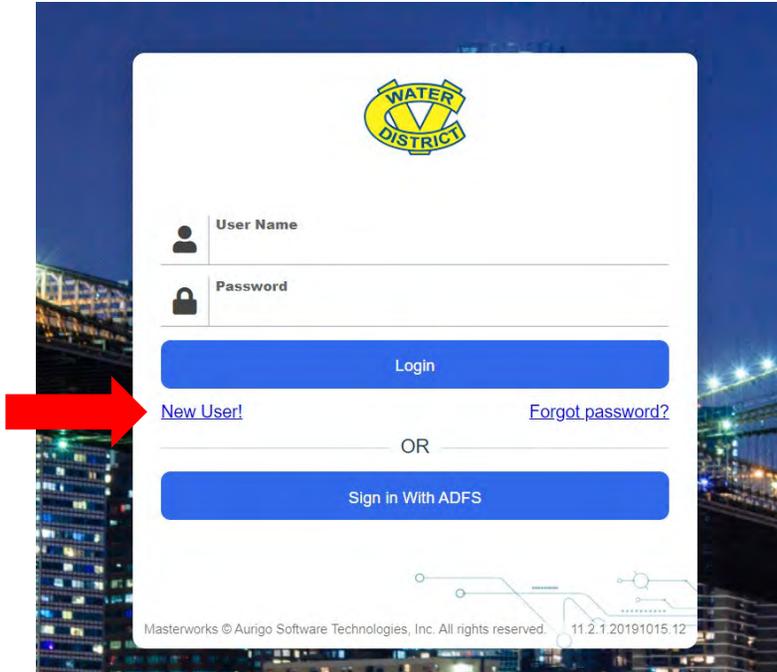




# User Guide for Plan Check Submittals Aurigo Masterworks

## I. USER REGISTRATION

1. Go to Masterworks website: <https://cvwd.masterworkslive.com>



2. Click on New User
3. Enter Required Information and click on Register



## User Registration

Membership needs approval. Once your account information has been submitted, the Administrator will be notified.  
If your application login is authorized, you will receive a notification.

User Name :	<input type="text" value="PH1204"/>	*	Company :	<input type="text"/>
First Name :	<input type="text" value="John"/>	*	Address Line 1 :	<input type="text"/>
Middle Name :	<input type="text"/>		Address Line 2 :	<input type="text"/>
Last Name :	<input type="text" value="Smith"/>		Address Line 3 :	<input type="text"/>
Password :	<input type="password" value="*****"/>	*	City :	<input type="text"/>
Confirm Password :	<input type="password" value="*****"/>	*	State :	<input type="text"/>
Country :	<input type="text"/>		Zip Code :	<input type="text"/>
Telephone :	<input type="text"/>		Fax :	<input type="text"/>
Email :	<input type="text"/>	*	Cert. No. :	<input type="text"/>
User Type :	<input type="radio"/> Internal <input checked="" type="radio"/> External			
Get Audio Code	<input type="text" value="kx3g6"/>	*		
Type the code from the image				
<input type="button" value="Register"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>				



4. You will receive an automated email when your registration is approved. Please email Engineering Administration at [IC-Engineering@cvwd.org](mailto:IC-Engineering@cvwd.org) for assistance.
5. For new Projects, please email the following information to [IC-Engineering@cvwd.org](mailto:IC-Engineering@cvwd.org):
  - a. Project Name
  - b. List of staff that will need access to the project
  - c. A completed Plan Check Submittal Application must be included in the Attachments section of the Plan Check Submittal.

## II. DASHBOARD

Once you log in, the Plan Check Submittals dashboard will be displayed. Plan check submittals can be filtered by current stage or request type. Select the desired filter and click on **View Report**

The screenshot shows the 'Enterprise Dashboard' with the 'Plan Check Submittals' report viewer. The interface includes filters for 'Current Stage' and 'Request Type', both set to 'All'. A red arrow points to the 'View Report' button. Below the filters is a table of submittals with columns for Project No., Project Name, Link to Record, Submittal, Description, Current Stage, Date Received, and Pending On.

Project No.	Project Name	Link to Record	Submittal	Description	Current Stage	Date Received	Pending On
760	test	Edit					
SW0068	Travertine Development (Isle of Travertine)	Edit		Easement Agreement	Draft	9/18/2024	IC-Engineering
SW0068	Travertine Development (Isle of Travertine)	Edit		Stormwater Sedimentation and Scour Study	EOR Review	4/24/2023	Brady McDaniel, Hank Fehlman
SW0102	CVAG Flood and Blow Sands Improvements Project for Indian Canyon Drive	Edit		Trench Approval	Draft	11/16/2023	David McGee, Lisa Sanchez, MSP, Nancy Munoz, Sara Lopez, Scott Strosnider
SW0100	Majestic Thousand Palms	Edit		Quitclaim			
SW0083	KPC Coachella	Edit		Plans	Stormwater H&H Report	9/16/2024	Scott Strosnider
SW0105	Arts & Music Line Trail Improvements Project	Edit	004	Stormwater H&H Report	EOR Review	8/26/2024	Brady McDaniel, Hank Fehlman
			001	Stormwater H&H Calculations	EOR Review	9/9/2024	Brady McDaniel, Hank Fehlman

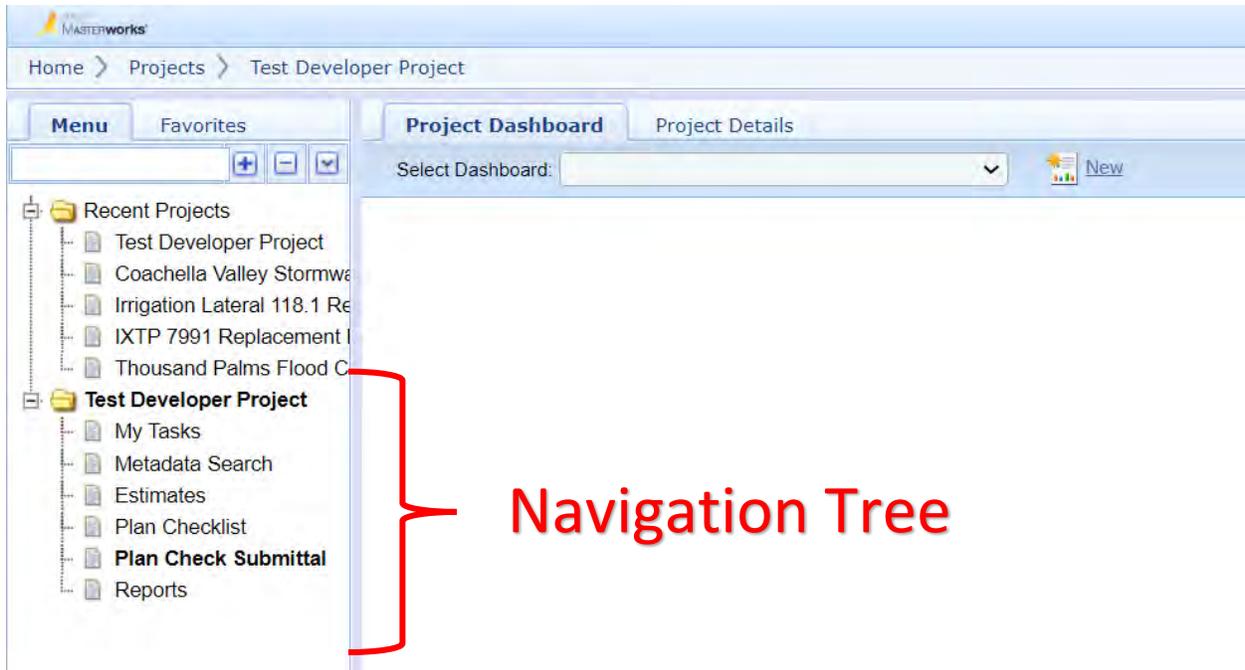
## III. OVERVIEW

1. To see projects you are currently working on, click on **Projects**
2. Select the Project by double clicking it on the list
3. If you are missing a project from the list, please email the required project name to Engineering Administration at [IC-Engineering@cvwd.org](mailto:IC-Engineering@cvwd.org)

The screenshot shows the 'Project List' overview page. A red arrow labeled '2' points to a project entry in the table. A red arrow labeled '1' points to the 'Projects' menu item in the bottom navigation bar.

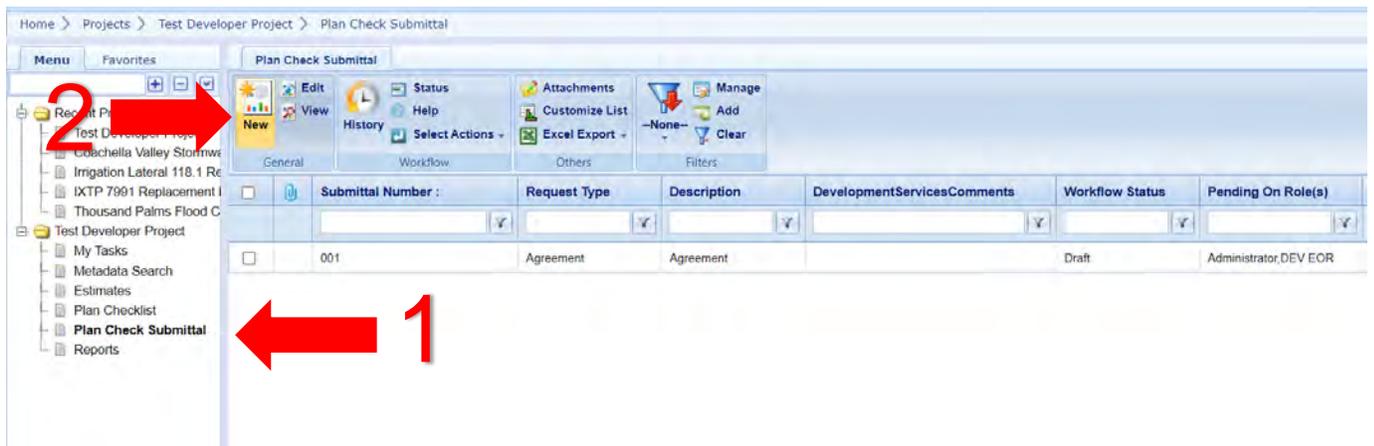
Project Status	Project Number	Project Name	Program Category	APN	Geo	Property Address
	1074					
	1074	Cotono Tract 38291 Phase 7 Water and Sewer	Non-CIP		040631	

#### 4. Expand the Navigation Tree to view selections



### IV. PLAN CHECK SUBMITTALS

1. Click on **Plan Check Submittal** in the Navigation Tree
2. To send a new submittal, click on **New** in the task bar



#### 3. Fill out all fields above the CVWD Response section:

##### A. Request Type

- Select the appropriate Request Type. Ensure all required items from the Plan Check Submittal Application are attached, item D below.

##### B. Submittal Number

- Enter as a 3-digit number by Request Type, starting as 001.
- Resubmittals for the same Request Type should be assigned the subsequent 3-digit number (see example below).

C. **Description:** Please provide the information listed below for each Request Type.

- Agreement: Standard or Special, Facility Type, Submittal No.
- Easement: Offsite/Onsite, Facility Type, Submittal No.
- Hydraulic Model: Facility Type, Submittal No.
- Plans: Offsite/Onsite, Facility Type, Submittal No.
- Quitclaim: Offsite/Onsite, Facility Type, Submittal No.
- Tract Map: Submittal No.
- Trench Approval: Facility Type, Submittal No.

D. **Example** (submittals for the same project)

Submittal No.	Request Type	Description
001	Plans	Offsite, Water Improvement Plan, 1 <sup>st</sup> Submittal
002	Plans	Offsite, Water Improvement Plan, 2 <sup>nd</sup> Submittal
001	Agreement	Standard Agreement, Domestic Water, 1 <sup>st</sup> Submittal
001	Agreement	Special Agreement, Sanitation, 1 <sup>st</sup> Submittal
002	Agreement	Special Agreement, Sanitation, 2 <sup>nd</sup> Submittal

4. Attach documents by clicking Upload Document on the bottom of the page



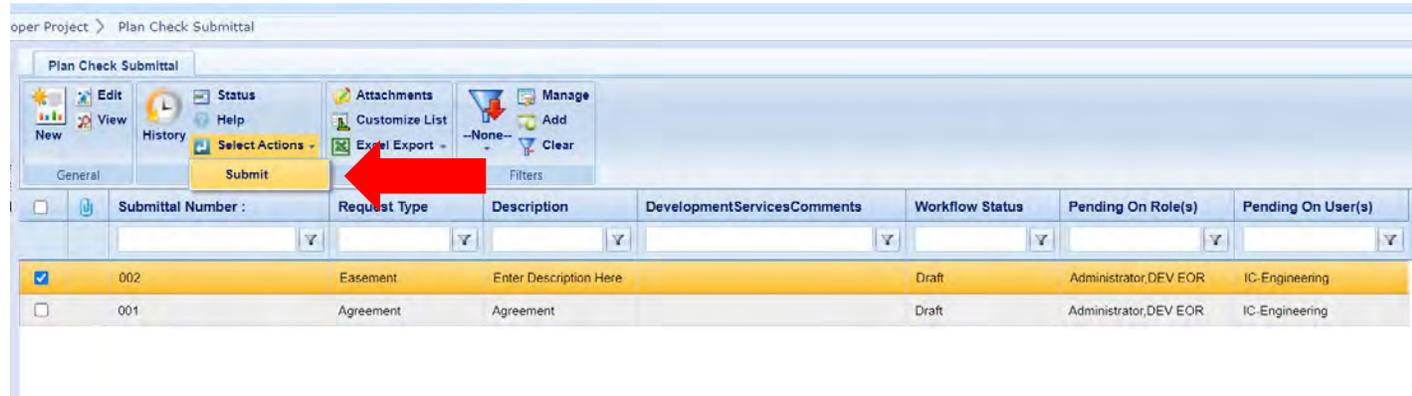
A. **Required attachments**

- Agreement
  - Agreement
  - Preliminary Title Report (must be dated within 60 days)
  - Exhibits A & B
  - Proof of Capacity to Sign Docs
  - Optional: Bill of Sale, Category Declaration
- Easement
  - Preliminary Title Report (must be dated within 60 days)
  - Exhibits A & B
  - Improvement plans showing facilities within easement

- Hydraulic Model (see Hydraulic Model Checklist)
  - Letter from Developer requesting Hydraulic Modeling Process be initiated.
  - Copy of Deposit Check
    - a. \$2,500.00 for one facility
    - b. \$5,000.00 for two facilities
    - c. Deposit check must be mailed to Development Services
  - Project Site Map
  - Tentative Tract Map
  - Information to determine number of equivalent dwelling units (for all project phase) \*:
    - a. Raw acreage of development
    - b. Number and type of units
    - c. Non-residential facilities including square footage of each land use type
    - d. Other necessary information such as number of seats, tables, rooms, etc.
  - Preliminary engineering plans for domestic water and sanitation pipelines within the proposed development.
    - a. Plans must indicate the proposed pipe size
    - b. Plans must include proposed elevations of facilities
  - Letter from the Fire Marshals or Conditions of Approval indicating the development's fire flow requirement(s).
    - a. Fire flow(s) shall be stated in gpm
    - b. Duration shall be indicated (hours or minutes)
    - c. Letter must be for a specific project
- Plans
  - Initial Check:
    - a. Plan Check Submittal Application
    - b. Water and Sewer Checklist
  - Subsequent checks:
    - a. Previous redline comments
- Quitclaim
  - Preliminary title report (must be dated within 60 days)
  - Exhibits A & B
  - Improvement plans showing facilities within easement
- Tract Map
  - Map
  - Preliminary title report (must be dated within 60 days)
  - Improvement plans showing facilities within easement
- Trench Approval
  - Trench Design Data Checklist
  - Trench Detail
  - Trench Calculations
  - GeoTech Report

5. Click on **Save** once all information is entered and attached.

6. To Submit to CVWD, select the record and click on **Submit** under Select Actions in the ribbon



## V. REVIEWING A SUBMITTAL RESPONSE

1. Upon completion of CVWD review, you will receive an email notification.
2. Click on the Link in the email notification to review CVWD's Direction and Comments.
3. Redline documents and plans will appear in the Attachments section, directly to the bottom of the attachments that were originally submitted.

## 4. PLAN CHECKLIST

To view on the status of a plan check item, click on **Plan Checklist**

