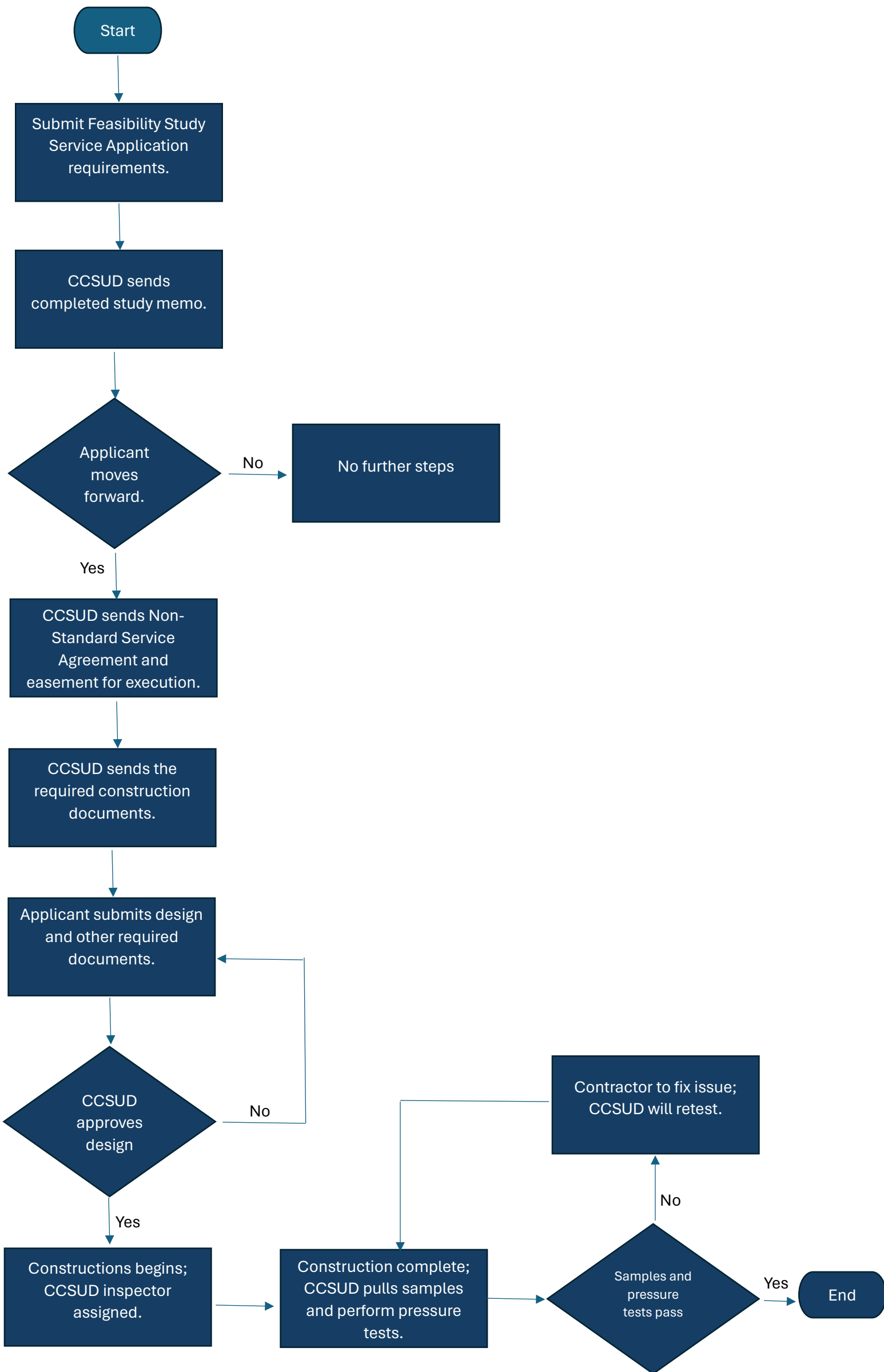


CCSUD's Process to Obtain a Fire Hydrant



Fire Flow Steps

1. **Submit Feasibility Study Service Application requirements.**
 - a. Applicant to submit the minutes to Crystal Clear Special District (CCSUD) from their pre-construction meeting from the applicable county. The fire flow requirements notes will need to be included in those minutes.
 - b. The applicant and their engineer will need to read over the Fire Hydrant/Line Suppression Study process sheet. The engineer must be TBPE licensed.
 - c. Once the applicant is ready to move forward, a feasibility study service application (FSSA), and all other required items will need to be submitted to CCSUD staff. The Fire Hydrant/Line Suppression Study sheet and FSSA can be found on our website at: <https://crystalclearsud.org/ccsud-rules-and-regulations>.
 - d. Once CCSUD sends the applicants feasibility study items to the engineer team, there is a 60–90-day turnaround timeframe for completion.

2. **CCSUD sends completed study memo.**
 - a. CCSUD will send the completed study memo, along with the standard easement, a general copy of the Fire Hydrant Non-Standard Service Agreement (FHNSSA) for the applicant to review, as well as the expiration date of when the feasibility study will expire. All studies expire within 90 days upon return date.

3. **No. Applicant doesn't move forward.**
 - a. No further steps to complete.

4. **Yes. Applicant moves forward.**
 - a. Applicant to complete the following steps.

5. **CCSUD sends Non- Standard Service Agreement and easement for execution.**
 - a. The applicant will need to submit the following items to start the draft of their FHNSSA: easement, information sheet, property description, and deed to the property. If the deed is in a business name, they will need to submit the articles of the corporation so CCSUD can confirm who is authorized to sign.
 - b. The easement will need to run along the route of the fire line into the property, up to where the fire hydrant is located.
 - c. Once all items are received the Development/Project manager will draft the WNSSA based upon the information received and send the applicant their draft WNSSA.
 - d. Once all items are approved and accepted by our board of directors, CCSUD will send the final WNSSA to the applicant for execution. CCSUD must have an **original** signed WNSSA and easement to deem the WNSSA accepted.

6. **CCSUD sends the required construction documents.**
 - a. After the original signed items are received, CCSUD staff will send the applicant the CCSUD Fire Hydrant/Suppression line construction checklist and the contractor requirements.



- 7. Applicant submits design and other required documents.**
 - a. The Applicants engineer will need to submit these checklist items to CCSUD and their engineer team for review. Please note that if there are multiple units in a project, the checklist review process will need to be completed for each unit.

- 8. CCSUD approves design.**
 - a. CCSUD’s engineer will review the applicants water design to ensure that it is designed per our specifications and will stamp “approval to construct” once they are accepted. CCSUD’s specifications and construction guidelines can be found on our website at: <https://crystalclearsud.org/ccsud-rules-and-regulations>.

- 9. No. CCSUD denies design.**
 - a. CCSUD’s engineer will coordinate with the applicants engineer team to get the submittals corrected before final approval.

- 10. Construction begins; CCSUD inspector assigned.**
 - a. Once all items are submitted and accepted then construction can begin on the unit/phase approved.
 - b. A CCSUD inspector will be assigned for the duration of the project. Fees will be assessed based on the extent of the project.

- 11. Construction complete; CCSUD pulls samples and perform pressure tests.**
 - a. CCSUD will pull samples and perform the pressure tests required for the project.

- 12. Fail**
 - a. Contractor to fix issues, CCSUD will retest, additional fees may be acquired.

- 13. Samples and pressure tests pass.**

- 14. End**
 - a. This will conclude the fire hydrant process.