

SOUTH SAN JOAQUIN IRRIGATION DISTRICT

**PROJECT APPLICATION
AND
INFORMATION REQUEST FORM**

Date: _____

Name of Project: _____

Legal Owner(s) of Project property:

Name(s) _____

Mailing address: _____

Telephone: _____ E-mail: _____

Authorized Representative of Owner (if different than Owner):

Name(s): _____

Mailing address: _____

Telephone: _____ E-mail: _____

APN# of Project property: _____

Street address/location: _____

Description of Proposed Project: _____

Current land use: _____

Proposed land use: _____

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Description of work being requested:

1. Are any District facilities located within the proposed Project area? If yes, Identify location and describe proposed plan to deal with facilities _____

2. Is Project located within the city limits? _____

3. Is Project covered by the Williamson Act? _____
If yes, describe _____

4. Is Project located within the 100 year flood plain? _____

5. Will Project involve use of District Facilities for Drainage? _____
If yes, describe _____

6. Will Project involve excavation? If yes give details _____

7. When is Project construction scheduled to begin? _____

8. Has Project received (county, city) planning department approval? _____
If yes, state conditions relative to District _____

9. Is District water currently being used on Project property? _____
If yes, will District water continue to be used on Project property? _____

10. List all planned encroachments upon District property or easements: _____

**FEE POLICY AND FEE SCHEDULE
FOR SOUTH SAN JOAQUIN IRRIGATION DISTRICT
SPECIAL SERVICES AND PROJECTS (Fees as of January 1, 2025)**

I. FEE POLICY FOR PROJECTS AND SPECIAL SERVICES

The District charges certain fees as authorized herein for the time, costs, expenses, and materials associated with reviewing and processing applications and permits, reviewing maps and plans, performing fieldwork, drafting and reviewing agreements and other documents and performing other services related to development projects, subdivisions, encroachments, construction of improvements, and service connections/abandonments that affect District property or facilities.

II. RATE AND FEE SCHEDULE

A. Hourly Rates for District Staff:

<u>POSITION*</u>	<u>HOURLY RATE*</u>
Engineering Department Manager	\$164.30
General Counsel	\$210.02
Associate Civil Engineer	\$118.99
Engineering Technician	\$88.80
Civil Engineer/Surveyor	\$107.02
Facility Inspector	\$88.80
Environmental Compliance and Safety Officer	\$117.18
Irrigations Operations Manager	\$127.78
Irrigation Service Supervisor (Asst Water Super)	\$107.15
Maintenance Superintendent	\$122.47
Main Canal Operator	\$62.67
Maintenance Worker	\$62.67
Heavy Equipment Operator	\$77.68

Administrative staff: \$83.43

*Other positions not listed shall be charged at the then-current hourly rate.

** The hourly rates include costs for employee benefits. Rates shall be automatically adjusted annually as of January 1, to reflect the actual costs of negotiated wages and benefits.

III. EQUIPMENT RATES

Rates for District equipment shall be in accordance with the then-current Caltrans rates, which includes all fuel and incidental expenses.

IV. FLAT FEES AND RETAINERS:

A. Flat Fees.

The District shall charge a flat fee for the following services, unless the complexity of the project or other project-specific circumstances will require an extraordinary amount of staff time, as determined by the District. Should such project require extraordinary staff time, the project applicant/proponent will be provided with advance notice, and staff time shall be charged at the hourly rates set forth in Section II of this policy, above.

Encroachment Permits	\$200.00
Irrigation Service Abandonment Agreement	\$200.00

B. Retainers.

The District shall charge a retainer for the following types of projects due to the amount of staff time required and number of documents to be drafted/reviewed.

Subdivisions	\$25,000.00
Minor Development	\$15,000.00
Special Projects	As Needed

The retainer shall be used for plan/map review, drafting of agreements, inspections, and any other related District expenses related to the project. The project proponent must deposit the retainer with the District prior to the District commencing any work, and will replenish the retainer as necessary if the District determines the project costs will exceed the initial retainer. Replenishment shall be in an amount deemed reasonably necessary to cover the anticipated remaining costs of the project. Upon District's completion of all work to be performed in association with the project, the District shall return any remaining retainer to the project proponent within thirty (30) days.

IV. REIMBURSEMENT OF OTHER DIRECT COSTS:

Other actual expenses incurred by the District will be charged at actual cost. These include, but are not limited to, the following:

- Recording fees
- Notary services
- Outside research (County records, etc.)
- Postage, shipping, or courier service
- Blueprinting, photostating, printing or other reproduction costs
- Outside engineering, legal or consultant expenses
- Materials and supplies
- Mileage (at the per mile rate established by the Internal Revenue Service for the period which services are provided).