WATER WILL SERVE LETTER

INSTRUCTIONS & PROCEDURES

Updated: August 2018
INSTRUCTIONS

WATER WILL SERVE LETTER

A Water Will Serve Letter is a letter from a Water Purveyor declaring that the purveyor’s system will provide a water connection to the proposed project identified in the letter. The process for receiving this letter is outlined in the checklist below. Please submit the completed forms via email to wsdevelop@ventura.org or in person at the front office located at 6767 Spring Road, Moorpark CA 93021. For questions or concerns, please contact the Engineering Department at 805-378-3020 or 805-378-3023 and please state the service area and you will be forwarded to the correct personnel or send an email to the address above.

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<th>CUSTOMER WILL SERVE LETTER PROCEDURE CHECKLIST</th>
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<td><strong>1</strong> Fill-out Customer Information Form and App. for Service if applicable</td>
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<tr>
<td><strong>2</strong> Submit Stamped Planning Department Approved drawings. <em>(Both electronic and hard copies are acceptable)</em></td>
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<tr>
<td><strong>3</strong> Complete the Fixture Count Worksheet</td>
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The District will review information, determine the appropriate meter size for the project and provide the customer with a list of applicable fees.

**4** Pay fees and receive a Will Serve Letter within four (4) business days of received payment.

**5a** If no changes are to be made to an existing water service, the District will provide the customer with the next steps needed to obtain a water meter, if applicable.

**5b** If changes are necessary but a construction permit is not required, the District will provide the customer with further information on what is needed.

**5c** The customer will need to apply for a construction permit by completing the attached Construction Permit Checklist if one of the following scenarios apply:

- Upsize the water service line
- New water service connection
## CONSTRUCTION PERMIT APPLICATION CHECKLIST

A construction permit is required for the installation of new water and sewer connections, or the upsizing of a service line size. The following steps shall be completed prior to the issuance of permit.

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| 1 | Submit As-built drawings illustrating:  
• Water/Sewer main location and size  
• Water/Sewer lateral service line size, and connection from main to meter  
• Water meter location and size |
| 2 | Payment of all applicable fees |
| 3 | Materials Submittals  
*(the District’s Approved Materials List is available upon request)* |
| 4 | Identification stakes or paint to mark the location of existing and new utility services |
| 5 | Verification of Contractor’s Class A License Certification. |
| 6 | Certificate of Liability Insurance naming the County of Ventura as additionally insured |
| 7 | Encroachment Permits (if applicable)  
• County  
• HOA  
• Caltrans  
• City |
| 9 | Schedule a Pre-Construction meeting a minimum of five (5) working days prior to start of construction. |
*Note: Bathrooms with both a shower and bathtub

*Note: Bathrooms with only a shower.

For projects with an existing water service, input the number of existing fixtures. If the lot is vacant with no existing development, leave this column blank.

Input the number of proposed fixtures based off of the final project plans.

The electronic form will automatically calculate the total.