

Representing:

County Service Area No. 29 (North Coast)
County Service Area No. 30 (Nyeland Acres)
County Service Area No. 34 (El Rio)
Lake Sherwood Community Services District
Camarillo Airport
Todd Road Jail

Water & Sanitation Department
R. Reddy Pakala
Director

Eric Keller
Operations,
Maintenance, &
Development

Susan Pan
Planning,
Design, &
Construction

Anne Dana
Administration

**LAKE SHERWOOD COMMUNITY SERVICES DISTRICT
PROCEDURES FOR OBTAINING DOMESTIC WATER SERVICE
FOR SINGLE FAMILY RESIDENCES**

1. Contact Lake Sherwood Community Services District (District), 6767 Spring Road, P.O. Box 250, Moorpark, CA 93020, Phone (805) 378-3027 for availability of domestic water. Provide assessors parcel number and street address. Complete all Fire Protection District requirements, as necessary.
2. Provide the District a stamped "Memorandum of Understanding" and "Proof of Payment of the Capital Construction Charge" from Calleguas Municipal Water District, 2100 Olsen Road, Thousand Oaks, CA 91360, Phone (805) 526-9323.
3. Submit three sets of site plans or drawings that show the service line, size of meter, and meter box.
4. Upon approval of the site plans or drawings, the District shall determine and collect fees based on applicable items listed below. Make checks payable to: W & S Services.

a)	Meter Charge	\$395	(1" meter)
b)	Water Trust Deposit	\$100	(1" meter)
c)	Water Will-Serve Letter*	\$40	
d)	Water Availability Letter*	\$40	
e)	Fire Flow Test**	\$80	
f)	Construction Permit	\$60	
g)	Construction Inspection	\$125	

 - * Availability and Will-Serve Letters shall be processed within 4 working days from the date fees were collected.
 - ** Submit to the District the original of "Requirements for Construction" form from the Fire Protection District.
5. Hire a contractor, licensed by the State of California, to install the new service line. Contractor shall complete and submit a construction permit application, along with a copy of liability insurance certificate that provides coverage for the District. Contractor shall obtain and submit encroachment permits from applicable agencies. Upon approval of the construction permit, Contractor may schedule a preconstruction meeting to be held at the District conference room at least two working days prior to start of construction.
6. After the project is completed, customer shall complete and sign an application card for water service and pay a water trust deposit as indicated above.

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