

New Water Service Process for
Conversion Accessory Dwelling Units

Application Phase

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



Development Phase

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

- Submit copy of building permit/tentative map
- Meet *Water Use Efficiency Requirements*
- Pay remaining balance of WDO requirement
- **Unconditional Will Serve Approval**
- Schedule Go Green inspection within 2 years of Unconditional approval (optional)

New Water Service Process for
Conversion Accessory Dwelling Units

Application Phase (Pre-development permits)

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

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

10. Applicant provides copy of building permit to District staff.
11. Applicants submits documents identified in Requirements Checklist for District review.
 - a. Indoor Water Use Efficiency checklist;
 - b. WDO Residential Green Credit Application (optional)
12. Applicant pays remaining balance of the total Water Demand Offset fee.
13. District processes request.
14. Applicant granted **Unconditional Will Serve Approval** within 2 weeks.
15. District sends Unconditional Will Serve Letter to applicant by mail or email.
16. Applicant schedules Go Green program inspection within 2 years of Unconditional Will Serve approval (optional).
17. Applicant will receive any rebates from Go Green measures.