

New Water Service Process for
**Residential and Commercial Projects
that require an Infrastructure Agreement***

Application Phase

- Complete online *New Water Service Application*
- Pay \$300 fee (non-refundable)
- Meet with Engineering Staff
- **Conditional Will Serve Approval from SqCWD Board of Directors**



Development Phase

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

- Submit copy of tentative/final map to Water Resources Staff
- Meet *Water Use Efficiency Requirements*
- District prepares *Infrastructure Agreement*
- Submit all documents identified in Requirements Checklist and pay Water Capacity Fee, Meter Drop Fee, and Construction Inspection Deposit
- **Unconditional Will Serve Approval from SqCWD Board of Directors**



Building Phase

- Submit copy of building permit to Engineering Staff
- Applicant's contractor builds the infrastructure with District Inspector Oversight
- Upon completion contractor submits As-Built Cost and Maintenance Bond
- **Project Acceptance from SqCWD Board of Directors**
- **District installs meter(s) and activates service**

*Infrastructure Agreements are required for developments that will require a mainline extension, more than one additional fire hydrant, or if it's a minor land division or subdivision project.

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Application Phase (Pre-development permits)

1. Applicant completes the [New Water Service Application](#).
2. Applicant pays \$300 Application Will Serve fee (non-refundable).
3. Request goes to the Board of Directors for ***Conditional Will Serve Approval at the next available regularly scheduled Board Meeting.***
4. District sends Conditional Will Serve Letter to applicant via mail or email.
5. Applicant uses the Conditional Will Serve letter to get development permits from the county or city.

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

6. Applicant provides copy of building permit or tentative/final map to Water Resources staff.
7. Applicants submits documents identified in Conditional Will Serve Requirements Checklist for District review.
 - a. Submit construction plans for review (this may be an iterative process)
 - b. [Indoor Water Use Efficiency Checklist](#)
 - c. [Landscape Project Application Package](#)
8. District prepares Infrastructure Agreement.
9. Applicant turns in required forms to Engineering Staff:
 - a. [Water Waiver](#) for Pressure and/or Flow (if required)
 - b. [Fire Protection Requirements Form](#)
 - c. [Backflow Prevention Checklist](#)
 - d. Customer Billing Information Form
 - e. Restricted Meter Policy (for 5/8" restricted meters)
10. Applicant pays Engineering fees, including:
 - a. Water Capacity Fee
 - b. Meter Drop Fee
 - c. Construction Inspection Deposit
11. Request goes to the Board for ***Unconditional Will Serve Approval at the next available regularly scheduled Board Meeting.***
12. District sends Unconditional Will Serve Letter to applicant by mail or email.

Building Phase

1. Applicant provides copy of building permit(s) to Engineering staff.
2. Applicant's qualified contractor installs water system infrastructure per District guidelines with oversight from District's construction inspector.
3. After passing final inspection, contractor submits total As Built cost and Maintenance Bond.
4. ***Project goes to the SqCWD Board of Directors for final Project Acceptance at the next available regularly scheduled Board Meeting.***
5. District installs meter and activates service.
6. District closes out project. If there are remaining funds from the Construction Inspection Deposit this is refunded to the owner. If the funds were exceeded, the owner is invoiced for the overage. If the Water Capacity Fee has increased since time of payment, the owner is invoiced for the overage.

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