

HIGHLANDS RANCH DEVELOPMENT GUIDELINES



REVISED 2018



Highlands Ranch Metro District and Centennial Water and Sanitation District

HRMD / CWSD

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I. INTRODUCTION

Highlands Ranch is located in unincorporated Douglas County; therefore, permitting for development requires approval from both the Highlands Ranch Metro District (District) and the Douglas County Building Department. The Highlands Ranch Metro District, on behalf of the Centennial Water and Sanitation District, reviews all projects within Highlands Ranch for impacts on the public water and sewer systems. District approvals are required by the County before the County will issue Building Permits or Certificates of Occupancy.

The District uses the designations of New Construction and Tenant Finish to categorize projects. Based on the designation, projects are reviewed in accordance with the Highlands Ranch Development Guidelines manual (Development Guidelines) and for compliance with the [Highlands Ranch Water and Sanitary Sewer Specifications](#) manual (HRWSSS) and [Standard Details](#). The District and County conduct independent reviews of Civil Engineering Site Plans and Architectural/MEP Construction Documents. It is the responsibility of the Applicant to submit the proper paperwork and plans to both agencies. The District issues a Notice of Approval letter to the Applicant and County following plan approval.

The Development Guidelines manual specifies the criteria used by the District to categorize projects based on the magnitude of the improvements, proposed use, and impacts imposed on District utilities. The manual outlines the overall development process, minimum plan requirements, water tap and meter sizing, development fees, easement requirements, Arterial Landscape Program, and includes copies of all applicable forms. The District requires plan reviews of both Civil Engineering Site Plan drawings for exterior improvements and Architectural/MEP Construction Documents for interior building improvements.

The HRWSSS manual provides design criteria, construction specifications, and standard details for the proposed installation of water and sewer utilities, services, and appurtenances for new construction, redevelopment, building expansion, and tenant finish projects. All applicable Civil Engineering Site Plans and Architectural/MEP Construction Documents shall be designed and constructed in compliance with the manual.

Applicants for all projects within Highlands Ranch are encouraged to read the Development Guidelines and HRWSSS and schedule a pre-submittal meeting with District staff. Questions regarding the development process should be directed to Jon Klassen at 303.791.0430 or via email at: jklassen@highlandsranch.org.

Copies of both the Development Guidelines and HRWSSS manuals are available on the second floor of the Metro District office building, located at 62 Plaza Drive, or online at www.highlandsranch.org or www.centennialwater.org

II. NEW CONSTRUCTION

The New Construction designation includes projects that propose a potential impact to District infrastructure systems or occur within District easements. A variety of activities constitute New Construction, most common of which is the construction or expansion of commercial buildings or the installation of water and sewer mains and services to accommodate new residential development. Less common, but equally sensitive projects that qualify as New Construction include grading, paving or drainage projects or the installation of retaining walls, light poles, sign poles, or monument signs in or immediately adjacent to District easements. All New Construction projects require District review and approval of applicable plans and forms.

The following table identifies initial submittal requirements for New Construction projects:

Initial Submittal Requirements (X = required)	Single-Family	Non Single-Family
Review Application	X	X
Water Customer Data Sheet (WCDS)		X
Industrial Waste Questionnaire (IWQ)		X
Civil Engineering Site Plans <i>(water, sewer, storm, grading, and paving plans required for review)</i>	X	X
Architectural/MEP Construction Documents <i>(arch footprint, MEP and foundation plan required for review)</i>		X ¹

¹ Applicable for projects involving building construction, expansion, or remodeling.

Required Forms

Any submittal to the District must include a [Review Application](#) with the applicable submittal box checked (Initial, Resubmittal or Final Approval).

New Construction projects (single-family excluded) require the completion and submittal of a [Water Customer Data Sheet \(WCDS\)](#) to validate the proposed domestic and irrigation taps and meters. Refer to Chapter IV of the Development Guidelines for Determining Water Tap and Meter Size and the process for completing the WCDS.

New Construction projects (single-family excluded) require the completion and submittal of an [Industrial Waste Questionnaire \(IWQ\)](#).

Plan submittals must include all applicable requirements noted on the forms. The District will not complete the review of plans that fail to meet the specified requirements.

Civil Engineering Site Plans

A complete set of Civil Engineering Site Plans (Site Plan) must be submitted for review for all New Construction projects proposing exterior improvements or construction related activities that impact District water and sewer infrastructure. The District approval only applies to water and sewer improvements or to improvements within District easements; however the applicant should include all grading, paving, and storm sewer plans with the submittal, either as part of the overall plan set or under

separate cover. Initial submittals may take up to 21 days to review with resubmittals taking up to 14 days. Plan submittals should include all applicable requirements noted on the [Civil Engineering Site Plan Requirements](#) form. The District will not complete the review of plans that fail to meet the specified requirements.

Architectural/MEP Construction Documents

Architectural/MEP Construction Documents (Construction Documents), including Structural Foundation Plans, are required for review of all projects involving building construction or remodeling, including modifications to existing plumbing or fixtures. The Construction Documents may be submitted and reviewed independently of the Site Plan; however, an initial submittal of Construction Documents is required before the Site Plan can be approved. The initial submittal must demonstrate consistent water and sewer service points-of-connection (POC) with the Site Plan (horizontally and vertically). Initial submittals may take up to 21 days to review with resubmittals taking up to 14 days. Plan submittals should include all applicable requirements noted on the [Architectural/MEP Construction Document Requirements](#) form. The District will not complete the review of plans that fail to meet the specified requirements.

Legal Documents

If a project requires water or sewer easements or a license agreement, it is the responsibility of the Applicant to provide the corresponding legal descriptions and exhibits prior to final plan approval. If an easement or license is to be granted to or by the District, the District will prepare the formal agreement for signature by the required parties. If an easement is required between private parties, the Applicant shall supply proof of the agreement to the District for review, and it is the sole responsibility of the Owner or Applicant to prepare the agreement(s), secure the signatures and record the document(s).

Refer to Chapter VII of the Development Guidelines for additional information and requirements related to Legal Documents.

Plan Review Submittals

Plans submitted to the District for review shall be one (1) bound, full-size, hard copy set. Individual plan sets not bound will not be accepted for review. Plans submitted for review do not require a stamp or signature, but should be marked NOT FOR CONSTRUCTION.

Final District Approval of New Construction Projects

Final approval of the Civil Engineering Site Plan requires four (4) individually bound full-size hard copy sets of plans (original or electronic signature) and an electronic complete set of Site Plan drawings bound as a single .PDF. The Applicant may submit additional copies of the plans for approval by the District, up to twelve (12) total sets.

Final approval of Architectural/MEP Construction Documents requires three (3) individually bound full-size hard copy sets of the plans. Approval sets must include, at a minimum, a cover sheet, fixture plan and schedule, and all plumbing sheets. Each plan set must include an original or electronic signature. An electronic copy of the complete Construction Documents bound as a single .PDF is also required upon approval. The Applicant may submit additional copies of the plans for approval by the District, up to twelve (12) total sets.

Following District approval of the Site Plan and Construction Documents a Notice of Approval letter will be issued to the Douglas County Building Department, the Applicant, and the District Inspector via email.

Construction and Inspections

Approved Site Plans will be issued to the District Main Line/Service Inspector and he will distribute the plans at the Pre-Construction Meeting (Pre-Con). The Pre-Con must be held prior to any water and sewer improvements, or any work performed within District easements. The general contractor and any water or sewer sub-consultants must be present at the Pre-Con. A Pre-Con can be scheduled by calling 303.470.0776. It is the responsibility of the Owner or his representative to contact the District to schedule the Pre-Con in advance of any work being performed as noted above. All Main Line/Service inspections will be performed in accordance with the HRWSSS and the approved Site Plan. If discrepancies are noted between the plans and HRWSSS, the HRWSSS will be the controlling document. A Final Main Line/Service Inspection, including all testing, is a prerequisite for a water meter to be set.

Approved Construction Documents will be issued to the District Building Inspector and he will distribute the plans onsite. All building inspections will be performed in accordance with the HRWSSS and the approved Construction Documents. If discrepancies are noted between the approved plans and HRWSSS, the HRWSSS will be the controlling document. The County will perform building inspections independent of the District. A Final Building Inspection by the District must be passed, and all fees paid, before a water meter will be set.

The Contractor shall coordinate with the appropriate Inspector prior to making any changes to the approved plans that may impact the water, sewer, or building plumbing. If deemed necessary by the Inspector, the changes must be submitted to the District Engineer for approval. The District Engineer will determine if the changes can be addressed at the As-Built phase or if a formal plan amendment is warranted.

As-Built Record Drawings

Throughout the construction of the Project the Contractor is responsible for documenting any approved deviations from the approved Site Plan that was not formally addressed by a Plan Amendment. Following construction, the Contractor must submit his documented changes to the Engineer of Record for preparation of As-Built Record Drawings. The Engineer must submit one signed set of mylars (Water and Sewer Plans only), a .PDF of the As-Builts, and an electronic copy of the AutoCAD base files. The District can perform a courtesy review of the As-Builts but it is the responsibility of the Engineer to ensure the accuracy of the As-Builts prior to submittal.

Acceptance of Utilities

The Acceptance of Utilities is the final phase of a New Construction project and transitions ownership and maintenance of utilities to the District. The District will initiate the Acceptance of Utilities Agreements, starting the one-year warranty period, after receiving the following items:

- As-Built Record Drawings (mylars)
- Electronic copy of the Civil Engineering Site Plan CAD base files.
- Executed Easement and License Agreements
- A signed Grant and Acceptance of Utilities Agreement

Following the one-year warranty period the District will perform a final inspection to identify any outstanding items that need to be addressed prior to final acceptance of utilities. If the District finds no defects with the utilities and all final inspection items have been fully addressed the District will finalize the Acceptance of Utilities Agreements and mail copies to the Owner.

III. TENANT FINISH

A Tenant Finish (TF) project is generally limited to the alteration or reconfiguration of an existing structure or unit. The TF category excludes any project that involves the addition or expansion of a building or structure, exterior improvements that directly impact District facilities, or a project that proposes improvements within District easements. Tenant Finish projects are designated into the following sub-categories:

TF – Minor

A TF “minor” designation applies to renovations or improvements to the interior of an individual unit within a multi-unit building. The classification specifically excludes single-occupancy buildings or projects that have or require a grease interceptor; connection to an existing water/sewer main; addition or expansion of a building; or projects involving a medical, dental, or industrial use. ***The Project Description on the Review Application must clearly demonstrate that the project meets these guidelines.***

TF – Major

A TF “major” designation applies to a TF project with minimal exterior improvements that do not pose an impact to District facilities or easements. Exterior improvements that may fall under a TF – Major designation are limited to the installation of an interceptor or connection to an existing water/sewer service. A TF – Major designation also applies to the interior alteration or reconfiguration of single-occupancy buildings. At the discretion of the District, TF – Major projects may require the addition of a Site Plan to address exterior improvements.

The following table identifies initial submittal requirements for a Tenant Finish project:

Submittal Requirements (X = required)	TF - Minor	TF - Major
Review Application	X	X
Water Customer Data Sheet	X	X
Industrial Waste Questionnaire		X
TF Plans (1 full-size hard copy of Arch & MEP plans*)		X
Review Fee (includes District reviews and inspections)	N/A	\$300

*TF Major may require the submittal of Civil Site Plans in addition to Arch & MEP plans.

Required Forms

Any Tenant Finish submittal to the District must include a [Review Application](#) with the applicable submittal box checked (Initial, Resubmittal or Final Approval).

TF – Minor projects require the completion and submittal of a [Review Application](#) and [Water Customer Data Sheet \(WCDS\)](#). The WCDS will be used to validate that the meter size is appropriate for the proposed fixture count. Refer to Chapter IV of the Development Guidelines for Determining Water Tap and Meter Size and the process for completing the WCDS. After reviewing the application the District will assess if the TF-Minor designation applies.

TF-Major projects require the completion and submittal of a [Review Application](#), [Water Customer Data Sheet](#) and the [Industrial Waste Questionnaire \(IWQ\)](#).

Plans (applies to TF-Major Only)

All TF Plan submittals must include a cover sheet and illustrate and label, at a minimum: existing fixtures, demolition and/or addition of any proposed fixtures, demolition and/or addition of proposed water and sewer lines, size and location of all points-of-connection to existing water and sewer services, and the location of existing or proposed meters and backflow devices (size, make and model). TF Plan submittals can take up to 14 days for a response.

District Approval of Tenant Finish Projects

For TF – Minor projects the District will review the application and assess whether a “minor” designation applies. If it qualifies, no additional documentation is required and the District will issue a Notice of Approval to Douglas County and the Applicant via email.

Final approval of TF – Major projects requires three (3) bound full-sized sets of Plumbing plans and a .PDF of the entire plan set bound within a single .PDF. The hard copy and .PDF must include stamp and signature (original or electronic).

Following District approval of the TF Plans the District will issue a Notice of Approval letter to Douglas County and the Applicant via email.

Inspections

Approved TF Plans will be issued to the District Building Inspector and he will distribute the plans onsite. All building inspections performed by the District will be performed in accordance with the District approved Plumbing Plans. Call 303.791.7185, Extension 3545, to schedule inspections. The County will perform inspections independent of the District. A Final Inspection by the District must be passed before the District will consent to the issuance of a Certificate of Occupancy.

IV. DETERMINING WATER TAP AND METER SIZE

The District uses a modified version of the American Water Works Association Manual 22 (copyright 2004) to determine the required tap and meter size. All New Construction and TF – Major projects are required to submit a Water Customer Data Sheet for review and approval. The WCDS is used to determine proposed, and verify adequacy of existing, taps and meters. If existing taps or meters are determined to be undersized they are required to be increased to the appropriate size at the Owners/Developers expense, including the construction cost and difference in tap fee.

Locate the [WCDS](#) form from the District's website or the Development Guidelines manual and complete the form as follows:

- (1) **No. of Fixtures:** Input the total number of fixtures corresponding to each Fixture Type.
- (2) **Total Fixture Value:** For each Fixture Type, multiply the corresponding Fixture Value at 60 psi by (1) No. of Fixtures.
- (3) **Combined Fixture Total:** Sum (2) Total Fixture Value for each Fixture Type.
- (4) **Peak Demand:** use (3) Combined Fixture Total and the upper curve on AWWA M22 Figure 4.2 or 4.3 to determine Peak Demand. The District mandates the use of the upper figure curves for all Domestic Uses.
- (5) **Pressure Factor:** Adjust for pressure by multiplying 1.09 by (4) Peak Demand.
- (6) **Irrigation Demand:** The Irrigation Demand is 0 if a separate irrigation tap and meter are provided; otherwise include an irrigation demand equal to the demand of the largest irrigation zone.
- (7) **Miscellaneous Demand:** Include any applicable miscellaneous demands not accounted for that would impact the net demand such as car wash, chiller, fountain, or other uses.
- (8) **Total Fixed Demand:** Calculate the TFD by summing columns 5-7.
- (9) **Proposed Domestic Tap/Meter Size:** Fill in the appropriate domestic Meter Size based on the Maximum Allowable Total Fixed Demand in Table IV-7.
- (10) **Proposed Irrigation Tap/Meter Size:** Fill in the appropriate irrigation Meter Size based on the proposed irrigation demands and Maximum Allowable Total Fixed Demand in Table IV-7.
- (11) **Other:** Fill in and label any other applicable meters such as a secondary irrigation or car wash tap and meter.

V. FEE SCHEDULE

New Development

The general fee schedule for new development in Highlands Ranch is shown below. For quotes on specific properties please contact our Financial Analyst at 303-791-0430.

All fees must be paid prior to installation of any meter.

Tap Fee includes water and wastewater services.

Meter Fee includes the cost of the meter, installation, inspection, and construction water. The current range is \$500 - \$6,000 depending on meter size. Meter fee will be adjusted periodically based on current cost of meter.

System Development Fee is a form of impact fee levied on all new development in Highlands Ranch. The System Development Fee is calculated as follows:

- The total cost of the facilities identified in the Facilities Plan (both completed and future projects) are reduced by other sources of funding less any System Development Fees collected to date. This net amount is then divided by the remaining developable acres
- A copy of the District's Facilities Plan can be found on our website www.highlandsranch.org.

DEVELOPMENT FEE SCHEDULE				
	Residential		Non Residential	
	Single Family	Multi-Family	Domestic	Irrigation**
System Development Fee (per acre) <i>For Residential properties fee is based on density (units/acre) see Table 1</i>	\$ 36,056	\$36,056	\$ 32,051	N/A
Tap Fees – size verified by our engineer				
¾" (single family equivalent)	\$ 7,690	\$ 5,510*	\$11,380	\$7,680
1"			\$22,760	\$15,360
1-1/2"			\$45,520	\$30,720
2"			\$91,040	\$61,440
3" or larger - Determined by negotiation with minimum of			\$ 204,840	\$ 138,240
Meter Fee -please call for current quote				

*Multi-Family tap fee is per unit

Non-residential irrigation meters must submit a **Non-Residential Irrigators Water Budget Application form.

Renovation of Non-Residential Properties

For any renovation project the owner must submit plans to our office for review.

All changes or renovations to existing non-residential properties will require a plan review fee based on the established categories. The fee is due upon submittal of plans for review.

Category	Fee
Basic Non-residential Remodel (TF – Minor)	\$0
Remodel Requiring Revised Plumbing	\$300
Remodel Requiring External Improvements	\$500

If a tap upsize is required the cost will be calculated as follows:

Tap Fee for required Tap less Credit for existing Tap Size (based on current tap fee schedule) plus Meter Fee

For example a facility upsizing from a 1" to a 2" meter the tap and meter fee would be:

\$91,040	-	22,760	+	1,409	=	\$68,280
2" tap fee		Less 1" tap fee		Plus Meter Fee		Equals Amount due

TABLE 1
CALCULATION OF SYSTEMS DEVELOPMENT FEES
BASED ON FEE PER ACRE OF **\$ 36,056**

AVERAGE DENSITY	FEE PER RDU						
1.00	\$ 36,056	4.50	\$ 8,012	8.00	\$ 4,507	11.50	\$ 3,135
1.10	32,778	4.60	7,838	8.10	4,451	11.60	3,108
1.20	30,047	4.70	7,671	8.20	4,397	11.70	3,082
1.30	27,735	4.80	7,512	8.30	4,344	11.80	3,056
1.40	25,754	4.90	7,358	8.40	4,292	11.90	3,030
1.50	24,037	5.00	7,211	8.50	4,242	12.00	3,005
1.60	22,535	5.10	7,070	8.60	4,193	12.10	2,980
1.70	21,209	5.20	6,934	8.70	4,144	12.20	2,955
1.80	20,031	5.30	6,803	8.80	4,097	12.30	2,931
1.90	18,977	5.40	6,677	8.90	4,051	12.40	2,908
2.00	18,028	5.50	6,556	9.00	4,006	12.50	2,884
2.10	17,170	5.60	6,439	9.10	3,962	12.60	2,862
2.20	16,389	5.70	6,326	9.20	3,919	12.70	2,839
2.30	15,677	5.80	6,217	9.30	3,877	12.80	2,817
2.40	15,023	5.90	6,111	9.40	3,836	12.90	2,795
2.50	14,422	6.00	6,009	9.50	3,795	13.00	2,774
2.60	13,868	6.10	5,911	9.60	3,756	13.10	2,752
2.70	13,354	6.20	5,815	9.70	3,717	13.20	2,732
2.80	12,877	6.30	5,723	9.80	3,679	13.30	2,711
2.90	12,433	6.40	5,634	9.90	3,642	13.40	2,691
3.00	12,019	6.50	5,547	10.00	3,606	13.50	2,671
3.10	11,631	6.60	5,463	10.10	3,570	13.60	2,651
3.20	11,268	6.70	5,381	10.20	3,535	13.70	2,632
3.30	10,926	6.80	5,302	10.30	3,501	13.80	2,613
3.40	10,605	6.90	5,226	10.40	3,467	13.90	2,594
3.50	10,302	7.00	5,151	10.50	3,434	14.00	2,575
3.60	10,016	7.10	5,078	10.60	3,402	14.10	2,557
3.70	9,745	7.20	5,008	10.70	3,370	14.20	2,539
3.80	9,488	7.30	4,939	10.80	3,339	14.30	2,521
3.90	9,245	7.40	4,872	10.90	3,308	14.40	2,504
4.00	9,014	7.50	4,807	11.00	3,278	14.50	2,487
4.10	8,794	7.60	4,744	11.10	3,248	14.60	2,470
4.20	8,585	7.70	4,683	11.20	3,219	14.70	2,453
4.30	8,385	7.80	4,623	11.30	3,191	14.80	2,436
4.40	8,195	7.90	4,564	11.40	3,163	14.9 and >	2,420

VI. ARTERIAL LANDSCAPING

Landscaping for Commercial Properties

Plans for the installation of arterial landscaping need to be reviewed and approved by the Metropolitan District Parks and Open Space Park Planning Manager. They can be contacted at (303) 791-2710.

Construction

The District may construct or reimburse the owner for the construction of the landscape and irrigation for (20) twenty feet that is adjacent to arterial roadways in front of commercial properties. The District may construct or reimburse the Owner for a (5) five-foot wide sidewalk in conjunction with the landscaping and irrigation (with the exception of County Line Road). The tap fee for any landscape improvements that are to be reimbursed or maintained by the Metro Districts shall be paid by the owner prior to Certificate of Occupancy is granted. The tap fee will be eligible for reimbursement after all requirements for construction, maintenance and warranty has been approved by the District. The cost for the tap, manholes, meter valves, etc. is not part of the tap fee reimbursement. However, this cost is considered as part of the landscape and irrigation reimbursement. (Please refer to Fee Schedule Section of this Guideline booklet.)

Maintenance

The Developer shall be responsible for maintaining the landscaping through a one-year warranty period, which will continue until April 15th of the year following the one-year warranty period. (For example, if a project were completed in August of 1998, the warranty period would continue until August 1999, and the maintenance responsibility would continue until April 15th 2000).

The District may maintain up to an average of (40) forty feet of landscaping located on arterial roadways adjacent to commercial properties. Provided the area is irrigated via the Districts system and installed per District Specifications and approved plans.

Upon request from the owner, the District may provide maintenance on additional landscape area beyond (40) forty feet under the following terms:

- The additional landscaping must be immediately adjacent to the area maintained by the District.
- The owner of any property that is to be maintained by the District shall dedicate a Landscape Easement in an executable form that is acceptable to the District, including a meets and bounds survey with legal description. The owner shall pay for these documents.
- The property owner must request, in writing, that the District perform the maintenance and agree to reimburse the District at the rates set by the Board of Directors. These rates will be amended from time to time.
- If the property is to be maintained by the District, the irrigation system must be designed so that it is part of the District's system. Isolation valves must be installed (on the irrigation system) for the area beyond (40) forty feet. The District prior to the installation and final acceptance for maintenance must approve all landscape and irrigation plans and improvements for areas that will be maintained by the District.

- The cost for the maintenance will be added to the water bill for the property. This will be collected in the same manner as the other rates, tolls, fees and charges of the District, including, but not limited to the termination of water service for failure to pay the amounts due.

Plan Approval

Design and construction shall be in accordance with the District's most current landscape irrigation technical specification and details, which are available from the Metro District at 3280 Redstone Park Circle, Highlands Ranch CO 80129. Upon completion of a satisfactory review by the District, final approval shall be given to construction documents. Developer shall submit 2 sets for review. Please call (303) 791-2710 to schedule a plan review meeting.

Upon notice of plan approval, the developer or landscape architect shall submit (4) four sets of blueprints to the District for signature. Upon completion of construction and preparation of Record Drawings, The Developer shall submit a complete set of "as-built" Mylar's and electronic (CAD) file on disk to the District.

Once approval has been obtained for construction documents, the District Representative must approve any revisions or modifications. The District Representative may require any such revision to be submitted in writing and approval may require an appropriate notation on the construction drawings. Prior to any construction activities, a pre-construction conference shall be conducted with the District Representative in attendance.

In addition to approval and permits by the District, the Developer shall be responsible for obtaining the necessary approvals from Douglas County for improvements within public right of way. Developer shall also be responsible for obtaining and payment of all fees including those for License Agreements, Permits, etc.

Landscape and Irrigation plans

Construction documents shall be submitted consisting of the following:

- All plans shall be prepared on standard size sheets (24"X36") or (30"X42"). Originals shall be on double matte Mylar. Scale shall be 1" = 20' or 1" = 30'.
 - Construction documents shall include the following:
 - Title sheet with location map
 - Layout plan
 - Grading plan
 - Planting plan and details
 - Irrigation plan and details
 - Hardscape plan and details
 - Construction specification (District standards to be used)

No work shall commence on any improvements until the District Representative approves the plans and specification in writing.

Reimbursement

In January of the year that the landscape is eligible to be turned over to the District for maintenance, the developer shall contact the District to begin the reimbursement procedure.

Reimbursement is contingent on the following items being complete:

- Provide the District's standard landscape easement document including a meets and bounds survey with legal description.
- As built drawings including mylar and electronic cad files.
- Contact the Metro District to schedule a walk through to inspect the landscape improvements to be maintained by the District. Any correction required will be documented at this time.
- All System Development Fees must be paid on any lots adjacent to landscaping that the developer wishes to be reimbursed for.
- Reimbursement calculations are as follows:

The District has established a policy of reimbursing developers of commercial projects for landscaping on their project that is adjacent to arterial roadways. The general policy is that reimbursement for commercial landscaping is limited to the lesser of actual costs incurred by the developer or the following calculation:

- The lesser of 1) the actual frontage times 20 feet or 2) the actual landscape installed along the roadway frontage; multiplied by the rate per square foot established in the Facility Plan
- plus**
- the actual frontage time the rate per lineal foot for sidewalks established in the Facility Plan
- less**
- 15% for inspection and administration costs incurred by the District

For both of the above rates, the Facility Plan to be used is the one that was used to calculate the SDF for the first properties that were served by the landscaping.

- Invoice for reimbursement with documentation of costs.
- Request for reimbursements must be submitted to the District within three (3) years of the completion of the project.

VII. LEGAL DOCUMENTS

As a part of the plan approval process the District Engineer will determine whether or not any easements or license agreements are required. If required, the Applicant will be responsible for supplying the District with the required documentation prior to approval of the Civil Engineering Site Plan. Any proposed utilities to be owned and maintained by the District will require a Grant of Utilities Agreement following construction.

District Utility Easement Documents

A Utility Easement Agreement is required for the installation of any public water or sewer improvements that will ultimately be maintained by the District. The Applicant is responsible for submitting a metes and bounds legal description, exhibits, title policy, name of Grantor and signatory title for all proposed District easements prior to plan approval. The District will prepare the Easement Agreement and reference the supplied documentation as Exhibits. The district will initiate acceptance of Easements at the As-Built phase of the project. The Applicant is responsible for any required modifications to the Exhibits.

Landscape Easement Documents

A Landscape Easement is required if the Applicant installs landscaping improvements that are to be maintained by the Highlands Ranch Metro Districts. The Applicant is responsible for preparing and submitting a metes and bounds legal description, exhibits, title policy, name of Grantor and signatory title for all proposed Landscape Easements prior to plan approval. The District will prepare the Easement Agreement and reference the supplied documentation as Exhibits. The district will initiate acceptance of Easements at the As-Built phase of the project. The Applicant is responsible for any required modifications to the Exhibits.

License Agreement

The construction of permanent walls, signage, monuments or other features on or within Highlands Ranch Metro District property or easements requires a License Agreement. The District will prepare the License Agreement; however, the Applicant is responsible for preparing and submitting an exhibit for inclusion in the License Agreement. The Exhibit must be submitted prior to plan approval. A License Agreement is not required for sidewalks, parking lots, storm drainage or dry utility installations.

Grant of Utilities Agreement

A Grant of Utilities Agreement shall be completed and executed by the Owner when water and sanitary sewer lines are to be granted to the District for ownership and maintenance. This document shall be submitted to the District as part of the As-Built phase.

Acceptance of Utilities

Reference the Acceptance of Utilities section, under Chapter II for details and requirements for the Initial and Final Acceptance of Utilities by the District.

Contact Linda Graham (lgraham@highlandsranch.org) for examples of these documents and questions regarding the requirements of the Applicant in the preparation of these documents.

VIII. FORMS

[Development Review Application](#) (Activate hyperlinks when address is known)

Any submittal to the District should include a Development Review Application with the applicable submittal box checked (Initial, Resubmittal or For Approval).

[Civil Engineering Site Plan Requirements](#)

The initial submittal of Water and Sewer Plans must include all applicable requirements noted on this form. The District will not complete the review of plans that fail to meet the specified requirements.

[Architectural/MEP Construction Document Requirements](#)

The initial submittal of MEP Construction Documents must include the applicable requirements noted on this form. The District will not complete the review of plans that fail to meet the specified requirements.

[Water Customer Data Sheet \(WCDS\)](#)

A WCDS is required for New Construction (excluding single-family detached projects) and Tenant Finish projects for the purpose of determining the applicable tap and meter size. The District supplied WCDS is adapted from WWA Manual 22 (copyright 2004), Figure 4-5. Procedures for completing the WCDS are available in Chapter IV - Determining Water Tap and Meter Size.

[Industrial Waste Questionnaire \(IWQ\)](#)

An IWQ form is required for all New Construction or TF-Major projects to identify the material, quantity and frequency of waste disposal. The form enables the District to keep accurate documentation for reporting purposes. Call 303.791.2185 for assistance in completing the form.

[Silver Mercury](#)

A Silver Mercury form is required for New Construction or Tenant Finish projects that involve businesses that may utilize X-rays or Amalgam Separators.

[Application for Service](#)

An application form is required for the establishment of service and the installation of a water meter. The form may be submitted following the approval of the Civil Engineering Site Plan and the quantity, size, and location of proposed domestic and irrigation meters have been determined.

[Water Budget Application](#)

The application is required to establish an irrigation budget and contact person for irrigation service. Irrigation budgets are based on actual irrigated surface area and rates are tiered based on a percent usage of budget. Failure to complete the application will result in a default budget. Contact Thomas Riggle at 303.791.0430 for questions related to the form and the Water Conservation Program.