

# NEW PLAN SUBMITTAL PROCESS

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COMMUNITY TRAINING

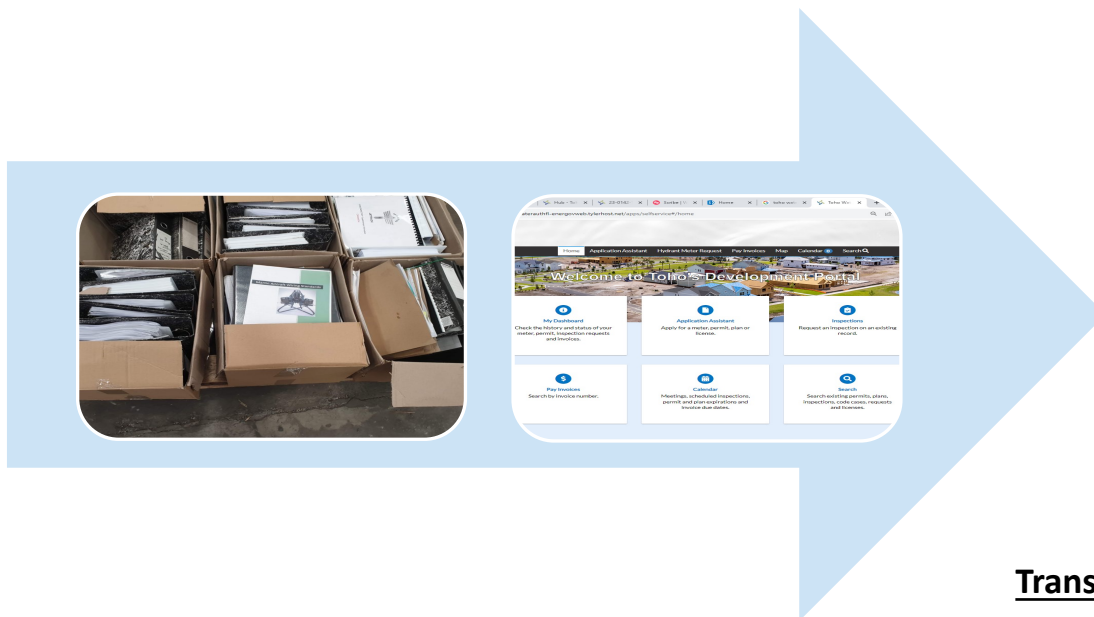
DECEMBER 2024

# Agenda

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- 💧 Private Development Software Goes Live January 22, 2024
- 💧 Toho's Development Portal
- 💧 Application Assistant
- 💧 Project Application
- 💧 Plan Dashboard
- 💧 Training Manual
- 💧 Development Portal Training Schedule (WEBEX ONLY)
- 💧 Development Portal Questions
- 💧 CIAC Fee Update (Effective January 1, 2024)
- 💧 Development Portal Fees and Meter Requests
- 💧 How to Request a Meter
- 💧 Transition Dates and Times\*
- 💧 Toho Development Portal Questions
- 💧 Miscellaneous Fees (Effective January 22<sup>nd</sup>, 2024)
- 💧 Toho Water Supply Status
- 💧 Future Meeting for Developers

# From Physical to Digital

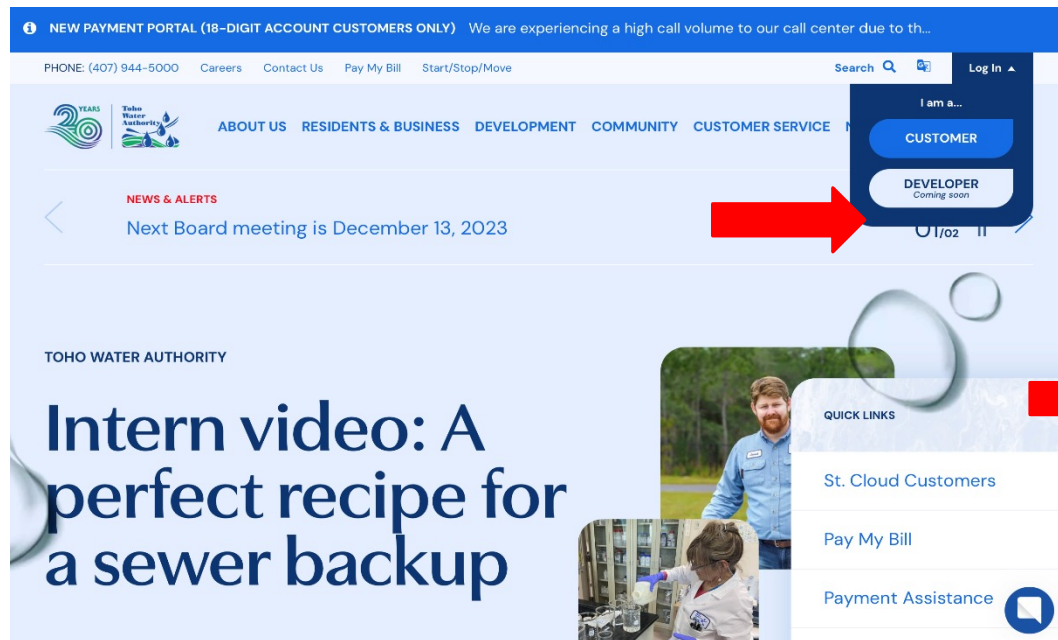


**From Jan 22<sup>nd</sup> 2024, all new applications must be submitted through Toho's Project Development Portal**

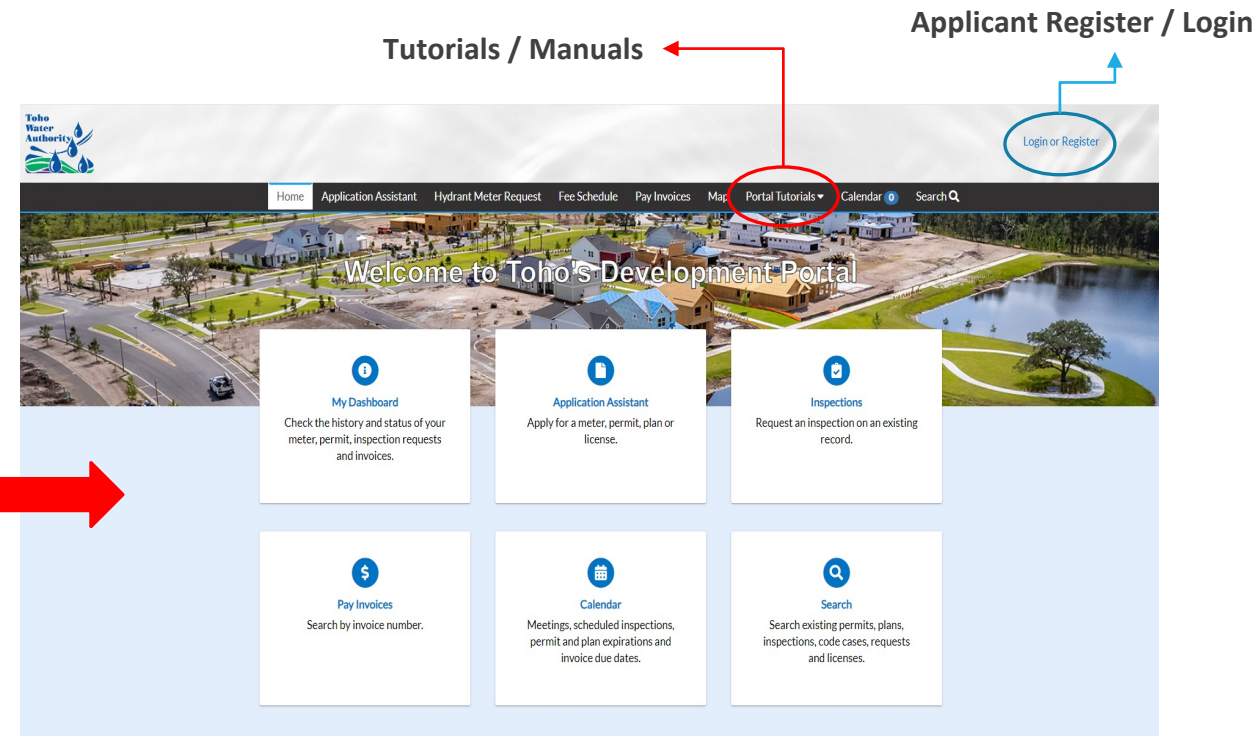
## Transition Dates & Times

- No New Projects or Meter Requests January 12, 2024 after 4pm
- No Inspection Requests on January 19, 2024 after 4pm
- New Submittals and Meter Requests start January 22, 2024 at 8am
- All Utility Building Inspection Requests and Meter Requests via Portal
- New Projects must be submitted through Portal
- Projects in process can be converted with DPM and Developer agreement

# New Development Portal

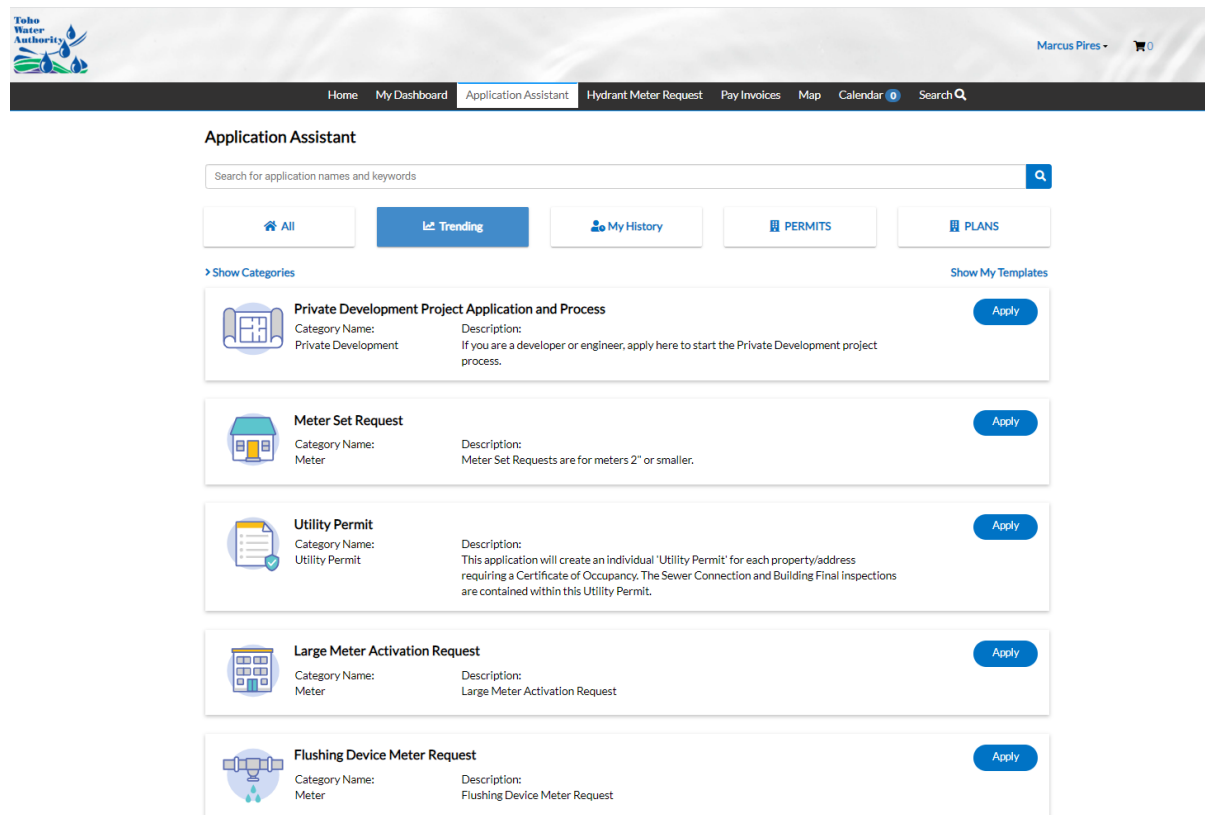


Accessed from tohowater.com



Toho's Development Portal homepage

# Application Assistant



The screenshot shows the 'Application Assistant' web interface. At the top, there is a navigation bar with the Toho Water Authority logo, a user profile for 'Marcus Pires', and a shopping cart icon. Below the navigation bar is a search bar and a list of menu items: Home, My Dashboard, Application Assistant (selected), Hydrant Meter Request, Pay Invoices, Map, Calendar, and Search. The main content area is titled 'Application Assistant' and features a search bar for application names and keywords. Below the search bar are five tabs: All, Trending (selected), My History, PERMITS, and PLANS. There are also links for 'Show Categories' and 'Show My Templates'. The main content area displays a list of application categories, each with an icon, a category name, a description, and an 'Apply' button. The categories are: Private Development Project Application and Process, Meter Set Request, Utility Permit, Large Meter Activation Request, and Flushing Device Meter Request.

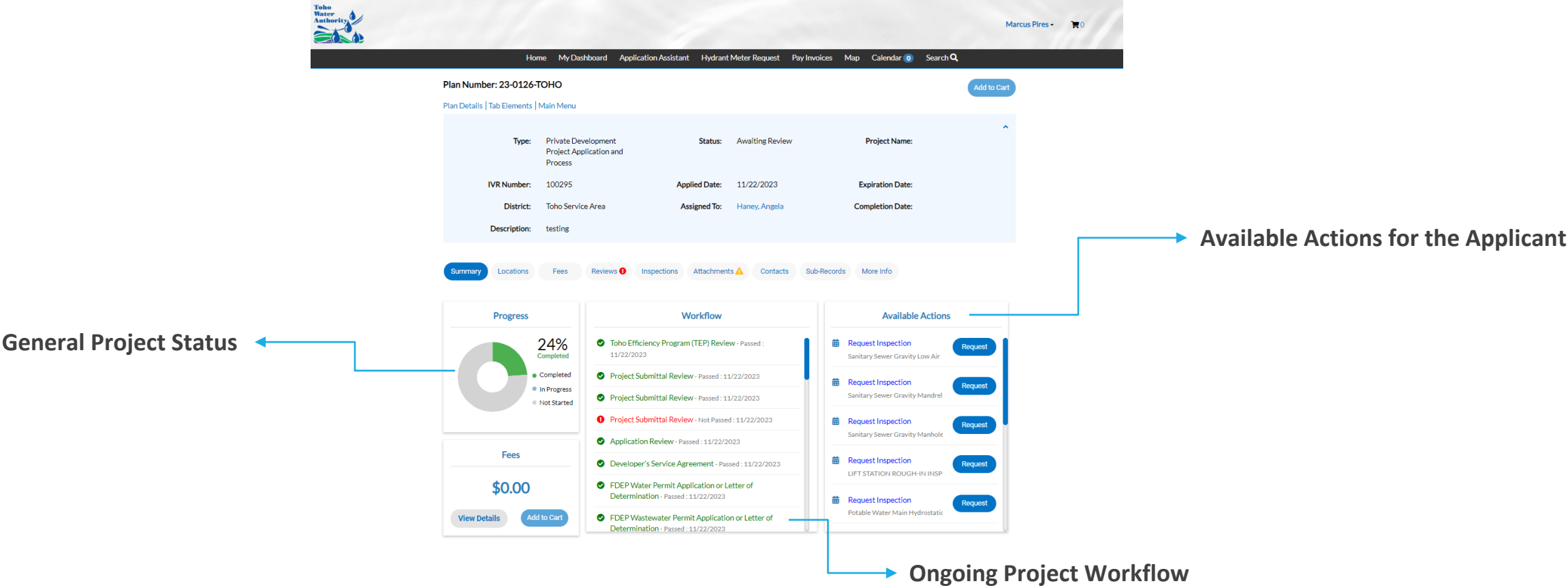
Category Name	Description	Action
Private Development Project Application and Process	If you are a developer or engineer, apply here to start the Private Development project process.	Apply
Meter Set Request	Meter Set Requests are for meters 2" or smaller.	Apply
Utility Permit	This application will create an individual 'Utility Permit' for each property/address requiring a Certificate of Occupancy. The Sewer Connection and Building Final Inspections are contained within this Utility Permit.	Apply
Large Meter Activation Request	Large Meter Activation Request	Apply
Flushing Device Meter Request	Flushing Device Meter Request	Apply

- Project Applications
- Meter Requests
- Utility Permits

# Project Application



# Plan Dashboard



# Development Portal Walkthrough

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**Showtimes January 9<sup>th</sup> and 10<sup>th</sup> (2-hour sessions)**

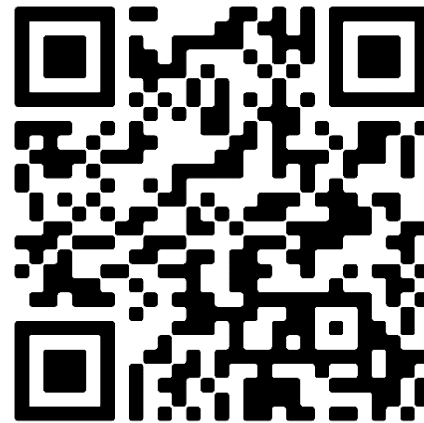
**10:00am – 12:00 pm (Placeholders)**

**1:00pm – 3:00pm (Placeholders)**



# Detailed Process Tutorials

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[qrco.de/TohoDPTutorials](https://qrco.de/TohoDPTutorials)

# Approved CIAC Fees

## Contribution in Aid of Construction Fees

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<u>Fee Types</u>	<u>Current Cost</u>	<u>Updated Cost</u>
Sewer CIAC Fee	\$12,763.00	\$10,177.54
Sewer Admin Fee	\$488.00	\$453.89
Water CIAC Fee	\$5151.00	\$8387.27
Water Admin Fee	\$488.00	\$453.89

<u>Current Cost</u>	<u>Updated Cost</u>
\$18,890.00	\$19,472.59

**Approved 2.9% increase December 10th, 2023.**  
**Effective date of Increase January 1st, 2024**