

Ground Squirrel Hollow Community Services District



Developer's Guide

October 2006

(Amended April 2009)

FORWARD

This guide is intended to assist homeowners, architects, builders, contractors, developers, engineers, surveyors and planners in complying with the Ground Squirrel Hollow Community Services Districts requirements. It should be used as a schematic reference guide only. The items contained in this guide have been compiled from a variety of sources, which are listed in section II of this guide.

This guide contains the minimum amount of information that the District will address during the preliminary design review. Final plans must meet all required local, State, and National Code Standards, as amended and adopted by the Ground Squirrel Hollow Community Services District.

The requirements and Standards set forth in this Guide are strictly enforced just as such standards are enforced by the County. In order to achieve maximum efficiency, you are strongly encouraged to work, and communicate with, the District Engineer.

If you have any questions about items contained in this document or any requirements that the Ground Squirrel Hollow Community Services District might have, please contact the District Manager, John D'Ornellas, at (805) 674-5463, or gmgshcsd@att.net .

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REFERENCES

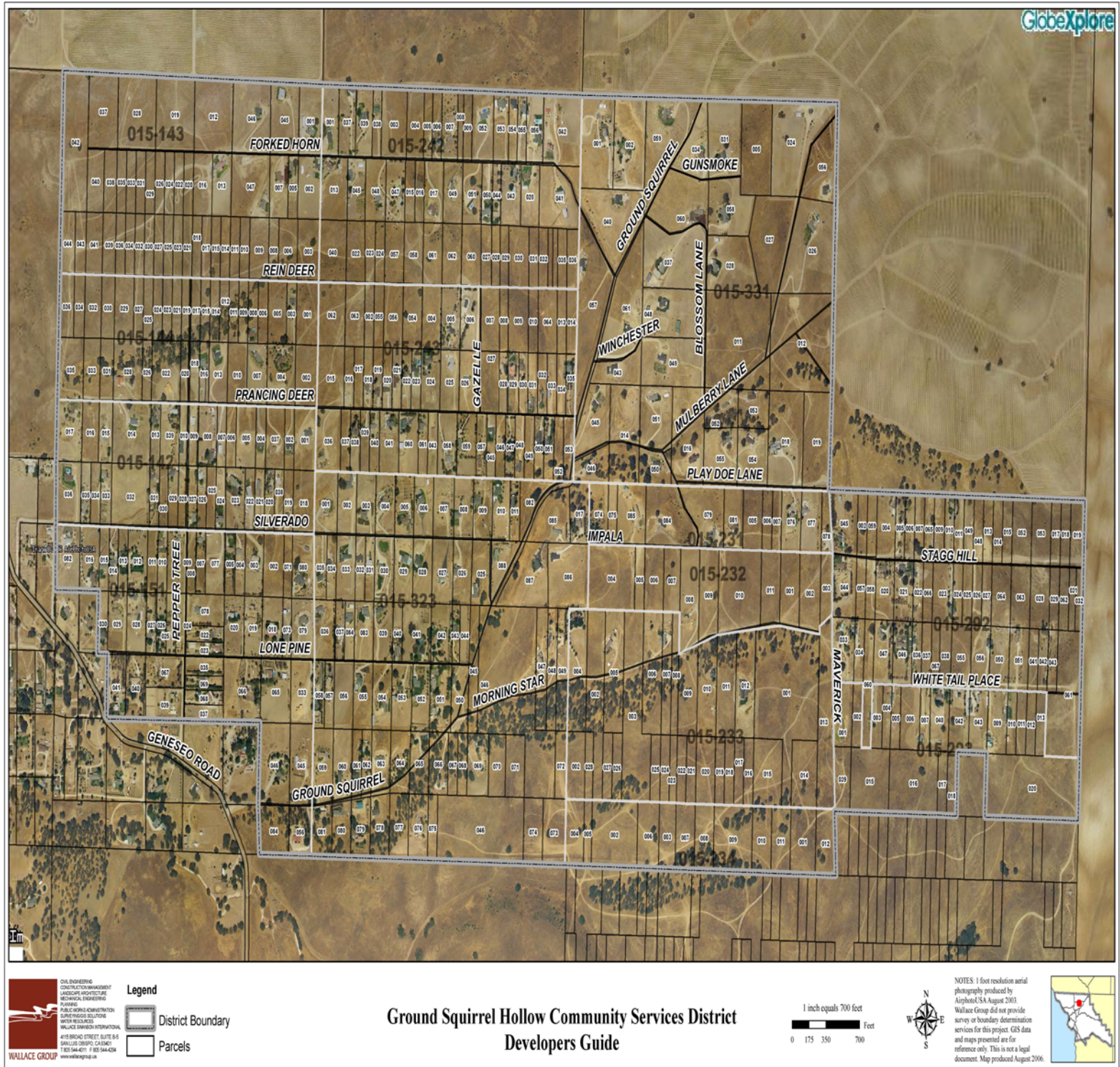
I. INTRODUCTION / SERVICE AREA

The Ground Squirrel Hollow Community Services District (GSHCSD) is located east of the city of Paso Robles off of Geneseo Road in San Luis Obispo County, California. The District was formed pursuant to an election and Resolution of the San Luis Obispo County Board of Supervisors effective July 29, 2004. The District is organized under California Government Code Section 61000 et al, Community Service District law. The District is empowered by its authorizing statutes to perform road improvement and maintenance within its boundaries. The District is authorized to exercise the following services:

- The construction, opening, widening, extending, straightening, surfacing, and maintaining, in whole or in part, of any street in the district, subject to the consent of the governing body of the county or city in which the improvement is to be made.
- The construction and improvement of bridges, culverts, curbs, gutters, drains, and works incidental to the purposes specified in subdivisions subject to the consent of the governing body of the county or city in which the improvement is to be made.
- Any additional services for the GSHCSD shall be added only with County and LAFCO approval and subject to an election within the district.
- A special tax to fund road improvements of \$240 per year to increase no more than two percent (2%) annually, and establishment of an appropriations limit in the amount of \$175,000.
- The specific road and drainage projects proposed by the CSD shall be engineered and analyzed in accordance with applicable laws, prior to construction.

There are currently 526 residential parcels within the District's boundaries serviced by approximately nine miles of roads. Figure 1 illustrates the District's boundaries. Road conditions vary from asphalt surfaces to only base material. Maintenance involves both contract work and volunteers. Most of the residential parcels are occupied by full-time residents.

INSERT FIGURE 1
District Boundary Map



The Ground Squirrel Hollow Community Services District utilizes the following codes and ordinances:

- Ground Squirrel Hollow District Code
- Ground Squirrel Hollow Developer's Guide
- California Government Code
- California Streets & Highways Code
- Uniform Fire Code
- Uniform Building Code
- California Public Resources Code Section 4290
- Land Use Ordinance Chapter 22.05
- Public Resources Code

III. DEFINITIONS

CONSULTANT: Any person or persons, firm, partnership or corporation legally authorized to practice Civil Engineering in the State of California who prepares or submits improvement plans and specifications on behalf of a developer to the GSHCSD for approval.

CONTRACTOR: Shall mean any person or persons, firm, partnership, corporation or combination thereof who has/have entered into a contract with any person, corporation, company, special district, or the County of San Luis Obispo as party or parties of the second part, or his/her legal representatives, for the construction of any improvement or portion of any improvement within the GSHCSD.

DISTRICT: Shall mean the Ground Squirrel Hollow Community Services District .

DISTRICT CODE: GSHCSD District Code.

ENCROACHMENT PERMIT: GSHCSD Encroachment Permit.

ENGINEER: Shall mean the District Engineer for GSHCSD acting either directly or through his authorized representatives.

DEVELOPER: Shall mean the owner or his representative.

GSHCSD: Ground Squirrel Hollow Community Services District

LABORATORY: Shall mean any testing agency or testing firm which has been licensed by the State of California to act in such capacity and meeting the requirements of the Engineer.

STATE: When State specifications are applicable, the word "State" as used in the State Specifications shall mean within San Luis Obispo County.

STATE SPECIFICATIONS: Shall mean the latest edition of Standard Specifications of the State of California, Department of Transportation, Division of California Transportation Authority.

IV. PROJECT OR DEVELOPMENT REVIEW

The Ground Squirrel Hollow Community Services District will review all proposed development, including but not limited to driveway connections to roads, road grading for compliance with applicable codes and ordinances.

V. REVIEW PROCESS

Project applications are made at the Department of Building and Planning, County Governmental Center in San Luis Obispo. Proposed projects will be directed to the District for review and comment of construction documents relative to applicable codes and ordinances.

The contractor, property owner, or developer will be directed to contact the District Engineer directly for information, coordinate payment and schedule a pre-construction meeting and inspections.

A deposit as well as two sets of site improvement plans, and/or other construction documents, will be required to initiate the review process. These documents shall incorporate, by name and reference, GSHCSD Standards and contact information for the District Engineer.

VI. FEES

There are three distinct types:

Annual Assessment Fees: The District is funded mainly with an annual tax assessment to each & every parcel, collected on the County Property Tax Rolls and transmitted to the District. The initial assessment in 2004 was \$240 with provision for a 2% annual increase thereafter. An increase of more than 2% requires public notice and majority approval by registered voters in the District.

Developer Fees: Any new development or upgrade within the Districts boundaries that requires a County Building Permit will be required to submit a deposit of \$1500 for each project to the District. This deposit provides reimbursement of the District expenses, with \$250 being non-refundable to offset administrative and processing costs and \$1,250.00 being a deposit toward engineering, inspection and testing costs, as well as any final repairs that need to be completed on projects of a minor nature within road rights of ways such as driveway connections and related drainage.

When actual costs exceed the deposit, payment shall be required in full before a Letter of Acceptance is issued to the County. When such costs are less than this deposit, a refund shall be made.

Exceptions: For larger projects, costs will be billed under a checking and inspection agreement as set forth in the District Code and as determined by the District.

Waivers: If the development or upgrade is of a minor nature such that no impact on the roads or change in drainage can be demonstrated to the satisfaction of the District, a waiver of fees may be granted pursuant prior to a review of the project at the site and if the property owner signs a written District agreement to be responsible for any building permit activity related impacts as determined by the District, regardless of who is at fault and regardless of any changes to the original permitted project and/or permit holder. This waiver must be granted before issuance of the County permit meaning that refunds after the fact do not qualify.

Encroachment Fees: An Encroachment Permit and payment of fees is required for work done within road rights of ways including such things as utility work. Contact the District Engineer (see contact information in the above “Forward”).

VII. INSPECTIONS

Note: Inspection work is performed on a contract basis meaning that Inspector time is charged against fees collected. A balance of good communication with the Inspector and timely inspections can result in cost control for the permit holder.

Preconstruction Meeting and Preliminary Inspection

A meeting must be held with the District Inspector at least three working days prior to start of construction for improvements within or that may impact the road right of way (see contact information in the above “Forward”). In addition to the Inspector in attendance, the primary contact for the County Building Permit and any others that are involved in said improvements. A preliminary inspection will document the existing road and drainage conditions prior to the start of construction.

Inspections

Each phase of any and all improvements, constructed to these specifications, must first be inspected and approved by the Engineer prior to the contractor's proceeding with subsequent phases. Each phase shall be inspected as the Engineer considers necessary, but in any case shall make an inspection within five working days after receiving a request for inspection from the contractor. Any upgrades or conditions required to be met by the developer will be provided in writing to all parties.

Final

Upon completion of any improvements which are constructed under and in conformance with these standards and specifications, and prior to requesting final inspection, the area shall be thoroughly cleaned of all rubbish, excess material and equipment, and all portions of the work shall be left in a neat and orderly condition satisfactory to the Engineer.

When a project is ready for final inspection, the property owner or developer must contact the District Engineer. The inspection shall be made within five working days after receiving the request. The developer or his representative shall be notified of any defects or deficiencies to be remedied prior to project approval. At such time as the Engineer approves the work and accepts it for the District, he will report to the Board of Directors and recommend that a Letter of Final Acceptance be awarded, and a final permit from the County may then be issued.

Contractors License and Supervision

Any Contractor performing work under these standards and specifications will be required to possess a valid state license to perform such work. The Contractor or his duly authorized representative must be available on the job site during the time when any work is in progress. If such is not the case, the work shall be stopped at the direction of the Engineer.

Safety

All work shall be performed in accordance with the requirements of the State of California Division of Industrial Safety.

VIII. ROADWAYS**Offer of Dedication**

Prior to the issuance of any land use permit that increases the number of dwelling units or parcels, an offer for dedication of a public road right-of-way across the entire property frontage along the proposed road will be required. Offered rights-of-way are to follow platted road alignments and are to be one-half of a 50 foot wide road section from the future centerline.

Road Improvements – Residences

Prior to final building inspection, the construction of a new residence is subject to road improvement requirements for public safety access as required by the Uniform Fire Code and California Public Resources Code Section 4290. Depending on the condition of existing roads, improvements may be required to provide emergency response access along the frontage of the project site and between the project site and the nearest improved road.

Fire Safety Plan

A fire safety plan is required for all new residential development, to be prepared in accordance with fire safety provisions in Land Use Ordinance Chapter 22.05.

IX. STANDARD IMPROVEMENT SPECIFICATIONS & DRAWINGS

The Ground Squirrel Hollow Community Services District establishes uniform criteria policies, standards, and procedures for the design and construction of District roads, drainage facilities and appurtenances. These standards and drawings are not intended to create or impose any standard of conduct or duty toward the public, nor substitute for engineering knowledge, experience or judgment. These specifications and drawings are neither designed nor intended to establish a legal standard for these functions. The methods and procedures contained hereafter shall be reviewed by the Engineer using them to see that they are applicable to the project on which they are working. Where not considered applicable, the Engineer shall request an exception from these standards to be approved by the District Engineer.

REFERENCES

San Luis Obispo County Fire Department and The California Department of Forestry and Fire Protection: *Developer's Guide*, July 2000 (revised January 2001)

San Luis Obispo County Department of Public Works: *Standard Construction Drawings*

San Luis Obispo County Department of Public Works: *Public Improvement Standards* (August 2006)