



## **DEVELOPER GUIDELINES**

(Adopted April 2021)

Please review the following guidelines carefully and contact GVSUD with any questions. Should you need further clarification a consultation meeting can be scheduled.

### **CONTACT**

For Owner or Developer information, or for information on services by GVSUD and/or to set an initial meeting, please contact:

Morgan Goodwin  
Project Coordinator  
Green Valley Special Utility District  
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Marion, Texas 78124  
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Pat Allen  
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For technical questions or to request technical information, please contact:

Garry Montgomery  
Project Manager-Partner  
Utility Engineering Group  
191 N. Union Avenue  
New Braunfels, Texas 78130  
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## **SERVICE APPLICATION & SERVICE AGREEMENT**

1. To determine available capacity and compliance with GVSUD requirements, developers must submit an application for service and pay the feasibility study fee of two-thousand, five hundred dollars (\$2,500.00) per application. Checks should be made payable to Green Valley Special Utility District. Payment must be made before our Engineer will begin the study. Feasibility studies will be presented for Board consideration within 30 days of submittal of the application.
2. Feasibility studies are subject to Board approval. The Board meets every fourth Thursday of the month. To be placed on the agenda, studies must be completed one (1) week prior to the Board meeting. Upon Board approval the studies will be emailed out to individuals sited in the application.
3. Feasibility studies are good for six (6) months. If a service agreement is not entered into within six (6) months of the feasibility study, that study is no longer valid.
4. Pursuant to terms set forth in the feasibility study and GVSUD standards (latest version), a service agreement will be drafted by the District attorney. Before moving forward with a preconstruction meeting or starting construction, the service agreement must be executed by both parties.

## **DESIGN & CONSTRUCTION NOTES**

1. If construction has not commenced within one (1) year of GVSUD design approval, that approval is no longer valid.
2. A set of GVSUD Construction Notes must be printed clearly on all plan sets. Copies of construction notes can be found at [www.gvsud.org/35/Development-Resources](http://www.gvsud.org/35/Development-Resources). It is the developer's responsibility to ensure that the latest version, as amended from time to time, is provided to the contractor prior to construction and included in the approved set of plans.
3. Design and installation shall be in accordance with TCEQ rules, EPA rules, AWWA standards, and in accordance with GVSUD standards as further described.
4. Any easements shall be reviewed and approved by GVSUD prior to acquisition and plan review submittal.
5. Noise and odor impacts shall be considered in design.
6. See Water Construction Notes, Standard Water Details, Wastewater Construction Notes, Wastewater Standards & Design Guidelines, Wastewater Standards Lift Station & Treatment Plants on our website at [www.gvsud.org/35/Development-Resources](http://www.gvsud.org/35/Development-Resources) for GVSUD requirements.



7. Provide two (2) hard copy sets and two (2) CD/PDF format copies of plans and design submittals for GVSUD and Engineer review and approval. Allow thirty (30) calendar days for review.
8. Copies of each construction submittal (shop drawings, materials, product data, etc.) shall be provided for GVSUD review and approval prior to fabrication. Allow thirty (30) calendar days for review.
9. The plan submittal for wastewater projects shall include the TCEQ Summary Letter, TCEQ's plan approval letter, capacity calculations and an overall site plan to ensure that facilities are properly sized.

### **PRECONSTRUCTION MEETINGS**

1. Plans must be submitted to GVSUD and the project Engineer for review and approval prior to scheduling the meeting.
2. A preconstruction meeting shall be held before construction begins. Meetings will be scheduled with the water and/or wastewater operations manager.

### **TESTING & INSPECTIONS**

1. All testing shall be arranged and paid for by the contractor and witnessed by GVSUD.
2. All water and wastewater installations must be inspected and approved by GVSUD prior to backfilling or otherwise covering the work. This includes crossings of water and wastewater by other utilities. GVSUD will perform a maximum of one (1) inspection daily for one (1) hour duration between 8:00 a.m. and 5:00 p.m. excluding weekends and holidays. Call the associated GVSUD operations manager and/or inspector to schedule inspections. Forty-eight (48) hours notice is required for all inspections.
3. All testing must be complete prior to paving streets.
4. All testing must be complete prior to performing tie-ins to existing systems.
5. All other utilities must be complete prior to performing pressure testing.
6. All testing must pass before scheduling project closeout.
7. Copies of all test reports shall be provided to GVSUD.

### **FINAL APPROVAL**

1. Prior to final approval and project acceptance, each project must provide a set of GVSUD required documents (noted below), have passed the final inspection, and executed a



Dedication of Infrastructure. Allow for fourteen (14) calendar days for GVSUD to prepare a final acceptance letter and formal dedication document.

2. No meters will be set until both parties have executed the Dedication of Infrastructure.
3. If the contract has been assigned, GVSUD will require an Assignment of Non-Standard Service Agreement prior to closeout.
4. Warranty will commence upon document delivery and final inspection passing, including any punch-list items and expire one (1) year thereafter.
5. Any fees due at the time of platting shall be paid in full prior to plat recordation.
6. Provide the following materials prior to acceptance of facilities by GVSUD. Provide one (1) hard copy and one (1) electronic copy to GVSUD and Engineer unless noted otherwise.
  - a. Engineer's certification of completion in accordance with approved plans, specifications, and permits.
  - b. Copies of all close-out submittals required by regulatory agencies (city, county, TCEQ, etc.)
  - c. O&M Manuals: Provide three (3) had copies and three (3) CD searchable PDF copies of each O&M manual. Hard copy O&M manuals shall be printed in color on 24# bond paper with reinforced holes and bound in D-ring binders (maximum 4" binders per volume) with sheet lifters front and back, table of contents, and tabbed sections. Drawings shall be 11x17 and z-folded. Provide separate manuals for each item. O&M description, project name, contractor name/contact, developer name/contact and specification section shall be printed on the spine of the binder. Submit electronic preliminary copies for GVSUD review and approval prior to printing final copies.
  - d. Waiver of lien by contractor (and subcontracts, as appropriate).
  - e. Warranty certificates, both from contractor and from manufacturer(s), valid for one (1) year from date of project final acceptance.
  - f. Executed approval letter and notarized Dedication of Infrastructure transferring facilities to GVSUD.
  - g. Plan of Record drawings and other documents. Contractor shall provide one (1) complete full-size set of "red lined" as-built drawings in hard copy and one (1) digital copy in CD/PDF format. Engineer shall prepare corrected CAD drawings (each sheet signed and stamped "record drawing") and submit to GVSUD five (5) half-size hard copies and five (5) CD searchable PDF copies. Include water, sewer and dry utilities.
  - h. An Assignment of Non-Standard Service Agreement (if applicable)  
All easements in the name of GVSUD as required for operation of the facilities.