

DEVELOPER-INSTALLED AGREEMENT PROCESSING CHECKLIST

AGREEMENT PROCESSING PHASE 3

PROJECT NAME:

PRIOR TO PROCESSING A DEVELOPER-INSTALLED AGREEMENT, THE FOLLOWING ITEMS MUST BE SUBMITTED TO SBMWD:

******To Be Completed by Developer and Returned to SBMWD******

- ☐ Application for Water System Infrastructure Installation Agreement Form

For SBMWD Use Only (Date Submitted)
- ☐ Developer-Installed Information Sheet

For SBMWD Use Only (Date Submitted)
- ☐ Final Tract/Parcel Map Submitted for Approval by City of San Bernardino (2 sets – 11” x 17”, and one copy in electronic PDF format)

For SBMWD Use Only (Date Submitted)
- ☐ List of Lot Numbers with Addresses Flagged for Acquisition of Service Charge Deferral (***Must be in Spreadsheet format***)

For SBMWD Use Only (Date Submitted)
- ☐ Approved Signed Water Improvement Plans (One (1) set – 22” x 34” Mylars with Fire Department Approval Signature, Two (2) Sets 22” x 34” Bond copy, and Six (6) Sets – 11” x 17”)

For SBMWD Use Only (Date Submitted)
- ☐ Electronic Submittal of One (1) Adobe.pdf file of signed Water Improvement Plans and AutoCAD files of final approved Water Improvement Plans

For SBMWD Use Only (Date Submitted)
- ☐ Contractor Letter of Qualification

For SBMWD Use Only (Date Submitted)

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PROJECT NAME:

*******To Be Completed by Developer and Returned to SBMWD*******

- ☐ City of San Bernardino Business License with Receipt of payment for Developer, Contractor and Any Subcontractor

For SBMWD Use Only (Date Submitted)

- ☐ Copy of Contractors License

For SBMWD Use Only (Date Submitted)

- ☐ All insurance documentation along with required endorsements as set out in SBMWD's insurance requirements

For SBMWD Use Only (Date Submitted)

- ☐ All bond documentation as set out in SBMWD's bond requirements

For SBMWD Use Only (Date Submitted)

Request for Action:

Approximate Date Agreement is Needed: _____

Number of Agreements/Phases: _____

Additional Comments _____

