

**VENTURA COUNTY WATERWORKS DISTRICT NO. 1, 16, 17, 19, AND 38**  
**COUNTY SERVICE AREA NO. 29, 30, 34, AND CAMARILO UTILITY ENTERPRISE**

**PROCEDURES FOR OBTAINING DOMESTIC WATER AND SEWER SERVICES FOR DEVELOPER'S  
PROJECTS (TRACTS & PARCEL MAPS)**

**NOTE:** Must have previously completed Water and/or Sewer Will Serve Letter requirements

1. Contact Ventura County Waterworks District (District) at, 6767 Spring Road, P. O. Box 250, Moorpark, CA 93020, (805) 378-3000, [wsdevelop@ventura.org](mailto:wsdevelop@ventura.org) for availability of domestic water and sewer facilities. Provide assessor's parcel number(s), parcel map number(s), and tract number(s).
2. Submit the following to the District:
  - a) Environmental documents that pertain to the project.
  - b) Four (4) sets of plans for water and/or sewer (grading, drainage, and street improvements), and PDF copy.
  - c) Three (3) sets of Tentative Tract and Parcel Maps that show easements dedicated to the District.
  - d) Water and/or Sewer improvement cost estimates.
  - e) Hydraulic analyses on the adequacy of existing and proposed water and/or sewer facilities.
  - f) District annexation documents, if required.
  - g) Copy of the approval by County of Ventura Fire Protection District on the location of fire hydrants.
  - h) Materials that conform with Ventura County Waterworks Districts Approved Materials List.
3. The District shall determine and collect a Plan Check Deposit based on 1½% of the project cost estimate 9-D-1.1 of the Ventura County Waterworks Districts Rules and Regulations. Please allow ten (10) business days for completion of the first plan check. The plan check process shall start as soon as the District receives the payment for the Plan Check Deposit. (For standard criteria for the preparation and processing of plans, refer to Ventura County Waterworks Districts Rules and Regulations).
4. After completion of the first plan check by the District, the plans will be returned to your engineer for corrections to be made. The engineer shall revise the drawings, address the comments and return four (4) new sets of plans, along with the District's first plan check mark- ups. Please allow ten (10) business days



for completion of the second plan check. If additional corrections are needed, subsequent plan checks will be required.

5. Water Construction Inspection deposits shall be calculated separately, and shall be paid as follows:

5% for the first \$20,000.00 of the estimated cost.

3½% of the next \$80,000.00.

3% of anything over \$100,000.00.

As outlined in 9-E-1.2 of the Ventura County Waterworks Districts Rules and Regulations.

**NOTE:** Developer shall be required to provide an additional construction inspection deposit should the account balance fall below \$2,500.00.

6. Capital Improvement Charges and Sewer Connection Fees (first payment) shall be paid in accordance with Ventura County Waterworks Districts Rules and Regulations prior to the project being submitted for Board approval. First payment for Sewer Connection Fee shall be 60% of the current rate.
7. Obtain a blank Agreement to Install Water and Sewer Improvements Form from the District. Complete and return the form to the District. The District shall finalize the form and send three (3) sets of originals to be notarized by the Developer. The Developer shall return all notarized originals to the District.
8. Obtain a blank Surety Bond, Performance and Payment Form from the District. Complete and return the form to the District. The District shall finalize the form and send one (1) set of originals to be notarized by the Developer. Developer shall return the notarized original to the District.  

**NOTE:** The bond must be dated **AFTER** the date of the Agreement. If the bond is dated prior to the date of the Agreement, the submittal will be rejected until the correct procedure is followed.
9. After completion of all the above items, the District shall prepare a letter to the Board recommending approval of the Agreement.
10. Upon Board approval of the Agreement, the District shall notify the engineer to submit the original plans for approval. Upon approval of the plans, the District will return them to the engineer who shall provide three (3) sets of plans for the District's use, PDF copy and AutoCAD files.
11. Developer shall schedule a preconstruction meeting to be held at the District office. The following are to be represented at the preconstruction meeting: District's Inspector and Engineer, the Developer, Developer's Engineer and Contractor and representatives from applicable utilities and agencies.
12. Prior to the issuance of Occupancy Clearance, the Developer shall pay the second part of the Sewer Connection Fee (40% of the current rate).



13. Obtain Tract Close-Out Procedure from the District.
14. Developer shall request acceptance of the project in writing, after meeting all the requirements.
15. Prior to Final Walk-Through, the Developer shall provide a set of drawings containing all redlines and change orders, and a Final set of as-builts.

**NOTE: Make all Checks Payable to: W & S Department**

