

New Water Service Process for
Commercial and Residential Projects Requiring an Infrastructure Agreement

Application Phase

- Meet with Conservation Staff
- Complete *New Water Service Applicant Request* (application) and pay \$300 fee (non-refundable)
- Complete WDO Agreement and pay 10% of total offset requirement (non-refundable)
- Meet with Engineering Staff
- **Conditional Will Serve Approval from SqCWD Board of Directors**



Development Phase

(applicant has obtained permits and/or tentative map but has not begun building)

- Submit copy of tentative/final map
- Meet *Water Use Efficiency Requirements*
- Pay remaining balance of WDO requirement
- District prepares *Infrastructure Agreement*
- Submit all documents identified in Requirements Checklist and pay Water Capacity, Engineering Deposit and Meter Drop Fees
- **Unconditional Will Serve Approval from SqCWD Board of Directors**



Building Phase

- Contractor builds the infrastructure with District Inspector Oversight
- Upon completion contractor submits As-Built Cost and Maintenance Bond
- **Project Acceptance from SqCWD Board of Directors**
- Submit building permits
- **District installs meter(s) and begins service**
- Schedule Go Green inspection within 6 months of meter installation or 2 years of Unconditional approval (optional)

New Water Service Process for
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Application Phase (Pre-development permits)

1. Applicant meets with Conservation Staff and Engineering Staff.
2. Applicant submits "New Water Service Application Request" (application) form.
3. Applicant pays \$300 Application (Will Serve) fee (non-refundable).
4. All owners of the property sign the "Water Demand Offset (WDO) Program Applicant Agreement."
5. Applicants pays 10% of Water Demand Offset fee requirement (non-refundable).
6. District processes request.
7. Request goes to the Board of Directors for **Conditional Will Serve Approval**.
8. District sends Conditional Will Serve Letter to applicant via mail or email.
9. Applicant uses the Conditional Will Serve letter to get development permits from the county or city.

Development Phase (applicant has obtained tentative map but has not begun building)

10. Applicant provides copy of tentative/final map to District staff.
11. Applicants submits documents identified in Requirements Checklist for District review.
 - a. Submit construction plans for review (this may be an iterative process)
 - b. Indoor Water Use Efficiency checklist;
 - c. Landscape Project Application Package;
 - d. WDO Commercial Green Credit Application (optional)
12. Applicant pays remaining balance of the total Water Demand Offset fee.
13. District prepares Infrastructure Agreement
14. Applicant turns in required forms
 - a. Water Waiver (if required)
 - b. Fire Protections Requirements Form
 - c. Backflow Prevention checklist
 - d. Customer Billing Information Form
 - e. Restricted Meter Policy (for 5/8" restricted meters)
15. Applicant pays Engineering fees, including:
 - a. Water Capacity Fees
 - b. Meter Drop-in Fees
 - c. Administration, Engineering, Inspection Deposit
16. District processes request.
17. Request goes to the Board for **Unconditional Will Serve Approval**.
18. District sends Unconditional Will Serve Letter to applicant by mail or email.

Building Phase

19. Applicant's contractor installs water system infrastructure per District guidelines with oversight from District's construction inspector.
20. After passing final inspection, contractor submits As Built and Maintenance Bond.
21. Project goes to the SqCWD Board of Directors for final **Project Acceptance**
22. Applicant acquires Building Permit; District installs meter and service begins.
23. Applicant schedules Go Green program inspection within 6 months of meter installation or 2 years of Unconditional Will Serve approval, whichever is sooner (optional).
24. District closes out project. If there are remaining funds from the engineering deposit this is refunded to the owner. If the funds were exceeded, the owner is invoiced for the overage. Applicant will also receive any rebates from Go Green measures.