



Montara Water and Sanitary District

SERVING MONTARA AND MOSS BEACH

To sensitively manage the natural resources entrusted to our care, to provide the people of Montara and Moss Beach with reliable, high-quality water, wastewater, and trash disposal services at an equitable price, and to ensure the fiscal and environmental vitality of the District for future generations.

NEW SERVICE APPLICATION PACKET WATER, PFP & SEWER

Single Family & Multifamily Residential, Commercial, and
Industrial New Construction

EFFECTIVE DATE: July 2023

PRESIDENT'S MESSAGE

Welcome to Montara Water and Sanitary District (MWSD, District). MWSD provides domestic water, sewer, and private fire protection (PFP) services to the communities of Montara and Moss Beach. We pride ourselves on being a publicly owned utility, providing our customers with reliable water and sewer service at a reasonable cost. The MWSD system infrastructure has been maintained and operated with money collected through rate revenues and connection fees. As a new customer, you are buying into this existing, reliable water system and supporting the improvements necessary to accommodate additional water demands and increased sewer capacity. Thank you for your preference.

DISCLAIMER NOTICE

The following disclaimers should be considered in applying for MWSD water, sewer, and PFP service:

- The fees included in this application package are presented as guidelines for estimated costs and are subject to change for reasons including but not limited to changes in fee schedule and field conditions.
- The application and design requirements are subject to change and need to conform to the standards at the time of approval. Approved application is valid for one year.
- All applications for water, PFP and sewer services are subject to review and approval by MWSD.
- Applicant is fully financially responsible for the installation and testing of the domestic water, PFP service, and sewer lateral from the MWSD water or sewer main, respectively, to the proposed structure. The Applicant is responsible for all installation inside the property line, and MWSD does not oversee this portion of the installation. MWSD oversees the portion of the water service installation, by a District-certified Contractor, from the main line to the water meter (outside the property line).

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STEP 1

Submittal of Application Paperwork

~~PLEASE READ Application and Initial Fee Submittal~~ MWSD:

- *MWSD New Service Application (N-1 – N-5)*

NOTE: If new service is for a commercial, industrial, or multi-family structure, Applicant must complete and submit the following:

For Domestic Water Service: Complete the *Commercial/Industrial Water Demand Analysis* form (D-1). Applicant must conduct a justified study of the projected demands and potential for future growth, as summarized below.

- ***Projected Demand Analysis*** - Each potential commercial/industrial customer will need to prepare a projected demand analysis for the District, which includes the type of business, nature of water use, a plan set that includes the number and type of water fixtures, a projected water demand calculation, and engineering justification for the projected demand calculation.
- ***Potential for Future Growth*** – Each potential commercial/industrial/multi-family Applicant will be required to answer questions regarding the potential for future business growth and the potential impacts of growth on the submitted water usage estimate.

For PFP Service: Complete the *Service Request for Available Flow* form (A-1) to MWSD. This form is required for commercial and multi-family structures of five or more units. Based on the information provided, MWSD will perform Maximum Day Demand Hydraulic Model Analysis of the water distribution system at the service location and provide the Applicant with flow and pressure information to serve as a guideline for designing the fire service.

STEP 2

Payment of Initial Application Fees

Applicant must pay the initial fees associated with applying for water, PFP, and sewer service from the District. All initial fees are included in Table 1.

Forms and payment can be submitted at the MWSD office or by mail:

Office
8888 Cabrillo Hwy
Montara, CA 94037

Mail
P.O. Box 370131
Montara, CA 94037

Table 1 Initial Application Fees

INITIAL SERVICE APPLICATION FEES¹	
DOMESTIC WATER AND PFP SERVICE APPLICATION FEES	
Domestic Water & PFP Service Administrative Fees	\$622
Domestic Water & PFP Service Engineering Deposit ²	\$3,374
Domestic Water & PFP Service Inspection Fee	\$589
Total Water & PFP Service Application Fees	\$4,585
SEWER SERVICE APPLICATION FEES	
Sewer Service Administrative Fees	\$622
Sewer Service Engineering Deposit ²	\$3,374
Sewer Service Inspection Fee	\$589
Total Sewer Service Application Fees	\$4,585
TOTAL: INITIAL APPLICATION FEES³	
\$9,170	
Main Line Extension Agreement Administrative Fees (if applicable) ⁴	\$622
<p>¹ Fees are reviewed annually and are subject to change without notice.</p> <p>² Applicant must pay full cost of Engineering Deposit for District Engineer to review plans and certify that all conditions to connect to the MWSD water and sewer system have been met. If the review cost exceeds the initial deposit amount, MWSD may request additional funds or will credit unused deposit funds to future service charges.</p> <p>³ There are additional fees that the Applicant will need to pay later in the application process, including: Water, PFP & Sewer Connection Fees, Water and PFP Installation Fees, excess Fixture Unit charges, and any additional sewer charges.</p> <p>⁴ Following the engineering review, it will be determined if a main line extension is required. The Applicant will need to submit a main line extension agreement and additional fees will apply.</p>	

Please Refer to Step 6 for details about the connection fees.

STEP 3

Calculation of Domestic Water Meter Size

Based on the information provided in the application, MWSD calculates the necessary meter size for the domestic service and communicates it to Applicant. The domestic water meter size must be incorporated and specified in the *Site Plan* described in Step 4.

All newly constructed ADUs built alongside newly constructed single family homes are required to have a separate connection to the MWSD water system and a separate domestic water meter.

STEP 4

Submission of Site Plan Package

A.) Applicant completes and submits one (1) electronic version of each of the following to tracy@mwsd.net

- *Comprehensive Site Plan, including Water, PFP & Sewer (B-1)*

Note: Must be stamped by a California Professional Civil Engineer

- *A Detail Sheet showing the following MWSD’s Standard Drawings:*
 - Domestic water and PFP service: SD05, SD11, SD17, SD18, SD19, SD20, SD21, and SD22
 - Sewer: SD1, SD2, SD2.1, SD2.2, SD2.3, SD3, SD4, SD4.1, SD5, SD6, SD7, SD8, SD9, SD10, SD11, SD12, SD13, SD14, SD15, SD16, SD17, SD17.1

B.) Applicant completes and submits one (1) hardcopy or electronic version of each of the following:

- *Checklist for System Installation Form (C-1)*
- Copy of Fire Sprinkler Plans approved by the Coastside Fire Department
- Copy of County of San Mateo Fire Sprinkler Permit Application

Comprehensive Site Plan:

A site plan including water, sewer, and PFP service should be included on one comprehensive sheet for the District’s review (see sample Site Plan attached, B-1). The following table details the design requirements and components that must be included and specified on the comprehensive Site Plan. More detailed design requirements follow Table 2.

Table 2 Summary of Site Plan Requirements

PROPERTY SPECIFICATIONS	UTILITIES SPECIFICATIONS
- Property line	- Gas
- Roadways, sidewalks, and driveways	- Sewer main
- Fire hydrants	- Domestic water main
- Property and building elevations	- Electric service
- Proposed future improvements	

NEW DOMESTIC SERVICE COMPONENTS
- Location and size of water meter (must be outside property line in the public right of way)
- Location and size of backflow prevention device (if applicable, must be inside property line)
- Distance between sewer line and water line as measured from outer pipe diameters
- Pipeline length and diameter from water main to water meter
- Pipeline length and diameter from water meter to backflow prevention device
- Pipeline length and diameter from backflow prevention device to house

NEW PFP COMPONENTS
- Location and size of PFP meter (must be outside property line in the public right of way)
- Location and size of backflow prevention device (must be inside property line)
- Pipeline length and diameter from water main to PFP meter
- Pipeline length and diameter from PFP meter to backflow prevention device
- Pipeline length and diameter from backflow prevention device to house

NEW SEWER COMPONENTS	
	- Location, diameter and length of the sewer lateral
	- Sewer lateral slope (minimum slope is 2 foot per 100 feet, or 2%)
	- Sewer lateral material must be shown on the site plan (PVC Schedule 40 pipe is most typical)
	- Proposed construction structure and floor plans showing all plumbing fixtures
	- Locations of all cleanouts
	- Location and elevation of lowest drain
	- Location and elevation of upstream manhole
	- Location of sewer pump (if applicable)
	- Location of check valve (if applicable)
	- Location and size of backwater prevention device

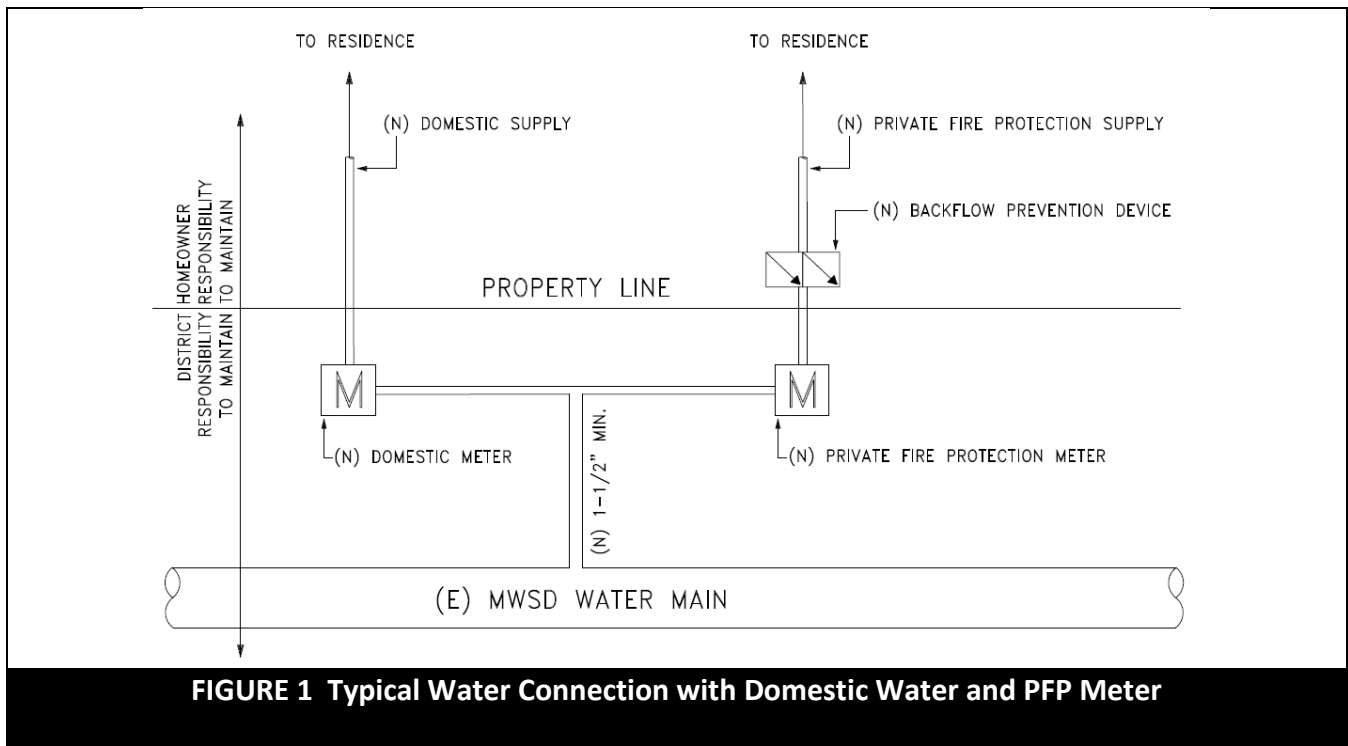
Design Requirements

The full requirements for the design and construction of all water and sewer laterals, and other items connected to MWSD’s system, are set forth in the District’s Standard Specifications for the sewer and water systems, respectively, available at <http://mwsd.montara.org/documents-and-links#standard-specifications>. Table 3 highlights some of the applicable requirements.

Table 3 Design Requirements For New Home Construction

DOMESTIC WATER AND PFP SERVICE DESIGN REQUIREMENTS	
Water Meter Requirements	<ul style="list-style-type: none"> • The size of water meter must be the same or smaller than the water service line from MWSD’s main to the water meter. • Meters must be installed outside the property line, and not in driveways. • New ADUs must have a separate water meter from new primary residence
Water System Backflow Prevention (BFP) Requirements	<ul style="list-style-type: none"> • One (1) BFP is required on each new PFP service connection. • One (1) BFP is required on each new domestic water service connection when any of the following conditions apply: <ul style="list-style-type: none"> ○ Property has an existing water source, such as a well or storage tank, unless well has been proven to be properly abandoned ○ Single-family residential use with three (3) or more stories, including garage level ○ Multi-family residential use ○ Commercial or industrial use • BFP must be a reduced pressure (RP) device. • The size of the BFP must be the same or greater than the water service line from MWSD’s main to the water meter. • No BFPs are to be installed in driveways. • BFP must be installed as close as possible to meter within property boundary.
Locating Existing Appurtenances	The exact location of existing water appurtenances may not be known; the Applicant is encouraged to locate them via potholing prior to submitting the Site Plan.
Water Service Connection Boundaries	The District is concerned with the service connection from the main to the water meter for the protection of public health. The installation of this portion is

	overseen by the District. The service connection from the water meter to the house is the Applicant’s responsibility.
Typical Water Main Connection	MWSD requires that the domestic and PFP water services be designed and installed as per Figure 1, below; all details in the figure must be included in the site plan. Domestic water services that include a separate ADU water meter must conform to MWSD SD23B or SD24. The lateral must have a diameter of at least 1 ½”. A minimum of 2’ separation is required between laterals.
SEWER CONNECTION DESIGN REQUIREMENTS	
Separate Sewer	Each structure requiring sewer service must be separately connected to the main sewer. Upon application, the District may grant an exception where multiple structures on one lot cannot be subdivided. Drainage connections into sanitary sewers are prohibited by MWSD.
Pipe Clearance	All sewer pipes and structures shall have a minimum of ten (10) feet from domestic water lines and 24 inches clearance from all other utilities.
Pipe Size/Slope	The minimum inside diameter of the sewer lateral is 4-inch or the same size as the building plumbing stub, whichever is greater. The minimum slope is 2%.
Pipe Cover	The minimum cover over the top of a lateral must be three (3) feet.
Cleanouts	All cleanouts, except the flow off cleanout, must be brought to grade, properly capped, and completely watertight. Cleanouts must be installed at the following locations: <ul style="list-style-type: none"> • The building plumbing and the sewer lateral junction (two (2) feet or less outside building); • At each bend or change in direction of the sewer lateral greater than 45° (use 22.5° bends and sweeps when possible); and • Where a run of pipe without bends exceeds 90 feet.
Backwater Prevention Device	A backwater prevention device is necessary to ensure sewage does not backflow into the house in the event of an obstruction (See SD 6 in the <u>Standard Specifications</u>).
Check Valve	If the difference between the elevation of the lowest fixture and the backwater prevention device is less than six (6) inches, a check valve installed (see SD 7 in <u>Standard Specifications</u>). It is the Applicant’s responsibility to have these elevations measured to determine whether or not such a device is necessary.
Sewer Pumps	When gravity service is not feasible, special application may be made to the District to allow installation of a sewer ejector pump system. Please consult the <u>Standard Specifications</u> .
Taps into District Sewer	Tap connections to the main sewer, when permitted, must be made in the presence and at the direction of a District Inspector. Subject to approval of the District, connections must be made as follows: <ul style="list-style-type: none"> • 6-in. or less diameter sewer mains – wye or tee branch if existing or spliced-tee if new installation; Re-use of Clay wye is not permitted. • 8-in. or more diameter sewer mains – wye or equal pipe penetration-type connection



PHASE B: Engineering Review

STEP 5

Application Review

Within **thirty (30) days**, MWSD reviews Applicant's package including the following:

- *MWSD New Service Application (N-1 - N-5)*
- *Checklist for System Installation Form (C-1)*
- *Site Plan, Detail Sheet and Fixture Unit count estimate*
- *Copy of Fire Sprinkler Plans*
- *Copy of County of San Mateo Fire Sprinkler Permit Application*
- *Commercial/Industrial Water Demand Analysis Form (D-1), if applicable*
- *Service Request for Available Flow Form (A-1), if applicable*

At this time, any specific requirements or deviations from the application process specified herein required for properties located in the Seal Cove area or requiring a sewer or water main extension will be discussed with the Applicant. In the case of a main extension, the Applicant will be required to review and sign the water main extension agreement and submit the additional fees.

If initial application package does not meet requirements, it will be returned for revision with comments from the District Engineer. The Applicant has the opportunity to revise the site plan until approved.

Once application package meets all requirements, MWSD will issue a letter to the Applicant stating the conditions at which MWSD will provide water and service to the property, and will request payment of connection fees.

STEP 6

Payment of Connection Fees

The Applicant will be required to submit payment to MWSD for the fees listed below, and described on the following page:

- *Water Capacity Charge (WCC)*, based on domestic meter size.
- *PFP Connection Fee*, based on PFP meter size.
- *Sewer Service Connection Fee*, independent of property size or use (Fixture Units, and EDUs).
- *Sewer service Excess Fixture Unit Fee*, based on number of fixture units in new construction.
- Cost of physical water meters and meter box, based on domestic meter and PFP meter sizes.

Please note that fees are reviewed annually and are subject to change without notice; there are additional fees, such as the Water and PFP Installation Fees, that the Applicant will need to pay later in the application process.

Forms and payment can be submitted at the MWSD office or by mail:

Office

8888 Cabrillo Hwy
Montara, CA 94037

Mail

P.O. Box 370131
Montara, CA 94037

Water Capacity Charge and PFP Connection Fee

The Water Capacity Charge (WCC) and PFP Connection Fee are assessed to recover costs associated with the additional demand to MWSD, incurred by providing service to the property. New ADUs are charged a separate WCC based on the determined ADU domestic water meter size. The WCC and PFP Connection fees depend on the meter sizes, as follow:

DOMESTIC WATER METER SIZE	COST
5/8"	\$23,887
3/4"	\$26,277
1"	\$33,442
1 1/2"	\$43,001
2"	\$69,273
3"	\$262,759
4"	\$334,419

PFP CONNECTION SIZE	COST
3/4" to 5/8"	\$7,132
1"	\$11,913
1 1/2"	\$23,750
2"	\$38,018
3"	\$71,326
4"	\$118,908
6"	\$198,207
8"	\$330,413
10"	\$550,797

Sewer Service Connection and Excess Fixture Unit Fee

The Sewer Service Connection Fee for any application is **\$33,986**.

The Sewer Service Connection Fee and Sewer Connection Permit include an allowance of 25 Fixture Units, as calculated in the Fixture Unit Table in Form N-5. For new construction with greater than 25 Fixture Units, a charge of **\$1,359** per Fixture Units in excess of 25 is required. The Fixture Unit Table in Form N-5 may be used to calculate the number of Sewer Service Fixture Units, as measured by the Uniform Plumbing Code.

Physical Meters

Based on the size of the PFP and domestic water meter required for the property's water use, MWSD will notify Applicant of physical water meter cost in Step 5. The cost is based on the supplier cost selected and provided by MWSD.

Cross Connection Control Device Test Service Charge

The backflow prevention device on each connection must be inspected and tested annually. The fee for this inspection and testing is **\$136** per device.

STEP 7**Final Plan Set**

Applicant, upon District Engineer's approval, furnishes **one (1) electronic version of Final Comprehensive Site Plan and Detail Sheet** to the MWSD office: tracy@mwsd.net

STEP 8**Pre-Construction Verification of Service and Sewer Connection Permit ("Okay to Construct")**

MWSD provides a *Pre-Construction Verification of Service* and a preliminary *Sewer Connection Permit ("Okay to Construct")* to the County of San Mateo, stating that the Applicant has met the domestic water service, PFP, and sewer requirements for a Building Permit. The preliminary *Sewer Connection Permit* is valid for one year from initial issuance date to the County of San Mateo.

This step cannot be completed by MWSD until the Applicant has submitted all connection fees and the final Plan Set and application documents.

~~PHASE C: Water and PFP Service Installation Bidding~~

STEP 9**Domestic Water and PFP Project Bidding**

MWSD sends project out for bid to District-Certified Contractors. Since connecting to a water main line is a public health issue, the installation can only be executed by a District-Certified Contractor. The Applicant cannot select the Contractor to install service outside of the property line (from the main to the meter). The bidding is a competitive process in which the lowest bid wins.

NOTE: Contractor estimates are only valid for two (2) months after receipt. If Applicant anticipates installation of service to extend beyond two (2) months, obtaining Contractor estimates should be postponed until closer to construction. Allow twenty (20) working days for calculation of installation charges by MWSD. For services larger than two (2) inches, allow thirty (30) working days.

STEP 10

Domestic Water and PFP Request for Payment

After Contractor installation estimates are received, MWSD sends a *Request for Payment* for the PFP and domestic water Installation Costs to the Applicant.

STEP 11

Domestic Water and PFP Installation Costs

The Applicant will be required to submit full payment of Installation Costs to MWSD office or by mail:

Office

8888 Cabrillo Hwy
Montara, CA 94037

Mail

P.O. Box 370131
Montara, CA 94037

These fees are based on the winning bids for the Applicant's MWSD approved site plan provided by a District-Certified Contractor. The fee includes the encroachment permit, which will be acquired by the Contractor. Applicant is responsible for paying all costs incurred during installation. Any costs incurred during installation by inaccurate depiction of utilities on the site plan shall be the Applicant's responsibility. Applicant must pay all outstanding charges before installation will be scheduled and within two months of receiving *Request for Payment*.

PHASE D: Service Installation and Inspection

STEP 12, OPTIONAL

Issuance of Construction Meter

If requested by Applicant, MWSD issues temporary construction meters for construction use only, not for potable water use. Terms of use and associated fees for temporary use of construction meter and water service will be discussed with Applicant at this time.

STEP 13

Sewer Service Installation and Inspection

Sewer Service Installation

After MWSD submittal of the preliminary *Sewer Connection Permit* to the County of San Mateo, it is the responsibility of the Applicant to install the sewer lateral. Compliance with construction requirements detailed in MWSD's Sewer Standard Specifications and summarized in Table 4 is required. MWSD's Sewer Standard Specifications may be found online at https://mwsd.montara.org/assets/uploads/documents/standard-specs/MWSD%20SWR%20STD%20Specs_Drawings_2017_Complete.pdf.

Table 4 Sewer Connection Construction Requirements

SEWER CONNECTION CONSTRUCTION REQUIREMENTS	
Laying Pipe	<ul style="list-style-type: none"> • Underground Service Alert markings for all existing utilities must be visible, or inspection will be rescheduled. Requests for markings can be made by calling USA North at 1-800-227-2600. • Install lateral pipe the shortest route from the building plumbing outlet to main sewer connection. All pipe must be laid to line and grade. • Each length of pipe must be laid on a firm bed as detailed in SD 4 in District’s Standard Specifications, and must have full bearing for its entire length between bells. • When applicable, an adequate bell hole must be dug at the end of each pipe length for making the joint. Blocking under the lateral will not be permitted. • The inside edge of any cut pipe must be beveled, and both bell and spigot must be marked for proper inspection and cleaned before the joint is made. • Care must be taken to prevent foreign materials from entering the pipe. • Water must be pumped from the trench while the pipes are laid and the joints made. • Backfill must be carefully and uniformly placed around the pipe with no rocks or clods touching the pipe. In rocky areas, imported bedding material may be required. • Backfill in the public right of way will require soils compaction testing as required by the County of San Mateo Encroachment Permit.
Excavation and Backfilling Trenches	<p>Trenches for laterals within public streets must be excavated and backfilled, and the pavement restored in accordance with the regulations of the State of California, San Mateo County and/or other agencies having jurisdiction over the street. The contractor or property owner must pay the cost of compaction test. Consult the District’s <u>Standard Specifications</u> for requirements.</p>
Inspections	<p>Upon completion of the sewer lateral, but prior to covering the trench or connecting to the District sewer main, property owner or their contractor notifies District and County of San Mateo for the following inspections:</p> <ul style="list-style-type: none"> • District inspects lateral from where plumbing leaves house to the sewer main in the street. • District verifies installed fixture unit count matches count listed on the application.
Testing of Gravity Sewers	<p>Unless otherwise directed by the District, laterals must be tested by plugging and filling with either water or compressed air to 4 psi. For water tests, leakage must not exceed 50 gallons per day per inch of internal diameter per mile of sewer line tested (0.16 gallons per hour per 100 feet of 4” diameter pipe). For air tests, the pressure must not drop more than 1 psi over a three minute period. Tests must be performed in the presence of District Inspector and County Inspector.</p>
Special Conditions	<p>When encountering special conditions that are not covered by the District’s Sewer Standard Specifications, the District will direct the contractor or Applicant on required procedures.</p>

STEP 14

Domestic Water and PFP Service Installation and Inspection

Domestic Water and PFP Service Installation

Once full payment of Installation Costs is received, MWSD schedules a time for the District-Certified Contractor to install the portion of the water service and PFP within the District's right-of-way. Compliance with construction requirements detailed in MWSD's Water Standard Specifications is required; MWSD's Water Standard Specifications may be found online at https://mwsd.montara.org/assets/uploads/documents/standard-specs/Water_Specs_rev11.2023.pdf/

NOTE: Average time for installation is within approximately 8-10 weeks of payment receipt. Following installation, the Applicant is fully responsible for the maintenance of the water service located inside the property line. The water services located outside the property line will be owned, operated, and maintained by MWSD.

Domestic Water and PFP Service Inspection

Applicant must contact MWSD and the Coastside Fire Department to arrange for the following inspections:

- District Inspects service lines from where plumbing leaves house to the water main in the street.
- Coastside Fire Department inspects compliance of PFP service installation with all applicable fire protection regulations.

Applicants should contact MWSD and the Coastside Fire Department at least 4 working days in advance of the desired inspection date in order to schedule an inspection appointment.

STEP 15

Final Engineering Review and Fee Closeout

MWSD reviews inspection results of domestic water, PFP and sewer service installations, and requests modifications if necessary.

Upon final approval of domestic water, PFP and sewer service installations, Applicant furnishes one (1) electronic version of *Domestic Water, PFP and Sewer Service Installation As-Builts* to MWSD.

The Applicant will be required to submit payment to MWSD for the final fees listed below:

- ***Pro-rated Sewer Service Charge***
New sewer connections will receive a pro-rated bill for sewer service charges prior to the District's final sign-off for each month remaining in the fiscal year. Sewer charges for subsequent years will be based on usage.
- ***Excess Fixture Unit Fee***
Payment of **\$1,359.00** per Fixture Unit for every Fixture Unit that had not previously been accounted for in Step 4 is required; see the Fixture Unit Table in Form N-5 for reference on how MWSD calculates Fixture Units. MWSD will inform Applicant if this is necessary. Revised as-built plans must be submitted if final count does not match the initial count.
- ***Engineering Deposit Fee***

MWSD will provide Applicant a final bill or refund of the Domestic Water/PFP and Sewer Engineering Fees, and will provide a statement credit of the remaining portion of the engineering deposit paid in Step 2, or will request payment of outstanding engineering fees, as applicable.

Please note that fees are reviewed annually and are subject to change without notice.

As-builts and payment can be submitted at the MWSD office or by mail:

Office

8888 Cabrillo Hwy
Montara, CA 94037

Mail

P.O. Box 370131
Montara, CA 94037

STEP 16

Initiation of Service

MWSD initiates Applicant's domestic water, PFP, and sewer service upon completion of Steps 13, 14 and 15.

STEP 17

Post-Construction Verification of Service and Sewer Connection Permit ("Okay to Occupy")

MWSD submits a *Post-Construction Verification of Service* and approved for finalization of the *Sewer Connection Permit ("Okay to Occupy")* to the County of San Mateo Building Department, confirming that all inspections and other requirements are satisfactorily completed, and the Applicant has met the domestic water, PFP, and sewer service requirements.

MWSD NEW SERVICE APPLICATION PROCESS

WATER SERVICE

PFP SERVICE

SEWER SERVICE

PHASE A: APPLICATION SUBMITTAL

Applicant completes and submits *New Construction Application (N-1 – N-5)* for domestic water, PFP, and sewer service. If applicable, **Applicant completes and submits** *Commercial/Industrial Water Demand Analysis (D-1)* and/or *Service Request for Available Flow (A-1)*. **Applicant pays** all initial application fees at MWSD office or by mail (pg. 3 of Guidelines).

MWSD calculates domestic water meter size based on information provided and communicates size to applicant.

Applicant completes and submits (pg. 4 of Guidelines):

- Comprehensive *Site Plan* including water, PFP & sewer services, stamped by a California Professional Engineer (B-1),
- A *Detail Sheet* showing MWSD's Standard Drawings: *SD1 through SD22 (B-2.1-2.7)*,
- *Checklist for System Installation Form (C-1)*,
- *Fire Sprinkler Plan* approved by Coastside Fire Department, and
- *County of San Mateo Fire Sprinkler Permit Application*.

PHASE B: ENGINEERING REVIEW

MWSD reviews Applicant's package. With input from District Engineer, Applicant will produce a set of plans that meets the District's requirements and are ready for the Contractor Bidding Process (Water/PFP).

Applicant provides full payment of the following (pg. 7 of Guidelines):

- Water Capacity Charge (WCC), which is based on domestic meter size.
- PFP Connection Fee, which is based on PFP meter size.
- Sewer Service Connection Fee, independent of property size or use.
- Sewer service Excess Fixture Unit Fee, based on number of fixture units in new construction.
- Cost of physical water meters; MWSD will obtain the domestic and PFP water service meters.

MWSD provides a *Pre-Construction Verification of Service* and preliminary *Sewer Connection Permit ("Okay to Construct")* to the County of San Mateo stating that the applicant has met the domestic water service, PFP service, and sewer service requirements for a Building Permit.

PHASE C: BIDDING

OPTIONAL: MWSD issues temporary construction meter, if requested.

WATER/PFP

SEWER

MWSD sends the site plan to District-Certified Contractors for installation of domestic water and PFP services. The contract is awarded to the lowest bidder.

MWSD sends a Request for Payment to the Applicant regarding the remaining installation and connection fees.

Applicant provides full payment for domestic water and PFP installation costs to MWSD.

Applicant schedules a time, in coordination with MWSD, for the District-certified contractor to install the portion of the domestic water and PFP service within the public right-of-way.

Applicant contacts MWSD and Coastside Fire Department for inspection of the domestic water and PFP services. MWSD will also review the Applicant's compliance with the *Water Conservation Agreement (N-4)*.

MWSD and Coastside Fire Department inspect the domestic water and PFP service installations. If approved, MWSD turns on water service.

Applicant installs sewer lateral. Upon completion of the sewer lateral installation, but prior to covering the trench or connecting to the sewer main, Applicant notifies MWSD.

MWSD inspects the sewer lateral from where the plumbing leaves the house to the sewer main in the street, and installed fixture unit count. Once approved, MWSD turns on sewer service and requests finalization of *Sewer Connection Permit ("Okay to Occupy")* by the County of San Mateo.

PHASE D: SERVICE INSTALLATION & INSPECTION

MWSD provides a *Post-Construction Verification of Service* to the County of San Mateo stating that the applicant has met the domestic water service, PFP service, and sewer service requirements for a *Certificate of Occupancy*.

Applicant submits *Domestic Water, PFP and Sewer Service Installation As-Builts* to MWSD.

KEY

APPLICANT RESPONSIBILITY

SPECIFIC DOMESTIC WATER/PFP REQUIREMENT

MWSD RESPONSIBILITY

SPECIFIC SEWER REQUIREMENT

LEGEND

- E EXISTING
- N NEW, OR PROPOSED
- F.F. FINISH FLOOR ELEV.
- EXISTING CONTOURS
- PROPOSED CONTOURS
- C/O CLEAN-OUT
- 65.4' SPOT ELEVATION
- SSMH SANITARY SEWER MANHOLE
- SD STORM DRAIN

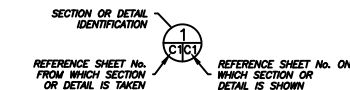
GENERAL NOTES

1. PLANS PREPARED AT THE REQUEST OF: ELIZABETH FESTEJO, PROPERTY OWNER
2. SURVEY AND TOPOGRAPHY BY OTHERS.
3. ELEVATION DATUM ASSUMED. THIS IS NOT A BOUNDARY SURVEY.
4. THESE RECORD DRAWINGS ARE BASED ON LIMITED FIELD REVIEW AND FIELD SURVEYS AS NECESSARY BY SIGMA PRIME GEOSCIENCES, INC. AND WE AND THE MONTARA WATER AND SANITARY DISTRICT ASSUME NO LIABILITY FOR THE ACCURACY OF THE INFORMATION.

UTILITY NOTES

1. INSTALLATION SHALL BE IN ACCORDANCE WITH MWSD DISTRICT CODE AND STANDARD SPECIFICATIONS AND THE COUNTY OF SAN MATEO BUILDING DEPARTMENT.
2. MAINTAIN MINIMUM 36" COVER TO SERVICE LINE.
4. THERE IS AN EXISTING FIRE HYDRANT LOCATED ON DATE STREET DIRECTLY ACROSS THE STREET OF THE SUBJECT PROPERTY (MWSD #158).
5. NOTIFY USA AT 800-227-2600 AT LEAST 48 HOURS PRIOR TO SITE WORK TO IDENTIFY LOCATION OF UNDERGROUND UTILITIES. CALL MWSD ENGINEER (650-728-3545) AT LEAST 72 HOURS PRIOR TO SITE WORK TO SCHEDULE INSPECTIONS.

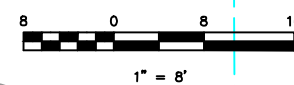
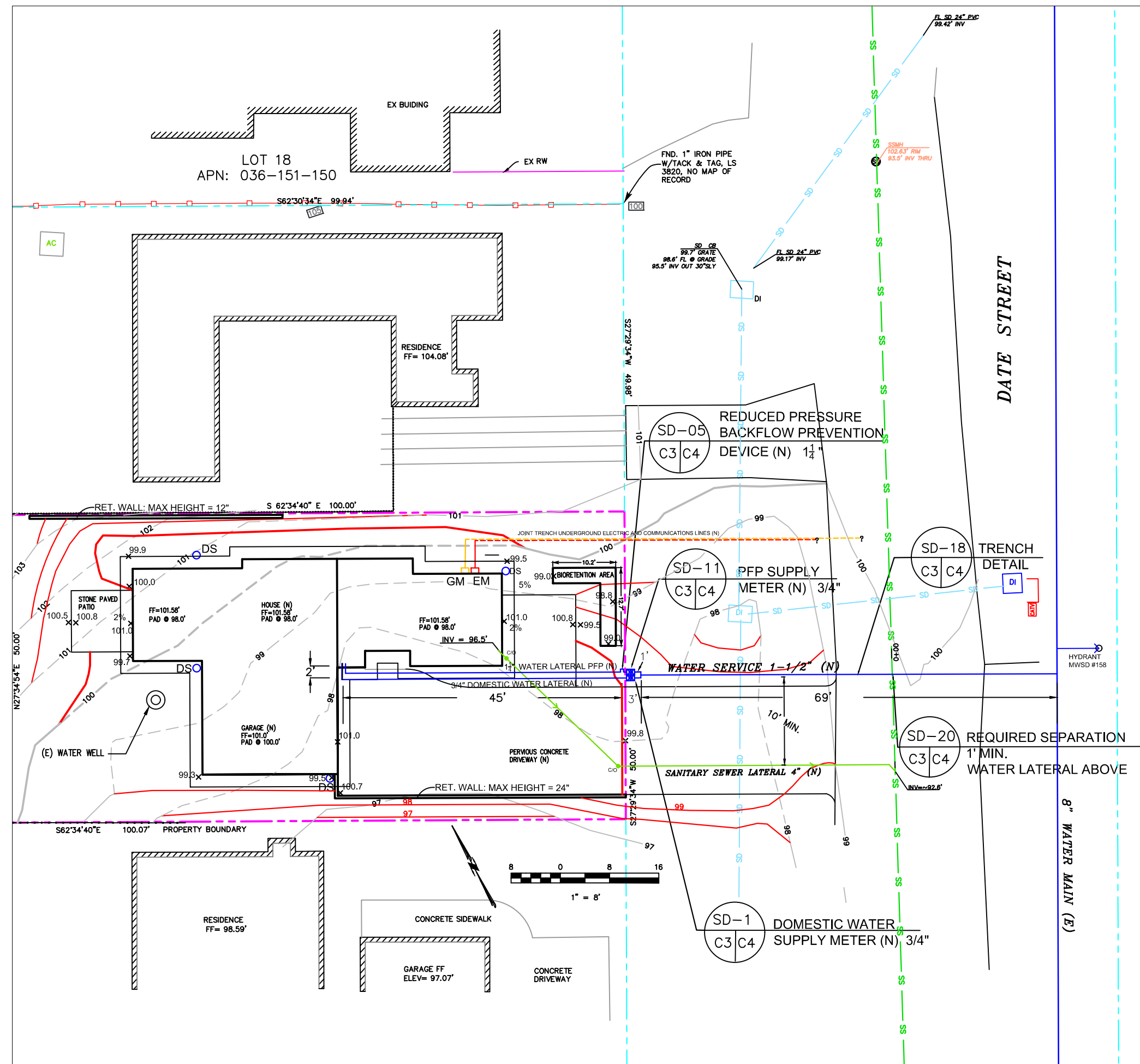
SECTION AND DETAIL CONVENTION

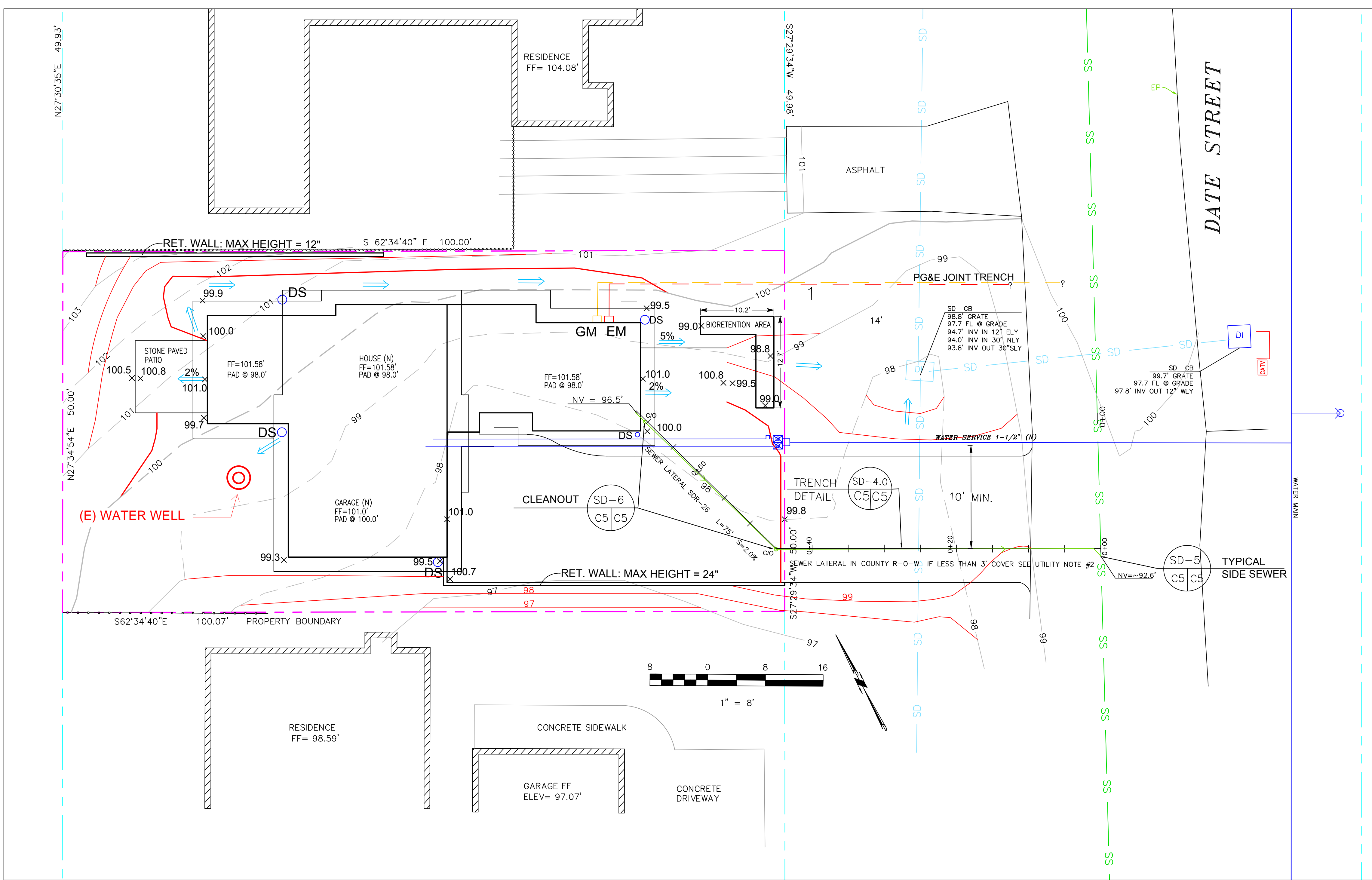


NOTES:

1. ALL INSTALLATIONS SHALL BE IN ACCORDANCE WITH MONTARA WATER AND SANITARY DISTRICT STANDARDS AND SPECIFICATIONS
2. MINIMUM DISTANCE BETWEEN SANITARY SEWER AND WATER MAINS SHALL BE TEN FEET (10') HORIZONTALLY OR IN COMPLIANCE WITH DPH TITLE 22, CHAPTER 16, SECTION 64572
3. WATER MAIN PIPE SHALL BE C-900 CLASS 200 PLASTIC PIPE OR AS APPROVED BY MWSD WATER ENGINEER
4. ALL 1/2", 1", 1 1/2", AND 2" SERVICE LINES TO BE TYPE "K" COPPER PIPE UNLESS SURROUNDING GROUND CONDITIONS DICTATE CHANGE (SUBJECT TO APPROVAL BY MWSD WATER ENGINEER)
5. ALL VALVES SHALL BE RESILIENT WEDGE EPOXY COATED WITH STAINLESS STEEL BOLTS
6. ALL FITTINGS SHALL BE CEMENT LINED AND BITUMINOUS COATED OUTSIDE AND PAINTED WITH POLYGUARD C.A. #14 MASTIC
7. ALL FLANGE FITTINGS TO BE BOLTED TOGETHER WITH 316 STAINLESS STEEL NUTS AND BOLTS
8. ALL INSTALLATIONS OF MAINS AND SERVICES SHALL HAVE GREEN COATED #10 GA. STANDARD WIRE FOR LOCATING
9. ALL TAPPING SLEEVES TO BE ALL STAINLESS STEEL CIRCUMFERENTIAL SEAL TYPE WITH STAINLESS STEEL FLANGE, BOLTS, AND NUTS
10. USE EBAA MECHANICAL JOINT MEGA-LUGS ON ALL MECHANICAL JOINT FITTINGS
11. USE EBAA SERIES 1600 RESTRAINTS TO RESTRAIN PIPE IN COMBINATION WITH CONCRETE THRUST BLOCKS. MWSD TO ADVISE CONTRACTOR OF REQ'D. LENGTHS OF PIPE TO BE RESTRAINED

MONTARA WATER AND SANITARY DISTRICT	
FACILITY STANDARDS	
DATE	SD-22
DATE	DEC 2008





LEGEND

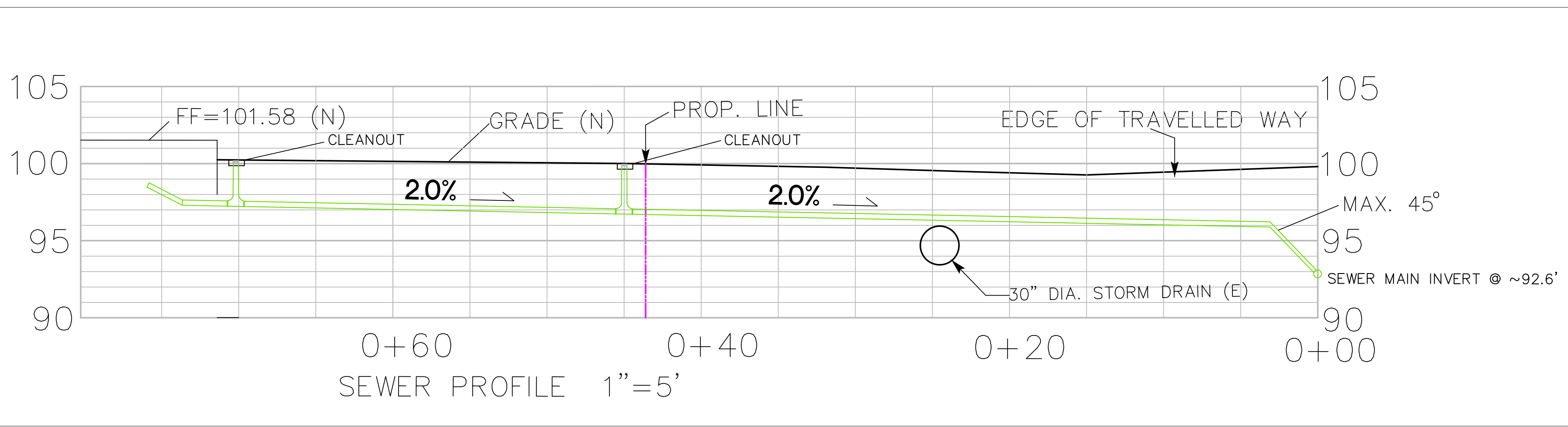
- E EXISTING
- N NEW, OR PROPOSED
- F.F. FINISH FLOOR ELEV.
- EXISTING CONTOURS
- PROPOSED CONTOURS
- 99.8 PROPOSED SPOT ELEVATION
- DS DOWNSPOUT
- DIRECTION OF SURFACE DRAINAGE

GENERAL NOTES

1. PLANS PREPARED AT THE REQUEST OF:
2. SURVEY AND TOPOGRAPHY BY OTHERS.
3. ELEVATION DATUM ASSUMED. THIS IS NOT A BOUNDARY SURVEY.
4. THESE RECORD DRAWINGS ARE BASED ON LIMITED FIELD REVIEW AND FIELD SURVEYS AS NECESSARY AND WE AND THE MONTARA WATER AND SANITARY DISTRICT ASSUME NO LIABILITY FOR THE ACCURACY OF THE INFORMATION.

UTILITY NOTES

1. INSTALLATION SHALL BE IN ACCORDANCE WITH MWSD DISTRICT CODE AND STANDARD SPECIFICATIONS AND THE COUNTY OF SAN MATEO BUILDING DEPARTMENT.
2. BACK-FILL OVER SEWER LATERAL MAY BE LESS THAN THREE FOOT THICKNESS IN PLACES. WITHIN COUNTY RIGHT OF WAY USE C-900 PVC PIPE OR USE CONCRETE CAP 4" OVER PIPE WITH #4 REBAR 8" TO 12" CENTERS.
3. NOTIFY USA AT 811 AT LEAST 48 HOURS PRIOR TO SITE WORK TO IDENTIFY LOCATION OF UNDERGROUND UTILITIES. CALL MWSD ENGINEER AT NUTE ENGINEERING AT 415-453-4480 AND THE DISTRICT SEWER SERVICE CONTRACTOR (SAM) AT 650-726-0124 AT LEAST 72 HOURS PRIOR TO SITE WORK TO SCHEDULE INSPECTIONS.



NEW SERVICE APPLICATION CHECKLIST: WATER, PFP & SEWER SERVICES

SINGLE FAMILY AND MULTIFAMILY RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL CONNECTIONS

EFFECTIVE DATE: July 2023

The following Checklist serves as a guide to support the complete Application Package submittal as required by Montara Water and Sanitary District (MWSD) for domestic water, private fire protection (PFP), and sewer service connections for new construction. For any questions, please contact clerk.mwsd@coastside.net; please note that the forms and fees listed herein are subject to change.

Forms and payment can be submitted to the MWSD office or by mail:

Office

8888 Cabrillo Hwy
Montara, CA 94037

Mail

P.O. Box 370131
Montara, CA 94037

Contact Information:

AGENCY	ROLE	PHONE	E-MAIL
MWSD	Service Provider	(650) 728-3545	clerk.mwsd@coastside.net
Coastside Fire Department	PFP, Inspections	(650) 726-5213	-
County of San Mateo Building Section	Permitting, Inspections	(650) 599-7311	plngbldg@smcgov.org
SRT Consultants	District Engineer – Water & PFP	(415) 689-5708	MWSDWaterEngineer@srtconsultants.com
Nute Engineering	District Engineer – Sewer	(415) 453-4480	pippin.c@nute-engr.com

PHASE A: Application and Initial Fee Submittal

- Submit to MWSD the *MWSD New Service Application* (N-1 - N-5), and, if applicable, the *Commercial/Industrial Water Demand Analysis Form* (D-1) and the *Service Request for Available Flow Form* (A-1).
- Submit to MWSD full payment of the Initial Service Application Fees, including all Administrative, Inspection, and Engineering Deposit Fees.
- Obtain Domestic Water Meter Size from MWSD.
- Submit to MWSD one (1) electronic version of *Comprehensive Site Plan* (B-1), stamped by a California Professional Civil Engineer, and *Detail Sheet* showing proposed domestic water, PFP and sewer service connections.
- Submit to MWSD the *Checklist for System Installation Form* (C-1), one copy of the Fire Sprinkler Plans approved by the Coastside Fire Department, and one copy of the County of San Mateo Fire Sprinkler Permit Application.

PHASE B: Engineering Review

- MWSD's District Engineer reviews complete Application Package and will request revisions and any missing forms or fees from the Applicant within thirty (30) days. At this time, any additional requirements for properties located in the Seal Cove area or requiring a sewer or water main extension are discussed with the Applicant.
- Revise Application Package, if necessary, until approved.
- Submit to MWSD full payment of the Water Capacity Charge (WCC), PFP Connection Fee, Sewer Service Connection Fee, Sewer Service Excess Fixture Unit Fee, and cost of physical water meters.
- Upon MWSD's District Engineer's approval, submit to MWSD one (1) electronic version of *Site Plan* and *Detail Sheet*.
- MWSD submits *Pre-Construction Verification of Service* and preliminary *Sewer Connection Permit* ("Okay to Construct") to the County of San Mateo.

PHASE C: Water and PFP Service Installation Bidding

- MWSD sends project out for bid to District-Certified Contractors, and sends *Request for Payment* to Applicant based on winning, lowest bid.
- Submit to MWSD full payment of the requested Installation Costs within two (2) months.

PHASE D: Service Installation and Inspection

- OPTIONAL:** MWSD issues temporary construction meter, if requested.

Sewer Service Installation and Inspection

- Install sewer lateral as per MWSD's Sewer Standard Specifications.
- Prior to covering trench or connecting to sewer main, request MWSD inspection and County inspection of lateral and installed fixture unit count.
- MWSD conducts final engineering review and requests revisions to sewer lateral installation and any outstanding fees.
- Upon MWSD approval of sewer lateral installation, connect sewer lateral to sewer main and complete installation of sewer lateral.
- Upon MWSD approval of sewer lateral installation, MWSD turns on sewer service and requests County of San Mateo Building Section to finalize *Sewer Connection Permit ("Okay to Occupy")*.

Domestic Water and PFP Service Installation and Inspection

- MWSD schedules installation of domestic water and PFP service lines by District-certified Contractor, as per MWSD's Water Standard Specifications.
- Request inspection of domestic water and PFP service line installations from MWSD and Coastside Fire Department.
- MWSD conducts final engineering review and requests revisions to water service line installations and any outstanding fees.
- Upon MWSD approval of water and PFP service line installation, MWSD turns on water service.
- MWSD submits *Post-Construction Verification of Service* to the County of San Mateo.

At Completion of all Service Installations and Inspections

- Applicant submits electronic version of *Domestic Water, PFP and Sewer Service Installation As-Builts* to MWSD.

NEW SERVICE APPLICATION FAQs: WATER, PFP & SEWER SERVICES

SINGLE FAMILY AND MULTIFAMILY RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL CONNECTIONS

EFFECTIVE DATE: July 2023

FREQUENTLY ASKED QUESTIONS (FAQs)

Sewer Service

- *What is a fixture unit?*

A fixture unit is a measurement used by the Uniform Plumbing Code to describe the relative potential water use of various plumbing fixtures. This measurement is used to assess the potential of various such fixtures to produce water or waste that is eventually treated by the sewage treatment plant located in Half Moon Bay. Fixture units that are not connected to the sewer system such as outside faucets used for landscaping are not counted.

- *Why am I being charged for fixture units?*

MWSD, along with Granada Sanitary District and the City of Half Moon Bay, must pay for its share of the sewage treatment plant expansion required for new service connections. MWSD's share of the plant expansion is about \$5 million and makes it possible for property owners to remodel or build new homes. During the past ten years, new or renovated development was not allowed because of the lack of additional sewage capacity.

Granada Sanitary District and the City of Half Moon Bay charge all property owners for a share of the sewage treatment plant expansion whether they use it or not. By contrast, MWSD property owners pay for the additional sewer connections and fixture units as they build.

- *I use very little water, so these fixture unit charges seem unfair.*

Fixture units are a representation of what the property could potentially use and not the actual water use. In other words, a small home with twelve fixture units would and generally does use less water than a large home with 35 fixture units. The capital costs to initially build and expand the sewage treatment plant are paid for by connection charges based on fixture units.

This is different from MWSD's annual Sewer Service Charge that is based on the actual water use of each home. Sewer Service Charges pay for the ongoing operations, maintenance and repairs of the existing sewer system (pipes, pump stations and operating the sewer plant), and not the initial construction costs.

- *What if I decide not to get a building permit and do the work without a permit?*

Recent real estate law and court cases make full disclosure by the realtor and homeowner a requirement as part of buying or selling a house. An informed buyer will want proof that all additions and other remodeling were done legally by building permit. If you fail to make full disclosure, you and your realtor may be liable for civil damages for any injuries or loss of property that occurred because the remodeling or new construction were not done in accordance with applicable laws and ordinances. In addition, if you have a fire or other insurable loss to your structure, the insurance company may refuse to pay for any or a portion of your loss that was done without proper permits or that was caused by improper construction practices.

- *What if there is an existing sewer lateral on my property that is not in use?*

A new structure is not permitted to connect to an old sewer line unless the old one is tested in the presence of the MWSD Inspector and found to meet all current MWSD requirements, including installation of a backwater prevention device. The property owner must pay all costs for examination and testing.

- *What are the allowed materials for sewer pipes at MWSD?*

MWSD does not allow Vitrified Clay Pipe (VCP) to be used because of its propensity to crack. In standard situations, Polyvinyl Chloride (PVC) Schedule 40 pipe is acceptable. The following table lists MWSD’s approved side sewer or lateral pipe material:

PRIVATE SIDE SEWER/LATERAL		
<i>(Specific Use Subject to MWSD Approval)</i>		
Pipe Specifications	Can be used for Gravity Sewers	Can be used for Ejector Pump Discharge Pipelines
Vitrified Clay Pipe (No Hub), VCP	No	No
Cast Iron Soil Pipe (No Hub), CIP	Yes ²	No
Ductile Iron Pipe w/ Rubber Ring Joints, DIP	Yes ²	No
PVC ASTM D-2241, SDR=26	Yes ¹	Yes ¹
PVC AWWA C-900, SDR=21	Yes ²	Yes ²
PVC Sch 40	Yes ¹	Yes ¹
PVC Sch 80	Yes ²	Yes ²
Polyethylene, Min SDR-17	Yes ¹	Yes ¹

¹ Requires minimum 3-foot cover with imported bedding and pipe zone backfill.

² Requires minimum 18-inch cover on private property with imported bedding and pipe zone backfill or shaded with select native material containing rocks no larger than 1” sieve size.

- *What does the Sewer Connection Permit Fee cover?*

The Sewer Connection Permit Fee covers the Applicant’s share of the recent sewer plant expansion and a buy-in charge for the existing sewer pipes, pump stations and a portion of the sewage treatment plant.

- *How much will my sewer service cost once it has been installed?*

New sewer service connections will be charged a pro-rated sewer service charge of \$122.95 per month for each month remaining in the fiscal year after installation. Sewer service charges for subsequent years will be based on usage.

- *How far away should I locate a sewer pipe from a water pipe or other utility?*

All sewer pipes and structures shall have a minimum of ten (10) feet from domestic water lines and 24 inches clearance from all other utilities.

Domestic Water Service

- *I have a private well on my property and would like to connect to the MWSD Water System. What do I have to do?*

Submit a New Service Application to MWSD and pay all required fees. MWSD will then facilitate a new water connection for you.

- *I have a private well on my property and would like to connect to the MWSD Water System. How much would it cost me to connect my home to the MWSD water system?*

Your cost will include the following:

- Water Capacity Charge (WCC), which depends on the size of the new domestic water meter,
 - Installation cost,
 - MWSD application fees, and
 - Your costs to install a new water line on your property and properly disconnect your well.
 - In addition, you may have to pay permit fees to San Mateo County.
- *I have a private well on my property. Now that connections are available from MWSD, would I be obligated to connect to the MWSD water system, and if so, how much time will I have to connect?*

This depends on your property situation. If you or the previous owner of the property signed an agreement with MWSD to connect, you do have an obligation to connect to the water system. If you do not have an agreement to connect, MWSD still strongly encourages you to connect to the water system for water quality and reliability reasons and to comply with MWSD's Code Section 3-3.600. Water Service. MWSD is currently investigating the timeline issue and welcomes public input.
 - *I have a private well on my property and would like to connect to the MWSD Water System. Would I be obligated to abandon my existing well?*

The District is currently seeking clarification on this issue from the California Coastal Commission.
 - *I have a PFP meter and a private well. I wish to connect to MWSD's water system for domestic supply. Will I be allowed to utilize my existing PFP meter for my new domestic service?*

NO, you must install a new domestic meter and associated plumbing and pay all associated fees and charges.

- *My home is already connected to the water system for domestic service and I have an existing meter. I would like to build an accessory dwelling unit (ADU) on my property. How do I get domestic water service to the ADU?*

You need to come to submit a New Service Application to MWSD and pay all required fees and charges for this new service.

- *My home uses a well-constructed prior to the moratorium; will I be obligated to connect to the MWSD water system?*

MWSD strongly encourages you to connect to the water system for water quality and reliability reasons and to comply with MWSD's Code Section 3-3.600. Water Service.

- *We have multiple dwelling units on one domestic MWSD meter; will we need to purchase additional meter(s) from MWSD?*

YES, if required. You need to come to the District, submit a New Service Application to MWSD and pay all required fees for this new service(s).

- *Can I use my own contractor for the installation of the domestic water meter and service line for my house?*

NO, since connecting to a water main line is a public health issue, the installation can only be executed by a District-Certified Contractor. The Applicant cannot select the Contractor to install service outside of the property line.

- *How do I know if a Backflow Prevention Device is required for my property's domestic water service?*

A Backflow Prevention Device is required for domestic water service connections in all cases, EXCEPT if your house is:

- Single-family residential (2 stories or smaller, including the garage level), OR
- Multi-family residential (up to and including 4 units, 2 stories or smaller including the garage level)

A Backflow Prevention Device is required for ALL PFP service connections.

- *I have already paid all PFP application, service connection and installation fees. Why do I now have to pay the Water Capacity Charge (WCC) and install a new meter?*

You must pay all required fees and charges for the new domestic meter. The WCC is distinct and separate from the PFP meter charge.

- *Why is my ADU being charged a separate WCC?*

All newly constructed ADUs built in conjunction with newly constructed single family or multi-family dwellings are required to have a separate connection to the MWSD water system and a separate domestic water meter.

- *What does the Water Capacity Charge cover?*

The Water Capacity Charge covers the Applicant's share of the water distribution system, including pipes, pump stations and operation and maintenance. It does not cover costs associated with the PFP service.

- *How do I know if I am required to submit the Commercial/Industrial Water Demand Analysis Form (D-1)?*

This form is required for Applicant's whose new construction is intended for commercial or industrial purposes, and not residential (i.e., new construction wherein no person shall live).

Private Fire Protection (PFP) Service

- *Can I use my own contractor for the installation of the PFP meter and service line for my house?*

YES, since connecting to a PFP main line is not public health issue, the installation does not need to be executed by a District-Certified Contractor. The Applicant is responsible for the installation of the PFP meter and service line.

- *How do I know if I am required to submit the Service Request for Available Flow Form (A-1)?*

This form is required for PFP service connections of commercial and multi-family structures of five or more units.

- *How do I know if a Backflow Prevention Device is required for my property's PFP service?*

A Backflow Prevention Device is required for ALL PFP service connections, independent on if it is required for domestic water service connections based on the house's size.

- *I have already paid the Water Capacity Charge (WCC). Why do I now have to pay the PFP Connection Fee and install a new meter?*

You must pay all required fees and charges for the new PFP meter. The WCC is distinct and separate from the PFP meter charge.

- *What does the PFP Connection Fee cover?*

The PFP Connection Fee covers the Applicant's share of the PFP water distribution system, including pipes, hydrants, pump stations and operation and maintenance. It does not cover costs associated with the domestic water service.

- *What is the minimum diameter for the PFP pipeline?*

The PFP pipeline must have a minimum diameter of 1-½ inches.

Application

- *What is the process to apply for a new domestic water, PFP and/or sewer service connection with MWSD?*

Obtain, complete and submit a New Service Application from MWSD. The Application Packet may be picked up at the MWSD office or is available on the District's website at

<https://mwsd.montara.org/documents-and-links>.

- *How soon can I apply for a new sewer, PFP or water connection?*

You can apply for a water, PFP or sewer connection at the MWSD office during normal business hours.

- *To whom shall I submit the New Service Application Package?*

Forms and payment can be submitted to the MWSD office or by mail as follows:

Office

8888 Cabrillo Hwy
Montara, CA 94037

Mail

P.O. Box 370131
Montara, CA 94037

- *Whom should I contact for questions regarding the New Service Application or my water, PFP or sewer connections?*

Questions may be directed to MWSD or to the following agencies, as applicable.

AGENCY	ROLE	PHONE	E-MAIL
MWSD	Service Provider	(650) 728-3545	clerk.mwsd@coastside.net
Coastside Fire Department	PFP, Inspections	(650) 726-5213	-
County of San Mateo Building Section	Permitting, Inspections	(650) 599-7311	plngbldg@smcgov.org
SRT Consultants	District Engineer – Water & PFP	(415) 689-5708	MWSDWaterEngineer@srtconsultants.com
Nute Engineering	District Engineer - Sewer	(415) 453-4480	pippin.c@nute-engr.com

- *What are the responsibilities of the District Engineers and when should I contact them instead of MWSD?*

District Engineers support MWSD in reviewing the technical and physical feasibility of proposed service connections. Nute Engineering is the District Engineer for sewer service, and may be contacted for questions regarding the Site Plan and Detail Sheet. SRT Consultants is the District Engineer for domestic water and PFP services, and may be contacted for questions regarding the Site Plan and Detail Sheet.

District Engineers will contact Applicants with feedback on Site Plans and Detail Sheets, but are not responsible for or able to create, revise or approve Site Plans or Detail Sheets in the best interest of MWSD.

For inspections, fees and general application requirements, MWSD should be contacted.

- *Are the costs of the County of San Mateo’s permitting fees covered in the New Service Application Fees?*

NO, MWSD and the County of San Mateo operate separately with regards to these fees and

permits.

- *What does the Administrative Fee cover?*

The Administrative Fee covers the cost to process the Connection Permit for domestic water, PFP or sewer services. A separate Administration Fee is required for each service connection.

- *What does the Inspection Fee cover?*

The Inspection Fee covers the cost of ensuring the connection of the domestic water, PFP or sewer service to MWSD's water system is installed correctly. A separate Inspection Fee is required for each service connection.

- *What does the Engineering Review Deposit cover?*

The Engineering Review Deposit covers the cost for the District Engineer to review the Site Plans and certify that all conditions to connect domestic water, PFP or sewer services to MWSD's water system are met. A separate Engineering Review Deposit is required for each sewer service connection; one Engineering Review Deposit is required for both the domestic water and PFP service connections.

- *Where do I find the list of information and details that must be included in the Comprehensive Site Plan?*

The *Comprehensive Site Plan* must include your proposed water, sewer and PFP services and meters, and all details listed on pages 4 and 5 of the Application Guidelines. An example *Comprehensive Site Plan* is shown on Form B-1.

- *Can MWSD provide Pre-Construction Verification of Service to the County of San Mateo so I can obtain my Building Permit before I have submitted all forms and fees?*

NO, MWSD must receive and approve the full New Service Application Package and fees before sending the *Pre-Construction Verification of Service* to the County of San Mateo.

NEW SERVICE APPLICATION



MONTARA WATER & SANITARY DISTRICT
 P.O. BOX 370131 – MONTARA, CA 94037 – (650) 728-3358

DOMESTIC WATER, PFP AND/OR SEWER NEW SERVICE APPLICATION

APPLICANT NAME		DATE
ADDRESS		HOME PHONE NO.
CITY	ZIP CODE	WORK PHONE NO.
E-MAIL ADDRESS OF APPLICANT		

OWNER/BILLING		DATE
ADDRESS		HOME PHONE NO.
CITY	ZIP CODE	WORK PHONE NO.
E-MAIL ADDRESS OF OWNER		

WATER & PFP METER DATA

LOCATION	SERVICE ADDRESS		ASSESSOR'S PARCEL NUMBER (APN)	
	LOT NO.	TRACT/SUBDIVISION	CITY	ZIP CODE
	TOTAL PARCEL AREA IN SQUARE FEET	TOTAL IRRIGATED AREA IN SQUARE FEET	APPROXIMATE ELEVATION (FEET)	
	TOTAL NUMBER OF DWELLING UNITS AND BUILDINGS	TOTAL NUMBER OF STORIES	ARE FIRE SPRINKLERS REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO	
PROPERTY TYPE	<input type="checkbox"/> COMMERCIAL / TYPE: _____		<input type="checkbox"/> RESIDENTIAL / <input type="checkbox"/> SINGLE FAMILY <input type="checkbox"/> MULTIPLE FAMILY	
	<input type="checkbox"/> INDUSTRIAL / TYPE: _____		<input type="checkbox"/> OTHER / TYPE: _____	
	<input type="checkbox"/> PRIVATE FIRE PROTECTION	<input type="checkbox"/> FIRE HYDRANT	<input type="checkbox"/> IRRIGATION	
WATER SOURCES	IS THERE A WELL ON-SITE? <input type="checkbox"/> YES <input type="checkbox"/> NO	WELL PERMIT YEAR	IS WELL ABANDONED? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
	IS THERE OR WILL THERE BE A WATER STORAGE TANK ON-SITE? <input type="checkbox"/> YES (VOLUME: _____) <input type="checkbox"/> NO	LIST ALL OTHER EXISTING OR PLANNED WATER SOURCES ON PROPERTY:		
WATER USE	METER SIZE (INCHES)	NO. METERS	BACKFLOW PREVENTION DEVICE REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO	
	METER SIZE (INCHES)	NO. METERS	FIRE SERVICE CONNECTION SIZE (CIRCLE ONE)	
PFP USE	BACKFLOW PREVENTION DEVICE SIZE (INCHES)	DESIGN FLOW (GPM)	1.5"	2"
			3"	4"
			6"	8"
			10"	

The undersigned agrees to abide by all MWSD's rules and regulations in regards to the water system.

 Signature of Owner/Owner's Engineer

 Date

NEW SERVICE APPLICATION



MONTARA WATER & SANITARY DISTRICT
 P.O. BOX 370131 – MONTARA, CA 94037 – (650) 728-3358

WATER DEMAND ANALYSIS FORM

WATER FIXTURE UNIT COUNT TABLE		
TYPE	NUMBER	
	INTERIOR	EXTERIOR
GENERAL		
BEDROOMS		
BATHROOMS		
BATHROOMS		
SHOWERS (WITHOUT BATHTUB)		
BATHTUBS (WITH OR WITHOUT SHOWER)		
SINKS		
TOILETS		
BIDETS		
KITCHEN		
SINKS (WITHOUT GARBAGE DISPOSAL)		
SINKS (WITH GARBAGE DISPOSAL)		
DISHWASHERS		
WATER DISPENSER		
GARBAGE DISPOSAL		
LAUNDRY ROOM		
SINKS		
CLOTHES WASHERS		
MISCELLANEOUS		
SPA / HOT TUB		
BAR SINKS		
HOSEBIBS – ½" DIAMETER		
HOSEBIBS – ¾" DIAMETER		
LAWN SPRINKLER HEADS OR RATED FLOW OF SYSTEM (GPM)		
OTHER WATER USES NOT LISTED ABOVE:		

BACKFLOW INFORMATION CHECKLIST		
YES	NO	Please answer the following about your property:
<input type="checkbox"/>	<input type="checkbox"/>	Do you have a well?
<input type="checkbox"/>	<input type="checkbox"/>	Will this service also serve irrigation?
<input type="checkbox"/>	<input type="checkbox"/>	Will the HVAC be operated with water?
<input type="checkbox"/>	<input type="checkbox"/>	Will you have sewage ejector pumps?
<input type="checkbox"/>	<input type="checkbox"/>	Will you have submerged inlets?
<input type="checkbox"/>	<input type="checkbox"/>	Will you use non-potable liquids?
<input type="checkbox"/>	<input type="checkbox"/>	Will you have any equipment, other than residential, connected to potable water?
<input type="checkbox"/>	<input type="checkbox"/>	Will you inject chemicals into the fire line?
<input type="checkbox"/>	<input type="checkbox"/>	Will a fire service connect to an auxiliary water supply, such as a swimming pool, water tank, lake or vat?
<input type="checkbox"/>	<input type="checkbox"/>	Will your fire service be a looped system or connect to another fire line?
<input type="checkbox"/>	<input type="checkbox"/>	Will you need internal protection that requires a backflow device?
<input type="checkbox"/>	<input type="checkbox"/>	Will there be any non-potable water use? Explain: _____
<input type="checkbox"/>	<input type="checkbox"/>	Are you an industrial, commercial or institutional customer; or a residential developer of 3 units or more applying for standard service? If you check "YES," you are required to submit water usage plans for review by the District.
<input type="checkbox"/>	<input type="checkbox"/>	Will there be a swimming pool?

I hereby certify that my answers to the questions in this form are complete and true to the best of my knowledge. I understand that misrepresentation of the foregoing information may result in additional payment of installation charges and system capacity charges as provided in the schedule of Rates and Charges of the Montara Water and Sanitary District.

 Signature of Owner/Owner's Engineer

 Date



NEW SERVICE APPLICATION

MONTARA WATER & SANITARY DISTRICT
 P.O. BOX 370131 – MONTARA, CA 94037 – (650) 728-3358

HYDRANT REQUIREMENT FORM

TO BE COMPLETED BY APPLICANT			FOR DISTRICT USE
PRINT NAME	E-MAIL ADDRESS		Est. No.
MAILING ADDRESS	CITY	ZIP CODE	By:
ATTENTION		PHONE NO.	Date:
PROJECT ADDRESS/TRACT TITLE/LOT NO(S)			Map No.
ASSESSOR'S PARCEL NUMBER (APN)			

Before a water service estimate will be processed, the applicant must furnish fire hydrant information and fire flow requirements as specified by the fire district. MWSD does not represent or warrant that the Private Fire Protection Service will prevent any loss by fire or otherwise; or that the service will in all cases provide the protection for which it is installed or intended. Applicant acknowledges that MWSD is not an insurer, that Applicant assumes all risk of loss or damage to Applicant's premises or to its contents; that MWSD has made no representation or warranties, nor has Applicant relied on any representation or warranties, expressed or implied, except as set forth herein.

Signature of Owner/Owner's Engineer _____

Date _____

TO BE COMPLETED BY APPLICANT THROUGH MEETING WITH FIRE DISTRICT

FIRE HYDRANTS	<input type="checkbox"/> NOT REQUIRED – Skip to Private Fire Services <input type="checkbox"/> REQUIRED : <input type="checkbox"/> Public (Number of Hydrants _____) or <input type="checkbox"/> Private (Number of Hydrants _____)
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Specified _____ total gallons per minute,
 Supplied by _____ hydrant(s) flowing simultaneously for _____ minutes.
 Minimum flow of _____ by each individual hydrant per minute.

Note: Unless otherwise indicated, fire flow is assumed at a minimum design residual of 20 psi in the water main under normal design flow conditions. Fire flow is a design factor and is not guaranteed.

Remarks

Fire District	Phone No.
Signature for Fire District	Date
Print Name	Title
E-mail Address	

NEW SERVICE APPLICATION



MONTARA WATER & SANITARY DISTRICT
 P.O. BOX 370131 – MONTARA, CA 94037 – (650) 728-3358

WATER CONSERVATION AGREEMENT

WATER CONSERVATION AGREEMENT

Water conservation measures are mandatory as per the District Water Code. Carefully read the following statements and initial in the spaces provided. Please note that MWSD will perform an inspection prior to turning on the water service. Violations of this Division may result in termination of Water Service if any violation is not corrected within five business days following written notice to the Customer allegedly in violation. The Applicant is financially responsible for all the costs of rectification, with the potential to access rebates through the District's conservation program.

I _____ hereby certify to conserve water supplied by the District by the prevention and elimination of waste or leakages.

I _____ hereby certify to install toilets that use less than 1.6 gallons per flush.

I _____ hereby certify to install shower heads that flow at less than 2.5 gallons per minute.

I _____ hereby certify to install metering or self-closing faucets in non-residential lavatories.

I _____ hereby certify to install urinals that use less than 1.5 gallons per flush.

I _____ hereby certify to install high efficiency washers with a water factor of 5 or less. (For a list of qualified washers visit http://mwsd.montara.org/assets/uploads/documents/rebates/2014_January_CEE_ResidentialClothesWashers.pdf)

 Signature of Owner/Owner's Engineer

 Date

FOR DISTRICT USE ONLY

WATER METER INFORMATION		PFP METER INFORMATION	
LOCATION		LOCATION	
SERVICE SIZE	METER SIZE	SERVICE SIZE	METER SIZE
MAKE		MAKE	
MODEL		MODEL	
SERIAL NUMBER		SERIAL NUMBER	
INITIAL TEST DATE		INITIAL TEST DATE	
INSTALLED BY		INSTALLED BY	
READING	DATE SET	READING	DATE SET
SUPERVISOR/FOREMAN		SUPERVISOR/FOREMAN	
METER NUMBER	RADIO READ TRANSMITTER NO.	METER NUMBER	RADIO READ TRANSMITTER NO.
BACKFLOW PREVENTION DEVICE INFORMATION			
LOCATION		SERVICE SIZE	BACKFLOW PREVENTION DEVICE SIZE
MAKE	MODEL	SERIAL #	INITIAL TEST DATE
INSTALLED BY	READING	DATE SET	SUPERVISOR/FOREMAN

NEW SERVICE APPLICATION



MONTARA WATER & SANITARY DISTRICT
 P.O. BOX 370131 – MONTARA, CA 94037 – (650) 728-3358

SEWER SERVICE QUESTIONNAIRE AND AGREEMENT

SEWER CONNECTION PERMIT QUESTIONS		
YES	NO	Please answer the following about your property:
<input type="checkbox"/>	<input type="checkbox"/>	1. Do you need a Sewer Line Extension to connect to a district main?
<input type="checkbox"/>	<input type="checkbox"/>	2. Have you received a County Coastal Development Permit or Exemption?
<input type="checkbox"/>	<input type="checkbox"/>	3. Is the property located in the Seal Cove area?
<input type="checkbox"/>	<input type="checkbox"/>	4. Have you received a Well Permit from the County Health Dept.?
<input type="checkbox"/>	<input type="checkbox"/>	5. Does your property have a water meter?
<input type="checkbox"/>	<input type="checkbox"/>	6. Does your property have a septic system?
<input type="checkbox"/>	<input type="checkbox"/>	7. Have you ever paid a Sewer Service charge for this property?

FIXTURE	FIXTURE UNIT STRENGTH FACTOR	X	No. OF FIXTURES	=	No. OF FIXTURE UNITS
Bathtub (with or without shower)	2	X		=	
Shower (without bathtub)	2				
Bidet	2				
Dishwasher	2				
Laundry tub or utility sink	2				
Private clothes washer	3				
Sink – bathroom	1				
Sink – bar	1				
Sink – kitchen	2				
Sink – kitchen with disposal	3				
Spa or hot tub, draining into sewer	2				
Toilet	3				

All Fixture units shown above are based on the California Plumbing Code, current edition.

Please note that exterior hose bibs are not included in calculating a fixture unit count for sewer service connections, but are included in calculating a fixture unit count for domestic water service connections.

CERTIFICATE OF ELEVATION COMPLIANCE

Address: _____

APN: _____

This certifies that either the referenced building provides sufficient difference in elevation between the lowest drain and the overflow elevation of the overflow valve outside of structure such that no check valve or sewer grinder pump is necessary to avoid sewage from backing up into structure.

In addition, the slope of the lateral extending from the structure to the point of connection to the District's sewer main provides the minimum slope and the house is as lease 6 inches higher than the upstream sewer manhole on the District main required by District's Sewer Standard Specifications.

If the above conditions cannot be met, either a check valve or a sewer pump will be required, and are installed at working properly.

Home Owner Signature: _____ Date _____

Home Owner Printed Name: _____ Date _____

Qualified Professional Signature: _____ Date _____

(Signature of registered architect, engineer or licensed surveyor)

Registration Number: _____

Company: _____

APPLICANT AGREEMENT

In consideration of approval of this application, the undersigned agrees:

- To comply with all pertinent provisions of the ordinances, rules and regulations of the District and of the County of San Mateo.
- To conform construction permitted by the District to that described in the plans and specifications approved by the District or to other requirements specified by the District, together with such corrections or modifications thereto expressly permitted or made by the District.
- All of the information submitted in or with this application is true and accurate to the best of by knowledge.

Comply with and record compliance in accordance with MWSD Ordinance No. 127 (attached).

Signature: _____ (Owner/Owner's Engineer)	Date: _____
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DISCLAIMER: The submittal of an application for service or entitlement from the District does not guarantee connection to the District's facilities or the provision of such service or use of such facilities. The applicant is responsible for complying with all pertinent provisions of ordinances, rules, and regulations of the District and the County of San Mateo. No right or entitlement to connect to, or use, any of the District's facilities, or receive service from the District, is acquired by the submittal of an application. Once a permit is issued, the entitlements authorized thereunder are strictly limited to the terms and conditions of the permit and all pertinent provisions of the District's ordinances, rules and regulations.

NEW SERVICE APPLICATION



MONTARA WATER & SANITARY DISTRICT
 P.O. BOX 370131 – MONTARA, CA 94037 – (650) 728-3358

PFP SERVICE REQUEST FOR AVAILABLE FLOW

APPLICANT INFORMATION

APPLICANT NAME	DATE
ADDRESS	
APPLICANT'S EMAIL ADDRESS	PHONE NUMBER
OWNER NAME	FAX NUMBER

PFP SERVICE REQUEST FOR AVAILABLE FLOW
PLEASE COMPLETE THIS SECTION ONLY IF YOUR PRIVATE FIRE PROTECTION (PFP) SERVICE WILL SERVE A COMMERCIAL OR MULTI-FAMILY STRUCTURE

ADDRESS	
ASSESSOR'S PARCEL NUMBER (APN)	
APPROXIMATE ELEVATION (IN FEET)	DESIGN FLOW (IF AVAILABLE IN GPM)
PROPERTY TYPE <input type="checkbox"/> RESIDENTIAL (> FOURPLEX) <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> INDUSTRIAL <input type="checkbox"/> INSTITUTIONAL	FIRE SERVICE CONNECTION SIZE (IF AVAILABLE, CIRCLE ONE) 1.5" 2" 3" 4" 6" 8" 10"

PLEASE PROVIDE A DETAILED DESCRIPTION OF YOUR REQUEST FOR PRIVATE FIRE PROTECTION SERVICE BELOW. PLEASE INCLUDE ALL POSSIBLE PRIVATE FIRE SERVICE CONNECTION LOCATIONS MEASURED FROM CENTERLINE OF NEAREST CROSS STREET. BE AS SPECIFIC AS POSSIBLE.

EXAMPLE	90	FEET	EAST	C.L. OF	Montara Ave.	ON	South	SIDE OF	Main Street
LOCATION 1 (REQUIRED)		FEET		C.L. OF		ON		SIDE OF	
LOCATION 2		FEET		C.L. OF		ON		SIDE OF	
LOCATION 3		FEET		C.L. OF		ON		SIDE OF	

ADDITIONAL COMMENTS:

 Signature of Owner/Owner's Engineer

 Date

NEW SERVICE APPLICATION



MONTARA WATER & SANITARY DISTRICT
 P.O. BOX 370131 – MONTARA, CA 94037 – (650) 728-3358

CHECKLIST FOR WATER SYSTEM & PFP INSTALLATION FORM

APPLICANT INFORMATION

APPLICANT NAME	DATE
ADDRESS	ASSESSOR'S PARCEL NUMBER (APN)
APPLICANT'S EMAIL ADDRESS	PHONE NUMBER

WATER SYSTEM INSTALLATION CHECKLIST

MAJOR COMPONENTS OF INSTALLATION	SIZE OF COMPONENTS	
	LENGTH (FEET)	DIAMETER (INCH)
Water Meter		
Pipe from MAIN TO METER		
Pipe from METER to BACKFLOW PREVENTION DEVICE		
BACKFLOW PREVENTION DEVICE		
Pipe from BACKFLOW PREVENTION DEVICE to HOUSE		

PFP INSTALATION CHECKLIST

MAJOR COMPONENTS OF INSTALLATION	SIZE OF COMPONENTS	
	LENGTH (FEET)	DIAMETER (INCH)
Water Meter		
Pipe from MAIN TO METER		
Pipe from METER to BACKFLOW PREVENTION DEVICE		
BACKFLOW PREVENTION DEVICE		
Pipe from BACKFLOW PREVENTION DEVICE to HOUSE		

Signature of Owner/Owner's Engineer _____ Date _____

APPROVAL BY DISTRICT (FOR COMPLIANCE WITH DISTRICT STANDARDS ONLY):

- APPROVED
- NOT APPROVED

Signature _____ Date _____

NEW SERVICE APPLICATION



MONTARA WATER & SANITARY DISTRICT
 P.O. BOX 370131 – MONTARA, CA 94037 – (650) 728-3358

COMMERCIAL / INDUSTRIAL WATER DEMAND ANALYSIS FORM

APPLICANT INFORMATION

APPLICANT NAME	DATE
ADDRESS	ASSESSOR'S PARCEL NUMBER (APN)
APPLICANT'S EMAIL ADDRESS	PHONE NUMBER

FACILITY INFORMATION

<input type="checkbox"/> COMMERCIAL <input type="checkbox"/> INDUSTRIAL	STANDARD INDUSTRIAL CLASSIFICATION (SIC) BUSINESS CODE	
	DESCRIBE TYPE OF BUSINESS TO BE CONDUCTED AT THIS LOCATION	
AVERAGE WATER DEMAND (GPD)	PEAK WATER DEMAND (GPD)	NO. SPRINKLER HEADS
IF YOUR BUSINESS IS A RESTAURANT OR OTHER TYPE OF FOOD SERVICE ESTABLISHMENT, PLEASE SPECIFY METHODS AND EQUIPMENT TO BE USED FOR FATS, OILS AND GREASE PRETREATMENT:		
IF INDUSTRIAL, DO YOU GENERATE PROCESSED WASTEWATER? <input type="checkbox"/> YES <input type="checkbox"/> NO	ESTIMATED WASTEWATER FLOW (GPD)	

CHEMICALS, OILS, AND FUELS TO BE STORED ON PROPERTY

CHEMICAL / OIL / FUEL	ESTIMATED VOLUME (GAL)	CONTAINMENT STRATEGY

PROPERTY WATER DEMAND

EQUIPMENT / FACILITY	AVERAGE WATER DEMAND (GPD)	PEAK WATER DEMAND (GPD)

Please use back of page if more space is needed.

 Signature of Owner/Owner's Engineer

 Date