

**SOUTH SAN JOAQUIN IRRIGATION DISTRICT**

**PROJECT APPLICATION  
AND  
INFORMATION REQUEST FORM**

Date: \_\_\_\_\_

Name of Project: \_\_\_\_\_

**Legal Owner(s) of Project property:**

Name(s) \_\_\_\_\_

Mailing address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Authorized Representative of Owner (if different than Owner):**

Name(s): \_\_\_\_\_

Mailing address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

APN# of Project property: \_\_\_\_\_

Street address/location: \_\_\_\_\_

Description of Proposed Project: \_\_\_\_\_

\_\_\_\_\_

Current land use: \_\_\_\_\_

Proposed land use: \_\_\_\_\_

=====

Description of work being requested:

1. Are any District facilities located within the proposed Project area? If yes, Identify location and describe proposed plan to deal with facilities \_\_\_\_\_

\_\_\_\_\_

2. Is Project located within the city limits? \_\_\_\_\_  
\_\_\_\_\_

3. Is Project covered by the Williamson Act? \_\_\_\_\_  
If yes, describe \_\_\_\_\_

4. Is Project located within the 100 year flood plain? \_\_\_\_\_

5. Will Project involve use of District Facilities for Drainage? \_\_\_\_\_  
If yes, describe \_\_\_\_\_

6. Will Project involve excavation? If yes give details \_\_\_\_\_  
\_\_\_\_\_

7. When is Project construction scheduled to begin? \_\_\_\_\_  
\_\_\_\_\_

8. Has Project received (county, city) planning department approval? \_\_\_\_\_  
If yes, state conditions relative to District \_\_\_\_\_  
\_\_\_\_\_

9. Is District water currently being used on Project property? \_\_\_\_\_  
If yes, will District water continue to be used on Project property? \_\_\_\_\_

10. List all planned encroachments upon District property or easements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FEE POLICY AND FEE SCHEDULE  
FOR SOUTH SAN JOAQUIN IRRIGATION DISTRICT  
SPECIAL SERVICES AND PROJECTS (Fees as of January 1, 2019)**

**I. FEE POLICY FOR PROJECTS AND SPECIAL SERVICES**

The District charges certain fees as authorized herein for the time, costs, expenses, and materials associated with reviewing and processing applications and permits, reviewing maps and plans, performing fieldwork, drafting and reviewing agreements and other documents and performing other services related to development projects, subdivisions, encroachments, construction of improvements, and service connections/abandonments that affect District property or facilities.

**II. RATE AND FEE SCHEDULE**

**A. Hourly Rates for District Staff:**

<u>POSITION*</u>	<u>HOURLY RATE*</u>
General Manager	\$209.17
Engineering Department Manager	\$149.49
General Counsel	\$175.26
Associate Civil Engineer	\$108.30
Engineering Technician	\$82.42
Engineering Assistant/Surveyor	\$97.38
Facility Inspector	\$82.42
Safety & Environmental Compliance Officer	\$106.63
Operations/Water Superintendent	\$128.19
Assistant Water Superintendent	\$97.51
Maintenance Superintendent	\$111.44
Main Canal Operator/Maintenance Worker	\$59.92
Maintenance Worker/Equipment Operator	\$60.91--\$72.12

Maintenance Worker/Water Relief	\$59.20
Administrative staff:	\$66.82

\*Other positions not listed shall be charged at the then-current hourly rate.

\*\* The hourly rates include costs for employee benefits. Rates shall be automatically adjusted annually as of January 1, to reflect the actual costs of negotiated wages and benefits.

### **III. EQUIPMENT RATES**

Rates for District equipment shall be in accordance with the then-current Caltrans rates, which includes all fuel and incidental expenses.

### **IV. FLAT FEES AND RETAINERS:**

#### **A. Flat Fees.**

The District shall charge a flat fee for the following services, unless the complexity of the project or other project-specific circumstances will require an extraordinary amount of staff time, as determined by the District. Should such project require extraordinary staff time, the project applicant/proponent will be provided with advance notice, and staff time shall be charged at the hourly rates set forth in Section II of this policy, above.

Encroachment Permits	\$200.00
Service Abandonment or Amendment to Service Abandonment Agreement	\$200.00

#### **B. Retainers.**

The District shall charge a retainer for the following types of projects due to the amount of staff time required and number of documents to be drafted/reviewed.

Subdivisions	\$5,000.00
Minor Development	\$3,000.00
Special Projects	As Needed

The retainer shall be used for plan/map review, drafting of agreements, inspections, and any other related District expenses related to the project. The project proponent must deposit the retainer with the District prior to the District commencing any work, and will replenish the retainer as necessary if the District determines the project costs will exceed the initial retainer. Replenishment shall be in an amount deemed reasonably necessary to cover the anticipated remaining costs of the project. Upon District's completion of all work to be performed in association with the project, the District shall return any remaining retainer to the project proponent within thirty (30) days.

**IV. REIMBURSEMENT OF OTHER DIRECT COSTS:**

Other actual expenses incurred by the District will be charged at actual cost. These include, but are not limited to, the following:

- Recording fees
- Notary services
- Outside research (County records, etc.)
- Postage, shipping, or courier service
- Blueprinting, photostating, printing or other reproduction costs
- Outside engineering, legal or consultant expenses
- Materials and supplies
- Mileage (at the per mile rate established by the Internal Revenue Service for the period which services are provided).