

Development Guideline Procedure

Amended 06-27-2025

This procedure is intended for any development of 3 or more lots or parcels within the same subdivision seeking rural water service from the Garrison Rural Water District hereinafter referred to as the District.

- 1.) Developer shall submit, in writing, a request for rural water service to their development. The written request shall include the following:
 - a. Developers name, address, phone number, and email address
 - b. Map or exhibit showing relative location within McLean County
 - c. Legal description of existing property being developed
 - d. Preliminary plat containing block and lot numbers, number and type of lots, lot sizes and dimensions, road and public rights-of-way, and easements
 - 2.) A non-refundable deposit check shall be provided to the District at the time of the request in an amount shown in “Rate Schedule A” as a Development Review Fee (DRF).
 - 3.) Upon receiving the written request for rural water service and the DRF check, the District will conduct a review of the development with respect to rural water service. The development review will consist of the following:
 - a. An evaluation of current system wide conditions based on minimum pressure and volume requirements.
 - b. An evaluation of system wide conditions with inclusion of the proposed development.
 - c. If proposed development conditions do not create service deficiencies, skip to 3.e.
 - d. If the proposed development creates detrimental service conditions to the existing District members, the existing rural water system will be evaluated to determine the minimum improvements required to serve
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the proposed development along with an opinion of probable costs for those respective improvements.

- e. Service conditions for the proposed development will be analyzed for general infrastructure sizing and placement within the development along with connection locations to GRWD's existing infrastructure. The Developer shall be responsible for final water main design.
 - f. A written report will be prepared outlining the above information and results for the District Board of Directors consideration.
 - g. The District Board of Directors will review at their next regularly scheduled meeting and make motion to approve or not approve the request for water service.
 - h. If the applicant is not approved, the District will provide written notification to the applicant along with the justification of the denied request.
 - i. If the applicant is approved, the developer will be notified in writing and the applicant can proceed forward.
 - j. The approval process will generally take 30-60 days depending on submittal date and timing of District Board of Directors meetings.
- 4.) Upon GRWD Board approval of the development, the developer shall begin paying the minimum monthly base service fee for each approved lot no later than 9 months from the date of approval.
- a. with exception of the following provisions.
 - i. If the developer or lot owner initiates physical water service sooner than 9 months to one or more of the lots, the base rate minimum monthly charge will begin at the time water is provided to that lot.
 - ii. If the District is extending water service to the development, and the District is in charge of construction of the water main, and it is not completed within the 9-month grace period; the developer shall begin paying the minimum monthly service fee the month
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following construction completion of the Districts water main to the development.

- iii. Any differing timeline or payment terms that is approved by GRWD Board of Directors that they have determined is in the mutually best interest of the GRWD and the development.
 - b. If the developer chooses not to pay the base minimum monthly service charge as described above, water service will not be guaranteed to the lot(s) at any future time. The base rate minimum monthly service charge guarantees water service allocation and availability to those respective lots at any time in the future.
 - i. If the service fee does not get paid within 60-days of the billing date, the water service availability and allocation related to that service fee may be allocated to the next lot or development seeking water service from the GRWD and the original applied lot will no longer be guaranteed rural water service from the GRWD.
 - ii. If the developer or lot owner chooses not to pay the minimum monthly service charge for each lot as originally applied for, the developer or lot owner will be required to re-apply and start on step one of this development guideline procedure if they would like to request water service at anytime in the future from the GRWD. In addition to the re-application, all minimum monthly service charges accrued from 9 months after the lot was originally approved until the time of the reapplication, shall be paid in full before the new application will be processed by the district.
 - 5.) Upon approval of the request for service to the Development by the Board of Directors, the Developer will be responsible for the design, construction, documentation, and post construction requirements set forth herein.
 - 6.) The Developer shall provide the District a complete set of Plans and Specifications for all water related infrastructure no less than 30-days prior to
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the start of construction. At least one set of plans must be 11" x 17" in size. The Plans and Specifications shall contain the following.

- a. Cover sheet containing:
 - i. Developer/Owner information.
 - ii. Contractor information.
 - iii. Sheet key and or Index.
 - iv. Project Name.
 - v. Project Location with an aerial background.
 - b. Legend sheet indicating line type, weights, styles if not specifically noted within plan sheets.
 - c. Notes sheet.
 - d. Plan & Profile sheets to engineering scale not to exceed 1"=100'.
 - e. Detail sheets for specific infrastructure improvements.
 - f. Plans & Specifications shall be prepared by a North Dakota Registered Professional Engineer and be appropriately stamped and signed.
 - g. A copy of approved Plans and Plan approval letter from the ND Department of Environmental Quality.
 - h. Plans shall be minimally developed to all local, state, and federal requirements for public water systems and should generally follow the "Recommended Standards for Water Works" by the Great Lakes- Upper Mississippi River Board of State and Provincial Public Health and Environmental Managers.
 - i. The plans shall be subject to review by the District's Engineer for general compliance and completeness. All comments returned to the Developer must be addressed prior to starting construction.
 - j. The GRWD will provide a written approval of the plans and specifications to the Developer.
- 7.) Upon approval of the Plan and Specifications but prior to construction Developer will be responsible to complete the following items:
- a. Provide the District a copy of the final recorded subdivision plat
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- b. Provide the District a copy of the Performance Bond in an amount equal to all water related infrastructure improvements and related restoration activities.
 - 8.) During construction of project, the Developer and Contractor are responsible for all means and methods of construction and to complete the project per the Plans and Specifications as submitted and approved by the District. It is responsibility of the Developer to provide the following construction related information to the District during active construction;
 - a. Weekly notification to the District office of planned construction work for the week and weekly construction schedule.
 - b. Allowance of any District designated representative to be on-site during construction to observe and inspect the construction of water infrastructure or related construction such as backfill or reclamation.
 - c. 72-hour notification of any planned water service interruptions. Water service interruptions shall last a maximum of 8 hours. Interruptions anticipated longer than 8 hours shall require written approval from the District.
 - d. 72-hour notification of connection to the District's rural water system
 - i. GRWD shall be notified and be on-site, at the District's discretion, for all construction activities during the connection to the rural water system.
 - e. Collection and documentation of as-built information and tie-sheets for watermain, water services, and water appurtenances.
 - f. Testing schedule and results as required by the Plans and Specifications including but not limited to soil compaction and moisture content, pressure testing of water mains, chlorination and Bacteria testing, etc.
 - g. Coordination and conducting a final inspection of the completed project with District staff.
 - 9.) Upon Completion of Construction the Developer shall provide the following to the District:
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- a. Engineer's certification that the project was completed in accordance with the Plans and Specifications.
- b. All testing records and results.
- c. All application product information, certifications, shop drawings, operation and maintenance manuals for all materials used in the construction of the project.
- d. As-built record drawings.
- e. GPS Locates of all water infrastructure items collected in horizontal datum ND State Plane North and vertical datum NGVD 88 with an minimal accuracy of ± 0.5 ft. Items shall include hydrants, fittings (bends, Tee's, couplings), curb stops, gate valves, and watermain at no less than 100 ft intervals measured in a straight line The information shall be provided to the district in a .shp or .csv file.
- f. Copy of Final Recorded Plat
- g. A written warranty shall be provided to the District for all water related infrastructure installed to be free of material or installation defects for a time period of 1-year from the time the water infrastructure is placed into service. The warranty shall be provided to the District and guarantee the work to not be defective. Any defective work or materials within the 1-year warranty period shall be corrected by the developer at their own cost and at no cost to the district.
- h. Upon completion of all the previous tasks and items, water service will be turned on to the development.

RESPONSIBILITY: Board of Directors

Approved: 11/21/2022

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