

ROOSEVELT WATER CONSERVATION DISTRICT

1 January 2021

RE: RWCD Plan Review Process

In an effort to significantly reduce and/or eliminate expenses incurred by RWCD for 3rd party plan reviews, RWCD is changing the plan review process. Effective immediately, RWCD's Water Operations and Engineering Supervisor, Tabatha Langland (t.langland@rwcd.net), will be the point of contact for all plan reviews. All reviews will need to be submitted electronically to Tabatha's email.

We will continue to utilize EPS Group, Inc. for plan reviews with the understanding that we will still incur engineering review fees. However, prior to sending a set of plans to EPS Group, Inc., RWCD will require \$4,000.00 as a retainer to debit against during the plan review process. If additional monies are needed, the review process will be suspended until another \$4,000.00 is received. Once the plan review process is completed, an RWCD Crossing Permit will be provided along with a reimbursement check and documentation describing the expenditures for monies associated with that particular set of plans. A flow chart showing the new plan review process is included with this letter.

The fees associated with an RWCD Crossing Permit will not change. The fee for the RWCD Crossing Permit is \$1,850.00 and is considered non-refundable. The engineering review fees will be determined based on the number of times EPS Group, Inc. has to review the plans and those fees will be considered non-refundable. The difference between the previous plan review process and the new plan review process is that the costs will be paid upfront to avoid RWCD potentially having to cover those costs without reimbursement.

Additionally, RWCD will now fulfill As-Built requests. The cost associated with producing As-Built plan sets will be \$50.00 for a flash drive or \$2.00/sheet (full-sized) and \$1.00/sheet (half-sized). If you have any questions regarding the information contained within and/or included with this letter, please feel free to contact me. If you would like to schedule a meeting to discuss the new plan review process, please contact Tabatha Langland.

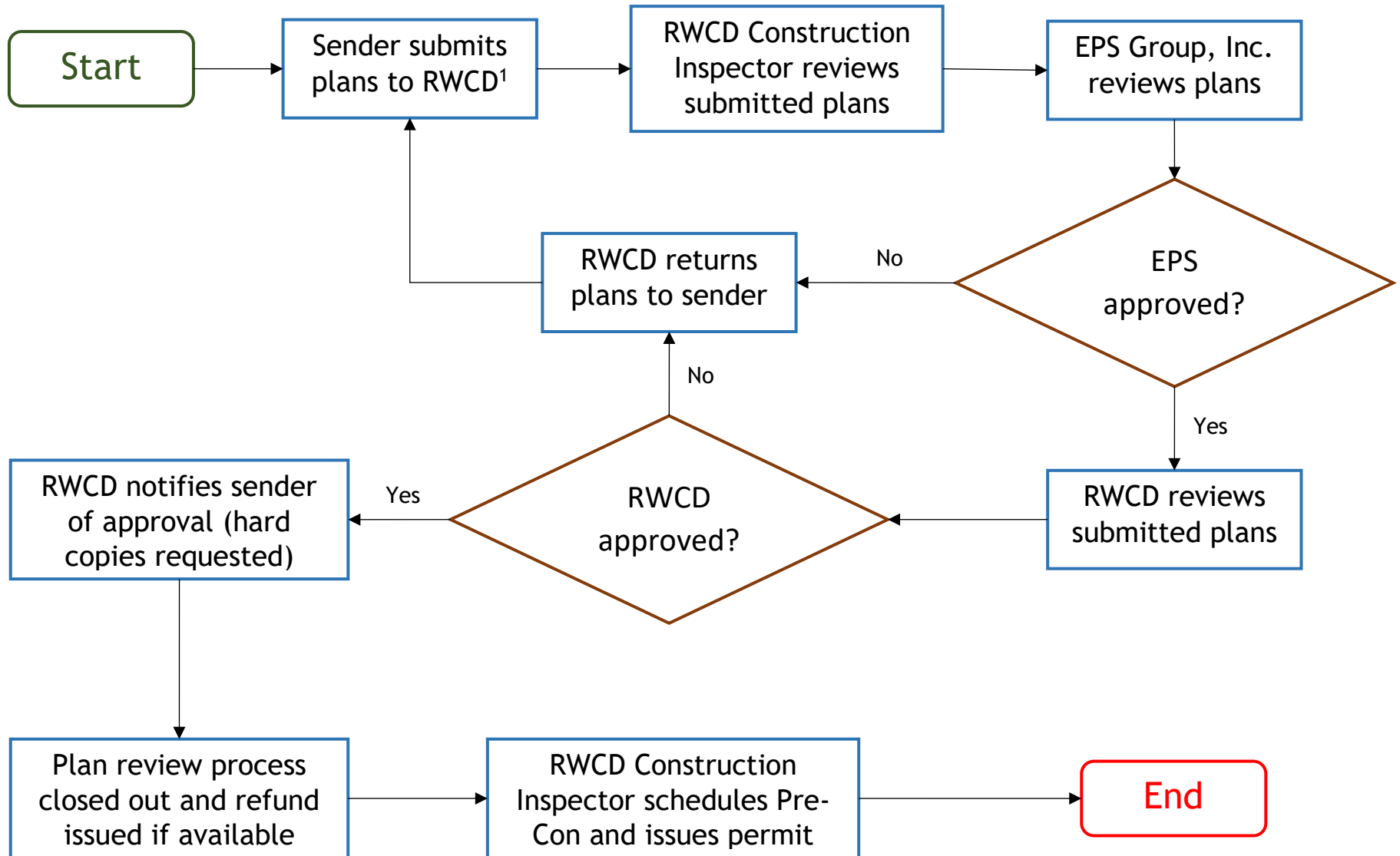
Sincerely,

ROOSEVELT WATER CONSERVATION DISTRICT



R. Brad Strader, PE
Water Resources and Policy Manager

RWCD's Plan Review/Permit Process



¹The first submittal shall be accompanied with \$4,000.00 for engineering reviews. If additional funds are needed, all reviews will stop until another \$4,000.00 is received. Once the review is completed, the balance of the funds will be refunded with an explanation of expenses.