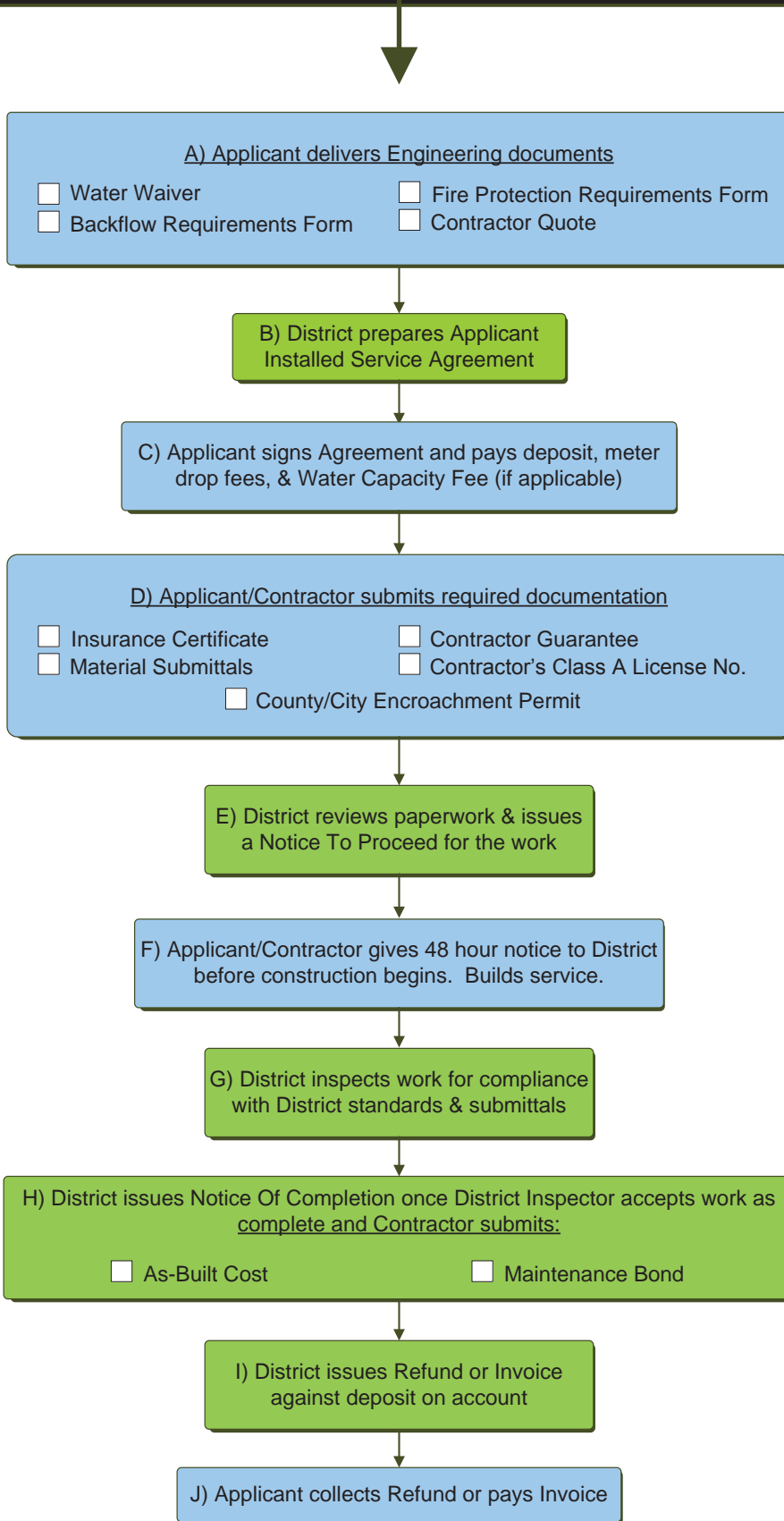


APPLICANT INSTALLED SERVICE PROCESS

Please refer to the back of this sheet for detailed instructions.

15) Enter into Applicant Installed Service Agreement & pay deposit (see brochure).

Step 15 from "New Water Service Installation Process for Tier I & Tier II Single Family Residences" flow diagram



 = Developer

 = District Staff

rev.06/10/15

Fax 831.475.4291

Ph. 831.475.8500

Soquel, CA 95073

5180 Soquel Dr.

Soquel Creek Water District



Your Building/Remodel project will require the following type of Service:

- 2-inch Fire Service for remodels (District Standard S-17)
- 2-Inch Domestic/Fire Combo Service for new buildings (District Standard S-20)
- 5/8-inch Domestic/irrigation Service (District Standard S-3)
- New Fire Hydrant (District Standard S-9 & S-10)
- Other size service(s):

Step A. The Application Stage – Completing Engineering Documents

- Fire Protections Requirements Form (FPRF)*- The Applicant fills out the top portion of the FPRF (<http://www.soquelcreekwater.org/documents/forms/fire-protection-requirements-form>) and the appropriate fire district fills out the bottom portion of the form.
- Backflow Requirements Form* – This form is required for new domestic services or combination services only.
- Water Waiver* – This form is required if your water pressure is below 40 psi or above 80 psi. District staff will inform you if this form is required. It must have a notarized signature and be recorded with the county. Ask for a certified copy from the recorder to deliver to the District, as recorded documents can take months to be mailed back to the District.
- Contractor Quote* – Applicant must provide a copy of the contractor’s quote for installing the water services. This contract amount will be used in the agreement and performance bond.

Step B. Preparation of Agreement

- SqCWD will review the submitted documents and will prepare an Applicant Installed Service Agreement for the Applicant’s consideration.
- SqCWD will notify residents of the proposed improvements that may affect street parking if a fire hydrant is proposed.

Step C. Applicant Signs Agreement and Pays fees

The Applicant must:

- Sign and return the Agreement*
- Pay deposit & fees* detailed in Exhibit A of Applicant installed agreement, to cover administration and construction inspection costs (**typically ~\$1800 but may be larger with complex projects**).
- Pay Water Capacity Fees* (If applicable).

Step D. Contractor Submits required documentation (on behalf of Applicant)

- Contractor Signs* Guarantee as an attachment to the Applicant Installed agreement if Contractor is to do the bonding for the project.
- Submit insurance certificates* complete with a CG2010 rider naming the SqCWD and all of its employees as additional insured. The insurance certificates shall cover general liability, automotive insurance, and workers’ compensation insurance in the amounts named in the

District's Standard Specification. Contact the Engineering Department for insurance requirements.

- Submit County/City Encroachment Permit* - Applicant's contractor will be required to get an encroachment permit from County Public Works for any work done in the county right of way.
- Contractor provides Material Submittals* – The Applicant's Contractor must submit specifications and/or cut sheets for all materials to be used on the project for approval by SqCWD, using SqCWD's General Submittal form.
- The Applicant's Contractor must maintain a current and active Class A (General Engineering Contractor) license with the State of California Department of Consumer Affairs Contractors State License Board. District will check Contractor's license number.

Step E. District Review & Notice to Proceed

- Once the agreement, performance bond, insurance certificates and deposit have been reviewed, the Chief Engineer will execute the Agreement on behalf of SqCWD and mail a copy to the Applicant. District will issue a Notice to Proceed (NTP), indicating work can begin.

Step F & G. Build Service

- Contractor must give District 48 hour notice before construction begins.
- District Staff will arrive on-site to verify all materials used are what were provided in the material submittals from Step D. Work must be made available for inspection by the District to verify it is in compliance with appropriate District standards during regular working hours.
- The Applicant's Contractor must have a current set of District Standard Plans on the job site at all times.

Step H. Project Completion and 2-yr maintenance bond

- Once it is determined by SqCWD that the water/fire protection service has been properly installed and that all terms of the Agreement have been satisfied, SqCWD will notify the appropriate fire district that the facilities are ready for service.
- Applicant's Contractor must provide District with As-Built Costs to close account.
- Applicant or Contractor must provide District with a valid 2-Yr Maintenance Bond.
- Notice of Completion (NOC) will be provided to applicant by SqCWD. 2-yr maintenance bond begins.

Step I & J. Account Closeout – Refund/Invoice on account balance

- SqCWD will close the project file and deduct the actual costs attributed to engineering, administration and inspection services from the deposit and refund any remaining deposit if applicable. If actual costs exceed the deposit amount, the Applicant will be responsible for paying the overage. The deposit amount is meant to cover District costs for a typical service line. Projects that are complex (multiple services and/or fire hydrants) may incur costs that exceed the deposit amount.

Frequently Asked Questions and Answers:

Q. Why do I, The Applicant have to pay for the installation of a fire hydrant or fire service?

A. Santa Cruz County Fire Code and your local fire district require you to pay for the installation of a fire hydrant or fire service. SqCWD acts as the service provider to ensure the facilities are installed in accordance with District Standards.

Q. Who should I contact if I have questions regarding the Fire Protection Requirements?

A. Contact your local fire district:

Aptos/La Selva Fire District (831)685-6690

Central Fire Protection District (831) 479-6842

If you have questions regarding the cost, construction or installation of the water service/fire hydrant/fire service, contact the engineering department of the SqCWD at (831)475-8500.

Q. How long does the entire process take?

A. If it has been determined that the Applicant is required to install fire protection, how quickly it can be done depends on three things.

1. How promptly the applicant routes the Fire Protection Requirements Form to the SqCWD.
2. How quickly the fees are paid.
3. When the contractor can schedule construction.

On average, the entire process takes about two to three months from the time the fire district issues the Applicant the requirements to install a hydrant or service.