



**Goleta Water District**  
4699 Hollister Avenue  
Goleta, CA 93110-1999

## **GOLETA WATER DISTRICT APPLICATION PROCESS FOR WATER SERVICE**

### ***Advisory: Prohibition on New Water Connections***

*Given current water supply and demand projections and the SAFE Water Supplies Ordinance approved by the Voters of the District in 1991, the District's Board of Directors adopted Resolution 2014-32 directing the denial of applications for new and additional service connections for potable water, commencing October 1, 2014.*

*The prohibition on new and additional service connections is aimed at preserving water which has not already been allocated to a property. Properties that currently possess existing entitlements are not subject to it. Customers who are currently receiving water from the District and who are not seeking to expand or change the use or development on their property do not require any new water allocation, and are unaffected by the resolution.*

*Applicants requiring new or expanded water may submit a future application for the proposed project at such time as the Board of Directors determines that water is available for new water service allocations. Such applications cannot be approved at this time. **The District will not refund application fees for proposed projects determined to require new or expanded water use.***

### **1. Preliminary Water Service Determination**

Potential Applicants 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 must obtain a Preliminary Water Service Determination (PWSD) from the Goleta Water District.

A written request for a PWSD should be submitted to the District Water Supply & Conservation Department. The District will issue a PWSD upon receiving a written request including the APN, street address, and project information.

The potential Applicant shall submit the PWSD to the County of Santa Barbara Planning & Development Department or the City of Goleta Planning and Environmental Service Department for signature. The potential Applicant must submit a copy of the signed PWSD to the Water Supply & Conservation Department of the Goleta Water District along with an application prior to the District issuing a Preliminary Conditions Letter, and then a Conditional or Final Can & Will Serve letter.

## **2. Application for Water Service** (For Temporary Water Service, see Page 4)

In order to obtain new water service, an Applicant must complete, sign and submit an application for water service. Include all required documents and fees needed for processing and determining the conditions for water service for the project. Depending on the nature of the project, required documents may include Agent Authorization, 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 the Applicant water service.

## **3. Staff Analysis**

Upon submittal, the application will be reviewed by the Water Supply & Conservation Department to determine if the application is complete. The Applicant will be notified within 10 days if the application is deemed complete or if additional information needs to be submitted to the District to complete the processing of the application.

Once a complete application is received, District staff will review and evaluate the application to determine the conditions that must be met by the Applicant before providing water service. Requirements may include any or all of the following:

- Plan check and inspection deposits
- Engineered plans of Water System Improvements such as main extensions, fire lines, fire hydrants, valves and service connections
- Submittal of final building permit by applicable land use agency (City or County)
- Meter installation fees and construction deposits
- Payment of sureties
- Dedication of facilities to the District
- Grant of easement(s) to the District
- Payment of New Water Supply Charge (NWSC)

## **4. Preliminary Conditions Letter**

After District staff complete the review of the application and determine the requirements to provide the requested water service, a Preliminary Conditions Letter (PCL) will be issued to the Applicant stating the conditions that must be met in order to obtain new water services. The conditions may also require that the Applicant meet the requirements of other agencies such as the County Fire Department or County Environmental Health Services Department.

New Water Service is subject to availability and may require the payment of a New Water Supply Charge (NWSC) for water rights based on estimated demand. The PCL will outline any existing water rights associated with the property and whether any new water supply allocation is required. The PCL will include the estimated amount of the NWSC for the new water service. Any NWSC will be due following receipt of a copy of the final building permit and prior to District issuance of the Final Can & Will Serve Letter and water activation.

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 Standards and Specifications, and plans checked by District 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 conforms to the District Standards and Specifications. Any discrepancies in the plans, omissions, or errors observed by the staff will be reported to the civil engineer for correction. All right-of-way and easement documents, calculations, and exhibits for Water System Improvements to be dedicated to the District shall be prepared by or under the direction of a land surveyor registered in the State of California.

The estimated cost of constructing the improvements will be submitted by the Applicant's 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 staff time for Plan Check and inspection services.

## **6. Conditional Can and Will Serve Letter**

After the District has completed its review of the construction plans, a Conditional Can & Will Serve Letter (CCWSL) will be issued to the Applicant. A CCWSL states the maximum amount of water to be provided by the District for the specific project and property, subject to issuance of a final building permit by the applicable land use agency and subject to water availability.

A CCWSL will state the deposit amounts required for construction, inspection, and any applicable surety. The receipt of all deposits and surety if applicable is required prior to the District scheduling construction and inspection services.

## **7. Final Can and Will Serve Letter**

After the Applicant has provided the District a copy of the final building permit from the County or City for the specific project, paid all fees and charges including the NWSC, and met any outstanding conditions as set forth in the PCL and CCWSL, the District will issue a Final Can and Will Serve Letter (FCSWL). A FCSWL states the amount of water allocated to the specific project and property, and is issued prior to activation of water facilities subject to water availability.

## **8. Construction**

The District will construct all new and relocated meters, fire hydrants, service lines 2" and smaller, and perform all new connections to and disconnections from District mains. The Applicant is responsible for contracting with a properly licensed contractor to construct any other Water System Improvements.

When the Applicant has selected a contractor, the Applicant must inform the District that construction is ready to begin. 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 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 requirements, the District 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 by the Applicant's contractor and tested to the satisfaction of the District, the District will conduct a final inspection and the Applicant may request the District to install meters.

## **9. Dedication**

When the District determines through the final inspection that all of the required Water System Improvements have been constructed in accordance with the District Standards and Specifications, the Applicant will dedicate the Water System 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 District will release one third (33%) of the surety. Approximately ninety (90) days after acceptance by the District of the improvements, the District will release the second one third (33%) of the surety. The remaining one third (33%) of the surety will be retained for a period of one year after the date of acceptance, and released upon the successful completion of the one year warranty inspection.

## **10. Temporary Water Service Application**

Temporary Water Service as defined in District Code Chapter 6.12 may be provided for the following:

- Construction interim; i.e., dust control, job site offices, model homes water system testing, water system repair, etc.
- Special temporary uses; i.e., circuses, bazaars, fairs, temporary restaurants, etc.

For temporary water service, an application for Water Service must be submitted including proposed use and expected duration of the temporary service request (not to exceed 18 months). Temporary service will be provided through a water main 'end drain' or fire hydrant, if available. If the Project Applicant requires more than one temporary meter, a separate application is required for each service requested. If an Applicant with an active temporary service desires to relocate the temporary meter, an additional written request including any changes in use or duration must be submitted along with an installation administration charge.\*\* All Temporary Meter Applications are subject to review and approval as outlined in the District Standards and Specifications. All temporary water is subject to availability.

\*\*See the District Schedule of Application Fees for applicable charges and rates.