

GOLETA WATER DISTRICT

APPLICATION PROCESS FOR WATER SERVICE

1. Water Service Classification Letter

Those who desire to apply for water service from the Goleta Water District AND who need to process an application with the County of Santa Barbara Planning & Development Department or with the City of Goleta Planning and Environmental Service Department, shall obtain a Water Service Classification Letter from the Goleta Water District.

A written request for a Water Service Classification Letter should be submitted to the District's Engineering Department. The District will issue a Water Service Classification Letter upon receiving this written request that should include the APN, street address and project information.

The potential applicant shall submit the Water Service Classification Letter to the County of Santa Barbara Planning & Development Department or the City of Goleta Planning and Environmental Service Department. The potential applicant shall then submit a copy of the signed Water Service Classification Letter to the Engineering Department of the Goleta Water District along with an application prior to the GWD issuing a Can and Will Serve letter.

2. Application for Water Service

In order to obtain new, expanded, temporary or modified water service an application shall be completed, signed and submitted. Include all required documents and fees needed for processing and determining the conditions for water service for the project. Required documents may include site plans, building plans, tentative maps, title reports, water demand calculations, landscape plans, other agency conditions and any other documents which may be relevant to providing water service.

3. Staff Analysis

The Application will then be reviewed by the Engineering Department to determine if the application is complete. The applicant will be notified if the application is deemed complete or if the District needs additional information to complete the processing of the application. District staff will proceed to review and evaluate the application to determine the conditions that need to be met by the applicant before providing the water service requested. Requirements may include any or all of the following:

- Payment of new water supply charge
- Meter installation fees
- Plan checking and inspection deposits
- Engineered plans of water system improvements such as main extensions, fire lines, fire hydrants, valves and service connections
- Sureties
- dedication of right of way or easements to the District

4. Conditions Letter

After District staff have completed their review of the application and determined the requirements to provide the water service requested, a Preliminary Conditions Letter will be issued to the applicant stating the conditions that must be met in order for the District to issue a Can and Will Serve letter or activate water service. The conditions may also require that the applicant meet the requirements of other agencies such as the fire department or health department.

If the conditions require a design for water system improvements, the applicant will need to consult with a registered civil engineer to prepare the plans for the improvements. All water system improvements are to be designed and constructed according to the District's Standards and Specifications, and plan checked by GWD staff.

5. Plan Check

The applicant's civil engineer will submit the construction plans to District staff for plan check. District staff will review the plans to ensure that the design is in conformance with the District's Standards and Specifications. Any discrepancies in the plans, omissions or errors observed by the staff will be reported to the civil engineer for correction. Any necessary right of way and/or easement documents shall also be prepared by the civil engineer, submitted for review and dedication to the District.

The estimated cost of constructing the improvements will be submitted by the civil engineer and reviewed by the District to determine the amount of the surety for security of the improvements. The applicant will need to provide a Letter of Credit Construction/Performance Surety for the estimated cost of construction. Plan check and Inspection deposits, in an amount determined by the District, shall be deposited by the applicant to cover District charges for plan check and inspection services.

6. Can and Will Serve Letter

After the District has completed its review of the construction plans and the applicant has provided all construction sureties, paid all fees, dedicated any required easements and met all other conditions of the Conditions Letter, a Can and Will Serve Letter will be issued to the applicant.

7. Construction

The applicant is responsible for contracting with a properly licensed contractor to construct the water system improvements. When the applicant has selected a contractor, he should inform the District that he is ready to begin construction. The District will then schedule a Pre-Construction meeting with the applicant, the applicant's civil engineer, contractor and any other appropriate personnel.

During construction, the District will make periodic inspections to verify that water system improvements are being built in accordance with the District's Standards and Specifications. The District will bill against the construction advance on a time and material basis for the inspection services.

Should the construction not be in compliance with the District's requirements, the District's Inspector will notify the applicant of the deficiencies. It is the applicant's responsibility to have the contractor correct or repair any deficiencies.

Once the construction of the water system improvements is completed and tested to the satisfaction of the District, the District will conduct a final inspection and the applicant may request installation of meters.

8. Dedication and Closure

After final inspection and the District is satisfied that all of the required water system improvements have been constructed in accordance with the District Standards and Specifications, the applicant will dedicate the improvements in clear title to the District. The District will perform a final accounting of District charges to the project and send a statement to the applicant.

Once the applicant has paid all final District charges and the dedication of the improvements has been accepted, the Surety releasing begins.

The remaining portion of the Surety will be released within one year from the date of acceptance of the improvements dedicated to the District.