794 per map	N/A	5
8	Final Map Amendment/Revision Review (Major)	Full cost-recovery charges apply.	\$1,562	1, 2, 3
9	Time Extension	\$142 per application	n/a	5
10	Lot Line Adjustment / Lot Mergers / Reversion to Acreage	Full cost-recovery charges apply.	\$1,190	1, 2, 3
11	Street Vacation / Abandonment Request	Full cost-recovery charges apply.	\$1,772	1, 2, 3
12	Minor Encroachment Permit/Inspection	\$411	n/a	5

**City of Rohnert Park – Development Services
DEVELOPMENT ENGINEERING FEE SCHEDULE**

Fee No.	Development Engineering Services	Fees / Charges	Initial Deposit	Notes
13	Minor Encroachment Permit/Inspection: Single Family Residential Sidewalk Repair	\$0	n/a	6
14	Minor Encroachment Permit/Inspection: Water Lateral Replacement for Accessory Dwelling Unit, SFD major remodel/ addition	\$0	n/a	7
15	Major Encroachment Permit/Inspection	\$1,701	n/a	5
16	Major Encroachment Permit/Inspection requiring time and materials with initial deposit	Full cost-recovery charges apply.	\$2,835	1, 2, 3
17	Plumbing Permit issued by Development Engineering / Inspection	\$411	n/a	5
18	Transportation Permit	\$16 for single trip permit; \$90 for annual permit	n/a	8
19	Sign Review	\$158 per plan	n/a	5, 9
20	Recycled Water Permit	\$1,826 per connection	n/a	5, 10

City of Rohnert Park – Development Services DEVELOPMENT ENGINEERING FEE SCHEDULE

Development Engineering Fee Schedule Table Notes

1. Cost-recovery charges include all costs to provide services or process applications/projects. Costs that may be recovered include but are not limited to: City staff time at fully-burdened hourly rates, including those of City departments other than Development Services (e.g. Fire Services, Public Works, etc.), consultant costs, legal costs, administrative costs generated by application/project, public noticing and advertisement costs, and other public agency fees.
2. An ***Acknowledgement of Reimbursement Obligation for Payment of Full Cost Recovery Fees for Application Processing and Inspection Services*** form (“Reimbursement Obligation Form”) or ***Reimbursement Agreement*** must be executed in conjunction with applications for these services and/or permits.
3. The method by which the City recovers its costs from the applicant or financially-responsible party is determined by the cost-recovery obligation form or agreement used. Typically, cost recovery is either: (a) a draw-down from a deposit, or (b) billing in arrears for costs incurred by the City to provide services. The cost recovery method and terms are stipulated in the ***Reimbursement Obligation Form, Reimbursement Agreement***, or specific terms of a development agreement or other negotiated instrument approved by City.
4. Initial deposit due for these services will be determined by the City, based on the Engineer’s Cost Estimate of improvement as provided by the applicant. The applicant-provided Engineer’s Cost Estimate is subject to review and approval by the City. The initial deposit amount due may be adjusted by the City, based on recalculations of the Engineer’s Cost Estimate approved by the City Engineer.
5. Applicant will be charged a flat fee as indicated for the service and/or permit, unless the service and/or permit is part of a more complex project with multiple/concurrent permits or entitlements in which costs for processing are recovered pursuant to an executed ***Reimbursement Obligation Form, Reimbursement Agreement***, or specific terms of a development agreement or other negotiated instrument approved by City.
6. Insurance required
7. Requires concurrent building permit application for new water meter installation
8. Transportation permit fees are determined by the State of California.
9. Added as additional flat fee to planning flat fee for this service.
10. Requires encroachment permit in addition.

City of Rohnert Park – Development Services DEVELOPMENT ENGINEERING FEE SCHEDULE

Additional Notes about Fees and Charges

Actual costs

The actual cost of City staff time is the fully-burdened hourly rate of the staff providing service, which may include but is not limited to Development Services, Public Safety, Public Works, and Administration providing review specifically for the project. Charges will be in increments of 0.25 hour.

Consultant charges may apply

In some cases, additional costs may be incurred by the City due to the necessity of using a consultant to assist Development Services with the review and processing of applications/projects. In such cases, the costs of the consultant's services will be passed through to the applicant, with an Administrative Fee in the amount of 7% of the consultant invoice cost, unless a different rate is stipulated for those services by a Reimbursement Agreement or Development Agreement.

Concurrent / multiple applications

When two or more applications are filed and processed concurrently, the required initial deposit will be the sum of the individual application fees and/or deposits.

Investigative fee for work started without a permit

If work on a Development Engineering project is found to have commenced without a permit, an investigation fee will be charged equal to the amount of permit fee that would apply to that project. If the project is full cost-recovery (i.e. not a flat fee project), the investigation fee will be the cost of time-and-materials required for inspection and administrative support to process the project, prior to the project coming into compliance. This investigation fee is in addition to the permit fees that will be required to bring the project into compliance.

Annual Adjustment of Flat Fees

Flat fees are automatically adjusted annually on July 1st, based on the Consumer Price Index published by the U.S. Bureau of Labor Statistics for All Urban Consumers, All Items, in the San Francisco-Oakland-San Jose Area, measured in the month of December in the calendar year that ends in the previous fiscal year.

City of Rohnert Park – Development Services DEVELOPMENT ENGINEERING FEE SCHEDULE

Annual Adjustment of Fully-Burdened Hourly Rate

Fully-burdened hourly rates are automatically adjusted annually on July 1st, based on the Consumer Price Index published by the U.S. Bureau of Labor Statistics for All Urban Consumers, All Items, in the San Francisco-Oakland-San Jose Area, measured in the month of December in the calendar year that ends in the previous fiscal year.

Services Not Listed on Development Engineering Schedule of Fees and Charges

When Development Engineering staff provide requested or necessary review, inspection or staff support services that are not included in this Development Engineering Schedule of Fees and Charges, the Development Services Director may assess and collect such fees that are reasonably necessary to defray the cost of such services. Staff time shall be charged on a fully-burdened hourly rate basis or the actual cost of outside consultant, plus 7% administrative fee, or administrative fee rate as stipulated by applicable Reimbursement Agreement or Development Agreement.