

Interoffice Memo

Date: June 3, 2021
To: All Engineering Staff
Cc: All District Staff
From: Gidti Ludesirishoti, PE
RE: Engineering Counter COVID-19 Protocols

While our campus was closed to the public, the Engineering department continued providing development services. Effective June 15, when the District reopens, in-person services will resume at the Engineering Counter with protocols designed to minimize person-to-person contact and limit the spread of COVID-19.

Development Services

- Developers will be encouraged to use our online and remote services to minimize in-person visits with the details available on our website at www.cvwwater.com/development.
- Developers will still be required to submit all documents electronically for review.
- Inform our customers that appointments are required for in-person assistance at the Engineering counter.
- Paper submissions will not be accepted without an accompanied digital version. Mylars may be submitted only after the development plans have been approved for final signature(s).

Payments

- Payments are accepted by mail and dropbox with up to one (1) week for payment processing.
- Developers do not need to visit the Engineering Counter before making a payment. They are eligible to pay for fees after their assigned Plan Checker issues the Developer Fee Sheet.
- The Customer Service counter will only accept the Developer's payment (cash, check, or credit card) when presented with two (2) copies of the Developer Fee Sheet.
- Developers are not required to visit the Engineering counter before paying fees. However, they must inform their Plan Checker when they intend to pay fees to coordinate processing.

Construction Projects and Inspections

- Developers and contractors must continue following social distancing guidelines. An inspection may be declined and rescheduled if their facilities cannot provide a safe environment for staff.
- New service connections still require special review if the connection(s) risk service interruption.
- Refer Developers to the Development webpage for up-to-date forms and procedures required at the time of their submission. Forms and protocols are subject to change at any time.
- Developers may call their assigned Plan Checker or Inspector for any questions. They may also call the main line at 909-987-2591 to request assistance from Development Services.