



## Buckeye Water Conservation and Drainage District

205 Roosevelt Ave. P.O. Box 1726

Buckeye, AZ 85326

Telephone: 623-386-2196

Fax: 623-386-7789

### Development Application Process

(Plans for constructing BWCD and Non-BWCD facilities within or across  
District owned or maintained Right-of-Way and/or Facilities)

1. Complete the Development Application Form, which is Page 3 and 4 of this Application.
2. Submit the completed Development Application Form, the Application Fee of \$1,500.00 (see attached Permit Use and Fee Schedule) and two sets of half-size proposed plans (11" x 17") and/or drainage reports to the attention of Eddie Duenas.
3. Once the District has determined the location on District owned or maintained property, a review will occur. The fee for review will be determined by hours spent reviewing according to the fee schedule provided below. The review will stop if the fee for review exceeds the initial \$1,500.00 Application Fee without additional funds deposited to cover the expected review costs. Allow 2 to 4 weeks for District review. For large projects, the District will notify the applicant that the project will need to be handled by their outside consultant. BWCD will require \$5,000.00 as a retainer to debit against during the plan review process. If additional funds are needed, the review process will be suspended until another \$5,000.00 is received. Allow 6 to 8 weeks for review by the District's outside consultant. Upon completion of the review, the District will transmit the results of the review to the Applicant. In most cases, BWCD requires the districts outside engineering consultant design the plans for the project.
4. The District will advise the Applicant of the estimated cost to design the proposed facilities. The Applicant must pay the District the estimated cost to design the facilities in advance. Upon receipt of the design payment, the District or its consultant will design the proposed facilities. The design will stop if the cost for the design exceeds the initial estimate until additional funds are deposited by the Applicant, as requested by the District. Upon completion of the design, the District will transmit the design plans to the Applicant for review.



5. Once the Applicant approves the design plans in writing, with any changes approved by the District and the Applicant, the District will provide the estimated cost to construct the facilities. At that time, the Applicant submits the following items:
  - a. Application Form completed by the Applicant.
  - b. Copy of the approved plan. (See Item 4 above.)
  - c. Copy of the Certificate of Insurance that names the District as additional insured and in the appropriate insurance amounts. (See attached Insurance/Bonding Requirements.)
  - d. Performance Bond, if required.
  - e. Any easement or right-of-way agreements required by BWCD.
  - f. Payment of the estimated cost of construction and any remaining fees due. The fees may include, but are not limited to, additional permanent installation review fees, inspection fees, crossing fees, engineering fees, district administration and construction fees and payment in full of BWCD construction costs.
6. The Applicant is responsible for all costs associated with the design and construction of the facilities. If the amounts paid by the Applicant to the District are less than the actual cost, the Applicant shall pay the difference.



**DEVELOPMENT APPLICATION**  
**for construction of BWCCD and Non-BWCCD facilities**  
**within or across Rights-of-Way (Real Property) or on Facilities of the**  
**Buckeye Water Conservation and Drainage District**  
**205 Roosevelt Ave., Buckeye, AZ 85326**

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Arizona Contractors License Number (if any): \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ FAX Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

Purpose of Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed Construction Start Date: \_\_\_\_\_

Proposed Construction End Date: \_\_\_\_\_

Contact Eddie Duenas at **623-386-2196** or at [eduenas@bwccd.com](mailto:eduenas@bwccd.com) with any questions.



**DEVELOPMENT APPLICATION**  
for construction of BWCCDD and Non-BWCCDD facilities  
within or across Rights-of-Way (Real Property) or on Facilities of the  
Buckeye Water Conservation and Drainage District  
205 Roosevelt Ave., Buckeye, AZ 85326

**Insurance Requirements**

Commercial General Liability Insurance Coverage:

The Certificate of Insurance covering public liability and property damage must be submitted in the following amounts:

Two million dollars (\$2,000,000) General Aggregate.

Two million dollars (\$2,000,000) Products/Completed Operation Aggregate.

One million dollars (\$1,000,000) Each Occurrence.

BWCCDD is to be named as additional insured.

GCE is to be named as an additional insured.

**Indemnity Agreement**

The undersigned hereby agrees to indemnify and hold harmless the District, its employees, consultants, engineers, contractors and agents, for, from and against any and all claims, liabilities, expenses or lawsuits as a result of the work in or use of the right-of-way as allowed by the License, whether said claims, liabilities, expenses or lawsuits arise by the acts or omissions of the undersigned, his/her agents, whether by acts or omissions of the District, its employees, consultants, engineers, contractors and agents, or whether by act or omissions of third persons. The undersigned further releases and discharges the District, its employees, consultants, engineers, contractors and agents, and any and all persons legally responsible for the acts or omissions of the District, from any and all claims which the undersigned has or may have against the District, its employees, consultants, engineers, contractors and agents, arising out of or in any way connected with the activities as set forth in the License.

**License Applicant**

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Project Sponsor, if any**

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Additional Requirements: \_\_\_\_\_

**District Approval Box**

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Eddie Duenas at 623-386-2196 or at [eduenas@bwccdd.com](mailto:eduenas@bwccdd.com) with any questions.



## PERMIT/LICENSE USE AND FEE SCHEDULE

As Authorized by BWCD – April 2015

1. Application Fee (in all cases) - \$1,500.00 per application. Covers initial Plan review only.
2. Permit Filing Fees (in all cases) - \$5,000.00 per application.
3. Administrative Fees (in all cases) - 5% of total Project Costs.
4. Plans review by in-house District Engineer - \$125 per hour. Fee for additional plan review prior to construction license.
5. Construction Management/Observation/Inspection Fees (including travel time and expenses).
  - a. 15% of total construction costs up to \$1,000,000.00
  - b. 10% of total construction costs above \$1,000,000.00 with a \$150,000.00 minimum
6. District Engineering Consultant - \$5,000.00 retainer.
7. Municipal Bridge or Drainage License - Canal - One-time charge of \$30,000 minimum or appraised value (whichever is greater) with CPI Escalation.
8. Municipal Utility License - Canal - One-time charge of \$20,000.00 with CPI Escalation.
9. Municipal Utility License - Lateral - \$6,000.00 one-time fee. If relocated after installation, another \$6,000.00 will be charged.
10. Private Utility License - Canal - \$10,000.00 per year with CPI Escalation.
11. Private Utility License - Lateral - \$6,000.00 one-time fee. If relocated after installation, another \$6,000.00 will be charged.
12. Private Bridge License (Vehicular Traffic) - Canal - \$10,000.00 per year with CPI Escalation.
13. Private Bridge License (Pedestrian) - Canal - \$5,000.00 per year with CPI Escalation.
14. Private Bridge License - Laterals - One-time charge of \$2,500.00, plus cost of engineering review.
15. Agricultural Related Licenses - Canal & Laterals - Cost of engineering review.
16. Temporary Construction Easement - Based on Appraisal.
17. Appraisal Fee (if applicable) Actual cost if District appraisal consultants must be utilized.
18. Extensions \$100.00 Filing Fee + Rent and Inspection (if applicable).
19. After-the-Fact Permit \$5,000.00 (assessed in addition to the above fees).
20. District Facilities Relocation - \$100,000.00, plus replacement property of new alignment (assessed in addition to the above fees).
21. Dry-up Extension - \$15,000.00 per day, board approval required.
  - Line items (1, 2, 3) are nonrefundable.
  - Permit Filing Fees - Due at Filing.
  - Engineering fees are due prior to completion of design.
  - Construction fees SHALL be paid 60 days prior to construction.
  - Initial Permanent Installation Review Fee covers the first submittal only.
  - Inspection Fees are per trip. The number of inspection trips required is determined by the District on a case-by-case basis and is affected by the complexity, scope, schedule, and availability of District staff.
  - Commercial General Liability Insurance Coverage - as follows or other limits determined by the General Manager and adopted by the Board of Directors:

**Application is valid for one year from the stamped received date. Additionally, the application process, requirements and fee schedule are subject to revisions.**



## Proposed Plan(s) Requirements

1. Indicate District Rights-of-way, City limits, and County limits. Also include existing easement information and its recording number. If no easement exists, indicate the proposed location.
2. All existing utilities within the District Rights-of-way shall be located and shown dashed with the size, construction materials, type of utility line, location, and depth below grade.
3. Include the Arizona 811 sticker.
4. Drawings must include existing topographic features adjacent or in conflict with new construction.
5. All new construction should be delineated, via leader notes or construction notes.
6. Indicate the street names on plan (s), including distance to nearest intersection.
7. A plan and profile drawing of any proposed boring pits or excavations must be included on the drawings for work within District Rights-of-way or that may affect District structures.

Approved February 20, 2023