

SMWD Bond Exoneration/Tract Acceptance Process

A. *To begin the process for bond exoneration/tract acceptance, ensure:*

1. Final tract walk-through performed and punch list from SMWD Inspector created
2. A completed punch list and sign-off by the SMWD inspector on all fieldwork

B. *Send digital copies of the following items to engcounter@smwd.com:*

3. Full-size bond copy of the record drawings
4. Full-size bond copy of the recorded tract map
5. Letter of request – [see sample](#)
6. Original signed/dated Bills of Sale for:
 - a. Water – [see template](#)
 - b. Sewer – [see template](#)
 - c. Non-Domestic – [see template](#)
7. Original signed/dated Cost of Construction for:
 - a. Water – [see template](#)
 - b. Sewer – [see template](#)
 - c. Non-domestic – [see template](#)

Note: *Please do not include items that are private, temporary, or removed*

8. CAD and PDF files of record drawings – [see digital submission requirements](#)

C. *Upon review and necessary revisions, final copies of items 5, 6, and 7 with wet signatures, and a CD/USB containing item 8 will be requested for delivery to:*

**Attn: Engineering Counter
Santa Margarita Water District
26111 Antonio Pkwy
Rancho Santa Margarita, CA 92688**

D. *Once final copies and drawings have been approved, the following will be requested:*

9. Full-size mylar record drawings (inspector stamp on cover sheet) – [see stamp & instructions](#)

After mylar record drawings have been approved, a package will be prepared for consent at the soonest possible Engineering/Operations Committee Meeting. Following approval at the EOC, the package will proceed to the subsequent Board Meeting. Within 2 weeks of Board approval, a Bond Exoneration/Tract Acceptance Letter will be issued.

Please contact the Engineering Counter at (949)459-6505 or engcounter@smwd.com should you need additional information or clarification on any items.