

**APPENDIX B:**  
**DEVELOPMENT PROCESS CHECKLIST**

# Nueces County Water Control and Improvement District #3

## Development Process Checklist

### Step 1 - Initial Application Submittal from Developer to District

- Complete NCWCID#3 Development Permit Application
- Pay development permit application fee
- Schedule meeting with the District Manager, Water Superintendent and Engineer
- Submit preliminary layout of proposed improvements

### Step 2 - District Review of Preliminary Layout

- Formal water availability / required improvements letter issued to Developer.

### Step 3 - Submittal of Plans and Specifications

- Submit four sets of plans of proposed improvements to District

### Step 4 - District Review of Plans and Specifications

- One plan set with comments is returned to the Developer.

### Step 5 - Submittal of Final Plans and Specifications

- Submit three sets of revised and corrected plans and specifications to District
- Submit original set of reviewed plans and specifications
- Submit copies of all required permits
- Submit copies of easements

### Step 6 - Final Review of Plans and Specifications

- Acceptance of plans letter issued (assuming all corrections have been addressed. If plan sets are rejected, the Developer will begin improvement process from Step 1)

### Step 7 - Bidding and Construction

- Developer bids project with licensed utility contractors
- Pre-construction meeting
- Submit copy of the Contractor's liability insurance certificate
- Notice to Proceed with Construction issued to Developer
- Notification of construction start
- Construction Completed
- Hydrostatic and disinfection tests
- Formal punch list prepared by District
- Punch list items completed
- Final inspections

### Step 8 - Close out Documents

- Submit three engineer sealed original As-Built plan sets
- Submit one electronic copy of plan set
- Submit three copies of operational and maintenance manuals
- Submit design engineer certification of Record or "As Built" Drawings.
- Submit final easements to District
- Submit one year warranty paperwork to District
- Pays balance of development permit fees
- Letter of acceptance of completed project issued to Developer.

### Step 9 - One Year Warranty Inspection

- Warranty inspection with Developer within 30 days prior to expiration of warranty period
- Warranty inspection punch list for defects completed during warranty inspection
- Punch list items completed
- Letter of warranty end issued