

APPLYING FOR WATER SERVICE: NEW HOMES

**SINGLE FAMILY AND MULTIFAMILY RESIDENTIAL, COMMERCIAL,
AND INDUSTRIAL CONNECTIONS**

EFFECTIVE DATE: January 2018

PRESIDENT'S MESSAGE

Welcome to Montara Water and Sanitary District (MWSD). As a valuable resource, investing in a sustainable source of water is a significant and important commitment. The MWSD system infrastructure has been maintained and operated with money collected through rate revenues and the existing capital improvement program (CIP). As a new customer, you are buying into this existing, reliable water system and supporting the improvements necessary to accommodate additional demand on the system.

Thank you for your preference.

DISCLAIMER NOTICE

Applicants for water service will find this information helpful in understanding the process of applying for a new water service. These charges and fees are presented only as guidelines for the estimates of costs. Final quotations will not be issued until a properly completed application is submitted and all required fees are paid.

All applications for water service are subject to review and approval by the District.

The following factors may increase your final cost:

- Actual Field Conditions
- Availability of an existing water main
- Other factors outside of District's control

Applicant is fully financially responsible for the installation and testing of the water service from the MWSD water main to the proposed structure, including the backflow prevention device (if applicable) and the water meter. The Applicant is responsible for all installation inside the property line, and the District does not oversee this portion of the installation. The District oversees the portion of the water service installation from the main line to the water meter (outside the property line), including the installation by a District-Certified Contractor.



Montara Water & Sanitary District

Existing Homes Application Process

Step 1

Applicant completes and submits:

- **Water Service Application (A-1.1-1.3)**
- **Water Conservation Agreement (A-2)**, if needed

Applicant pays all initial application fees (pg. 1 of Guidelines) at MWSD office or by mail.

Step 2

MWSD calculates meter size based on information provided in the application and communicates size to Applicant.

Step 3

Applicant completes and submits the following to:

MWSDwaterengineer@srtconsultants.com

- **Site plan**, stamped by a California Professional Engineer (B-1)
- A **Detail Sheet** showing MWSD's Standard Drawings: SD11, SD17, SD18, SD19, SD20, SD21, and SD22 (B-2.1-2.7)
- **Checklist for Water System Installation Form (B-3)**

Applicant pays Water Capacity Charge (WCC) based on meter size (pg. 4 of Guidelines), and cost of water meter. MWSD will obtain water meter.

Step 7

MWSD provides a *Pre-Construction Verification of Service* to the County of San Mateo stating that applicant met the domestic water service requirements for a Building Permit.

MWSD puts plan out for bid to District-Certified Contractors. This is a competitive process where the lowest bid wins.

Step 6

Applicant, upon District Engineer's approval, furnishes two (2) 24" x 36" hard copies of plans to the MWSD office or by mail.

Step 5

MWSD reviews Applicant's package. With input from District Engineer, Applicant will produce a set of plans that are ready for the Contractor bidding process.

Step 4

Applicant must apply for **Private Fire Protection Service**. Please refer to PFP packet available at the MWSD office or on: <http://mwsd.montara.org>

This is an iterative process if initial plans submitted do not meet MSWD requirements

Step 8

Applicant provides full payment of Installation Costs (pg. 5 of Guidelines) to the MWSD office or by mail.

Note: Applicant must pay all outstanding charges before installation will be scheduled.

Step 9

MWSD schedules a time for the District-Certified Contractor to install the portion of the water service within the public right-of-way.

Note: Contractor will obtain the encroachment permit.

Step 10

Applicant contacts MWSD (at District Office (650) 728-3545) to arrange for an appointment to inspect Applicant's compliance with the **Water Conservation Agreement (A-2)**. If satisfactory, MWSD will turn on water service.

Step 11

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

- Applicant's Responsibility
- MWSD's Responsibility

Items to be completed by Applicant
(Appendix location)
Items to be completed by District

Special Note

MWSD encourages Applicants to review the entirety of this packet and application process before starting. This will help minimize misinformation and potentially shorten the application period.

Contact Info

MWSD Office:
8888 Cabrillo Hwy
Montara, CA 94037

MWSD Mailing Address:
P.O. Box 370131
Montara, CA 94037



New Homes Domestic Water Service Application Process Guidelines

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

STEP 1

Applicant completes and submits the following:

- **Water Service Application (A-1.1-1.3)**
- **Water Conservation Agreement (A-2)**

Applicant pays all initial application fees:

INITIAL APPLICATION FEES

| Fee | Cost |
|-------------------------------|----------------|
| Administrative Fee | \$505 |
| Inspection Fee | \$477 |
| Engineering Deposit | \$2,737 |
| TOTAL Application Fees | \$3,719 |

Note: Applicant must pay full cost of Engineering Review. If the review cost exceeds the initial deposit amount, additional funds may be requested by MWSD.

Fees are reviewed annually and are subject to change without notice.

Payment can be made at MWSD's office or by mail:

8888 Cabrillo Hwy
Montara, CA 94037

P.O. Box 370131
Montara, CA 94037

STEP 2

Based on the information provided in the first step of this application process, MSWD calculates the necessary meter size and communicates it to Applicant. The meter size must be incorporated and specified in the site plan.



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STEP 3

Applicant completes and submits the following to MWSDwaterengineer@srtconsultants.com:

- **Site Plan**, stamped by a California Professional Engineer. Specifications are included below and a sample plan is attached (B-1),
- A **detail sheet** showing MWSD's Standard Drawings: SD11, SD17, SD18, SD19, SD20, SD21, and SD22 (B-2.1-2.7), and
- **Checklist for Water System Installation Form** (B-3).

Applicant provides full payment of Water Capacity Charge (WCC) to MWSD office or by mail:

8888 Cabrillo Hwy
Montara, CA 94037

P.O. Box 370131
Montara, CA 94037

Details of WCC are provided on pg. 4 of these Guidelines.

SITE PLAN

A site plan including water, sewer, and PFP service should be included on one comprehensive sheet for the District's review. The site plan you submit should include the following information to meet the requirements for domestic water service:

Property Specifications

- Property line
- Roadways, sidewalks, and driveways
- Fire hydrants
- Property and building elevations
- Proposed future improvements

Utilities Specifications

- Gas
- Sewer
- Domestic water main
- Electric service

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
- 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

See sample site plan attached (B-1).



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NOTES ON SITE PLAN

1. Water meter and backflow device are subject to MWSD approval. The size of water meter and backflow device must be the same or greater than the water service line from MWSD's main to the water meter.
2. Backflow prevention device is required on all accounts except the following:
 - a) single-family residential (2 stories or smaller including the garage level), and
 - b) multi-family residential (up to and including 4 units, 2 stories or smaller including the garage level).
3. The backflow prevention device must be a reduced pressure (RP) device.
4. MWSD will assist you in determining if a backflow prevention device is required. Information can be obtained by calling the MWSD office [\(650\) 728-3545](tel:6507283545).
5. NO meters and NO backflow prevention devices are to be installed in driveways.
6. The exact location of existing sewer and water appurtenances¹ may not be known; the Applicant is encouraged to physically locate them via potholing² prior to submitting the Site Plan.
7. The District is concerned with the service connection from the main to the water meter (in the public right-of-way) to ensure the protection of public health. The installation of this portion will be overseen by the District. The service connection from the water meter to the house is the applicant's responsibility.
8. All new homes must install a Private Fire Protection (PFP) service in addition to the domestic water meter. MWSD requires that the services be designed and installed as per Figure 1, below; all details in the figure must be included in the site plan. The lateral must have a diameter of at least 1 ½".

1 Accessories, components of the sewer and water system

2 Digging one or more test-holes



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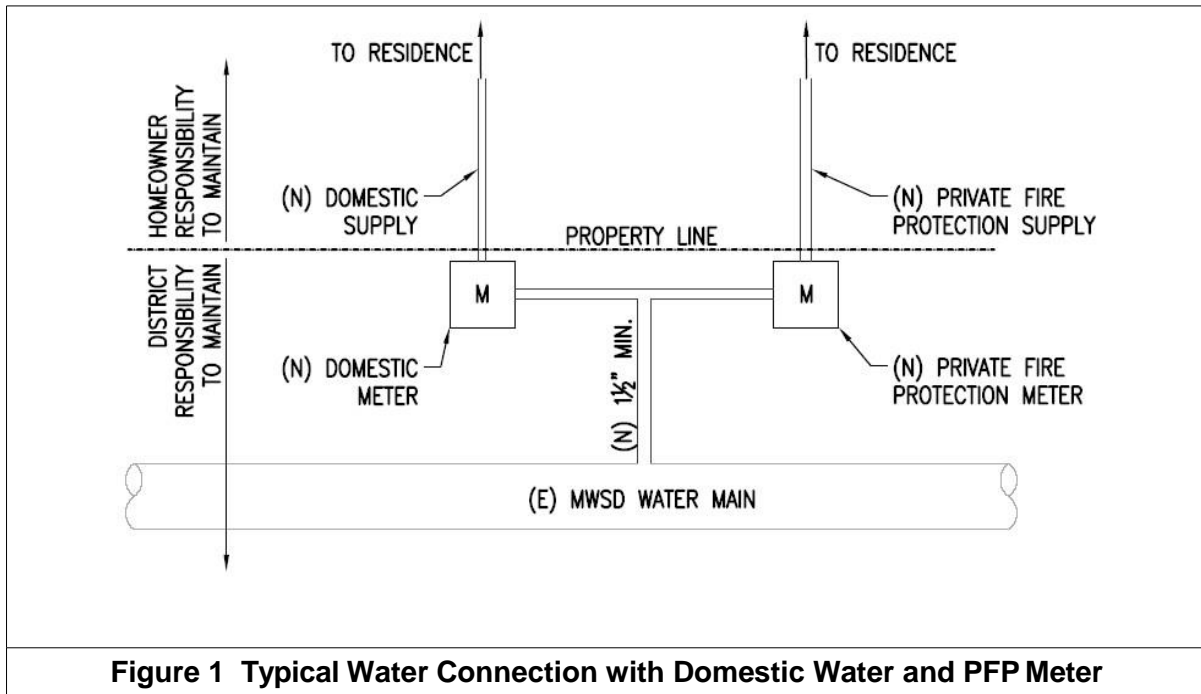


Figure 1 Typical Water Connection with Domestic Water and PFP Meter

WATER CAPACITY CHARGE – EFFECTIVE JANUARY 1, 2018

A Water Capacity Charge (WCC) is assessed to recover costs associated with the additional demand to MWSD’s water system incurred by providing service to your property. The charge depends on the connection size, as follows:

| Connection Size | Cost |
|---------------------------|-----------|
| 5/8 inch x 3/4 inch meter | \$17,100 |
| 3/4 inch | \$18,810 |
| 1 inch | \$23,939 |
| 1 1/2 inch | \$30,783 |
| 2 inch | \$49,589 |
| 3 inch | \$188,095 |
| 4 inch | \$239,395 |

The cost of the physical water meter will be collected at this time as well; the meter will be provided by MWSD.



New Homes Domestic Water Service Application Process Guidelines

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STEP 4

PRIVATE FIRE PROTECTION

The Coastside Fire Department and Uniform Plumbing Code 2010 require all new homes to install fire sprinklers; thus, the Applicant must apply for PFP service. For more information please refer to the PFP application packet available at the MWSD office or online at: <http://mwsd.montara.org>.

STEP 5

MWSD reviews Applicant's package including the following:

- **Water Service Application (A-1.1-1.3)**,
- **Water Conservation Agreement (A-2)**,
- **Checklist for Water System Installation Form (B-3)**; and
- **Site plans, including all MWSD details.**

Applicant provides a set of plans that are ready for the Contractor bidding process. This is an iterative process if initial plans submitted do not meet MWSD requirements. The plans will be returned to the Applicant for revision with comments from the District Engineer should the plans not meet the requirements.

STEP 6

Applicant, upon District Engineer's approval, furnishes two (2) 24" x 36" hard copies of site plan and detail sheet to the MWSD office or by mail to:

8888 Cabrillo Hwy
Montara, CA 94037

P.O. Box 370131
Montara, CA 94037

STEP 7

PRE-CONSTRUCTION VERIFICATION OF SERVICE

MWSD provides a *Pre-Construction Verification of Service* to the County of San Mateo stating that applicant met the domestic water service requirements for a Building Permit.



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PROJECT BIDDING

MWSD sends the project out for bid to District-Certified Contractors. Connecting to a water main line is a public health issue that, legally, can only be executed by a District-Certified Contractor. The Applicant may not use their own Contractor to install service outside the property line (from the main to meter). The bidding is a competitive process in which the lowest bid wins. After Contractor installation estimates are received, MWSD sends *Request for Payment* to Applicant.

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

STEP 8

Applicant provides full payment of Installation Costs to MWSD office or by mail:

8888 Cabrillo Hwy
Montara, CA 94037

P.O. Box 370131
Montara, CA 94037

This fee is based on the winning bid 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.

NOTE: Applicant must pay all outstanding charges before installation will be scheduled.

STEP 9

Once payment is received, MWSD schedules a time for the District-Certified Contractor to install the portion of the water service within the public right of way.

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.



New Homes Domestic Water Service Application Process Guidelines

MONTARA WATER & SANITARY DISTRICT

P.O. BOX 370131 • MONTARA, CA 94037 • (650) 728-3358

STEP 10

Applicant contacts MWSD to arrange for an appointment to inspect Applicant's compliance with the **Water Conservation Agreement (A-2)**. If satisfactory, MWSD will turn on water service. Failure to comply will hold off water delivery until outstanding features are amended. The Applicant is fully financially responsible for all the costs of rectification.

Note: Scheduling appointments in advance will assure a representative will be available to see you and will help avoid unnecessary delays. Appointments to speak in person with an MWSD representative can be obtained by calling [\(650\) 728-3545](tel:6507283545).

STEP 11

MWSD submits a *Post-Construction Verification of Service* to the County of San Mateo Building Department stating that the applicant has met the domestic water service requirements for a Certificate of Occupancy.



WATER SERVICE APPLICATION

A-1.1

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

| | | |
|-----------------------------|----------|----------------|
| 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 | | |

| METER DATA | | | | | |
|------------|---|---------|-------------------------------------|------|---|
| LOCATION | ADDRESS | LOT NO. | TRACT/SUBDIVISION | CITY | ZIP CODE |
| | ASSESSOR'S PARCEL NUMBER (APN); | | | | |
| USE | <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL TYPE _____ | | <input type="checkbox"/> IRRIGATION | | <input type="checkbox"/> MULTIPLE RESIDENTIAL NO. OF UNITS _____ NO. OF BLDGS _____ |
| | <input type="checkbox"/> FIRE PROTECTION <input type="checkbox"/> INDUSTRIAL | | | | |

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

Signature

Date

| FOR DISTRICT USE ONLY | | | |
|----------------------------|------------|--|---------------------------------|
| WATER METER INFORMATION | | BACKFLOW PREVENTION DEVICE INFORMATION | |
| LOCATION | | LOCATION | |
| SERVICE SIZE | METER SIZE | SERVICE SIZE | BACKFLOW PREVENTION DEVICE 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. | | | |



WATER SERVICE APPLICATION METER SIZE WORKSHEET

A-1.2

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

ALL APPLICANTS MUST FILL OUT THIS FORM WHEN APPLYING FOR A METER
APPLICANT INFORMATION

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

| | | | |
|-----------------------------|----------|--|--|
| BILLING INFORMATION | | SAME AS APPLICANT INFO? <input type="checkbox"/> YES <input type="checkbox"/> NO | |
| NAME | | DATE | |
| ADDRESS | | HOME PHONE NO. | |
| CITY | ZIP CODE | WORK PHONE NO. | |
| E-MAIL ADDRESS OF APPLICANT | | | |

| | |
|--|--|
| SERVICE ADDRESS | ASSESSOR'S PARCEL NUMBER (APN): |
| TOTAL IRRIGATED AREA IN SQUARE FEET: | ARE FIRE SPRINKLERS REQUIRED?: <input type="checkbox"/> YES <input type="checkbox"/> NO |
| TOTAL PARCEL AREA IN SQUARE FEET: | TOTAL NUMBER OF DWELLING UNITS: |
| COMMERCIAL APPLICANTS MUST LIST OTHER FIXTURE UNITS NOT SHOWN BELOW AND THE GALLONS PER MINUTE (GPM) DEMAND: | |
| ARE YOU A COMMERCIAL APPLICANT?: <input type="checkbox"/> YES <input type="checkbox"/> NO | |

FIXTURE UNIT COUNT

| TYPE | NUMBER |
|--|--------|
| BATHROOMS | |
| TUBS/SHOWERS | |
| SHOWERS | |
| TUBS | |
| SINKS | |
| TOILETS | |
| BIDETS | |
| KITCHEN | |
| SINKS | |
| DISHWASHERS | |
| WATER DISPENSER | |
| LAUNDRY ROOM | |
| SINKS | |
| CLOTHES WASHERS | |
| MISCELLANEOUS | |
| BAR SINKS | |
| HOSEBIBS – 1/2" DIAMETER | |
| HOSEBIBS – 3/4" DIAMETER | |
| LAWN SPRINKLER HEADS OR RATED FLOW OF SYSTEM (GPM) | |
| OTHER WATER USES NOT LISTED ABOVE: | |
| | |

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.

APPLICANT SIGNATURE

DATE



WATER SERVICE APPLICATION APPLICANT CHECKLIST

A-1.3

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

Please submit this form along with water service application to the District. Answer all questions below. If you do not answer every question, your application will be returned.

| | | | | | |
|---------------------------------|---|--|---|---|--|
| APPLICANT | | | | PHONE NUMBER | |
| ADDRESS | | | | | |
| ASSESSOR'S PARCEL NUMBER (APN): | | | | | |
| CONTRACTOR | | | | PHONE NUMBER | |
| CONTRACTOR ADDRESS | | | | | |
| TYPE OF USAGE | <input type="checkbox"/> DOMESTIC SERVICE | <input type="checkbox"/> PRIVATE FIRE SERVICE | <input type="checkbox"/> COMMERCIAL SERVICE | <input type="checkbox"/> IRRIGATION SERVICE | |
| PROPERTY TYPE | <input type="checkbox"/> SINGLE RESIDENCE | <input type="checkbox"/> MULTI-FAMILY DWELLING | <input type="checkbox"/> COMMERCIAL | <input type="checkbox"/> INDUSTRIAL | <input type="checkbox"/> INSTITUTIONAL |
| STORIES IN BUILDING: | | TOTAL IRRIGATED AREA (IN SQUARE FEET) | | | |

A. BACKFLOW INFORMATION

YES NO

1. Do you have a well?
2. Will this service also serve irrigation?
3. Will the HVAC be operated with water?
4. Will you have sewage ejectors?
5. Will you have submerged inlets?
6. Will you use non-potable liquids?
7. Will you have any equipment, other than residential, connected to the potable water?
8. Will you inject chemicals into the fire line?
9. Will a fire service connect to an auxiliary water supply, such as a swimming pool, water tank, lake or vat?

YES NO

10. Will your fire service be a looped system or connect to another fire line?
11. Will you need internal protection that requires a backflow device?
12. Will there be any non-potable water use?
Explain:

13. Are you an Industrial, Commercial, or Institutional customer; or a residential developer of 3 units and over applying for standard service? If you check "YES", you are required to submit water usage plans for review by the District.
14. Will there be a swimming pool?

If you have any questions about the above questions, please call (650) 728-3358.



WATER CONSERVATION AGREEMENT

A-2

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

| | | |
|-----------------------------|----------------|----------------|
| 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 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/rebates/ApprovedAppliances2010.pdf>)

Signature

Date



CHECKLIST FOR WATER SYSTEM INSTALLATION

B-3

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

| | | |
|--------------------------------|----------|----------------|
| OWNER NAME | | DATE |
| ADDRESS | | HOME PHONE NO. |
| CITY | ZIP CODE | WORK PHONE NO. |
| ASSESSOR'S PARCEL NUMBER (APN) | | |

| 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

PROCEDURE:

1. Send copy to District Contractor with approved plans
2. Send copies by email to District Clerk (for file) and District Supervisor

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

- APPROVED
- NOT APPROVED

Signature

Date