

# **COUNTY *of* VENTURA**

## **WATER AND SANITATION DEPARTMENT**

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

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### **WILL SERVE LETTER CUSTOMER FORMS AND PROCEDURE FOR WATER AND SEWER**



REVISION DATE: 11/10/2021

# WILL SERVE LETTER INSTRUCTIONS

A Will Serve Letter is a letter from a Water Purveyor declaring that the purveyor’s system will provide a water or sewer service to the proposed project identified in the letter. The process for receiving this letter is outlined in the checklist below. Please submit the project forms, included, via email to [wsdevelop@ventura.org](mailto: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 805-378-3000 Ext. 4 or send an email to the address above.

CUSTOMER WILL SERVE LETTER PROCEDURE CHECKLIST		
<b>1</b>	Customer Information Form and Application for Service if applicable. <i>(Form is located within Information Packet on page 4)</i>	
<b>2</b>	Submit Planning Department approved drawings. <i>(Both electronic and hard copies are acceptable, non-planning approved acceptable for incorporated City of Moorpark)</i>	
<b>3</b>	Complete the appropriate Fixture Count Worksheet <i>(Form is located within Information Packet)</i>	
<i>The District will review information, determine the appropriate meter size for the project, sewer connection availability and provide the customer with a list of applicable fees.</i>		
<b>4</b>	If no changes are to be made to the existing services, customer will pay fees and receive a Will Serve Letter within four (4) business days of received payment.	
<b>5</b>	If changes are necessary but a construction permit is not required, the District will provide the customer with further information on what is needed.	
<b>6</b>	If one of the following scenarios apply, the customer will need to apply for a construction permit by completing the attached <b>Construction Permit Checklist</b> . <ul style="list-style-type: none"> <li>• Upsize of water service line or existing sewer lateral</li> <li>• New water or sewer service connection</li> <li>• Relocation of an existing water or sewer connection</li> </ul>	

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<b>CONSTRUCION PERMIT APPLICATION CHECKLIST</b>		
A construction permit is required for the installation of a new service connection or the upsize of a service line. The following steps shall be completed prior to the issuance of permit.		
<b>1</b>	Submit Plan view drawings illustrating: <ul style="list-style-type: none"> <li>• Water/Sewer main location and size</li> <li>• Water/Sewer service line size and connection from main to meter and/or sewer lateral and main connection</li> <li>• Water meter location and size <i>(if applicable)</i></li> </ul>	
<b>2</b>	Payment of all applicable fees.	
<b>3</b>	Submit Materials Submittals <i>(the District's Approved Materials List is available upon request)</i>	
<b>4</b>	Identification stakes or paint to mark the location of existing and new utility services.	
<b>5</b>	Verification of Contractor's Class A License Certification.	
<b>6</b>	Submit Certificate of Liability Insurance naming the District as additionally insured.	
<b>7</b>	Submit copies of Encroachment Permits (if applicable) <ul style="list-style-type: none"> <li>• County</li> <li>• Caltrans</li> <li>• City</li> <li>• HOA</li> </ul>	
<b>8</b>	Complete Application for Service Form <a href="http://vcpublicworks.org">Start or Stop Water Service - Ventura County Public Works Agency (vcpublicworks.org)</a>	
<b>9</b>	Schedule a Pre-Construction meeting a minimum of five (5) working days prior to start of construction.	

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**CUSTOMER INFORMATION FORM  
WILL SERVE LETTER APPLICATION**  
Ventura County Water & Sanitation  
6767 Spring Road, Moorpark CA 93021



PLEASE FILL OUT ALL INFORMATION APPLICABLE TO YOUR INQUIRY.

NAME:

PRIMARY PHONE:

EMAIL:

SERVICE ADDRESS:

APN #:

APPLICANT IS A(N)

- HOMEOWNER
- CONTRACTOR
- ENGINEER
- ARCHITECT
- CONSULTANT

PROJECT TYPE

- RESIDENTIAL
- COMMERCIAL
- INDUSTRIAL

**SELECT PROJECT LOCATION - WATER**

- DISTRICT 1 – MOORPARK
- DISTRICT 17 – BELL CANYON
- DISTRICT 19 – SOMIS
- DISTRICT 38 – LAKE SHERWOOD

**SELECT PROJECT LOCATION - SEWER**

- DISTRICT 1 – MOORPARK
- DISTRICT 16 – PIRU
- CSA 29 - NORTH COAST
- CSA 30 - NYELAND ACRES
- CSA 34 - EL RIO
- CAMARILLO AIRPORT

**SERVICE CONNECTION INFORMATION**

- LOT IS DEVELOPED, REQUESTING TO UPSIZE OR ADD A WATER/SEWER SERVICE CONNECTION
- LOT IS DEVELOPED, APPLICANT IS PROPOSING TO BUILD AN ADDITIONAL DWELIING UNIT
- VACANT LOT, NO EXISTING WATER/SEWER SERVICE
- VACANT LOT, HAS AN EXISTING WATER/SEWER SERVICE
- UNSURE OF WATER/SEWER CONNECTION STATUS     OTHER (EXPLAIN BELOW)

**PROJECT DESCRIPTION & ADDITIONAL INFORMATION**

----- FOR DISTRICT USE -----

RECEIVED BY:  
NOTES:

DATE:

**VENTURA COUNTY WATERWORKS DISTRICT NO. 1, 16, 17, 19 AND 38  
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Name: \_\_\_\_\_

Address: \_\_\_\_\_

APN: \_\_\_\_\_

**FIXTURE UNITS WORKSHEET - WATER SUPPLY UNIT CALCULATION (WATER ONLY)**

Proposed or Existing Primary Residence = \_\_\_\_\_ Sq Ft with \_\_\_\_\_ BR / \_\_\_\_\_ BA / \_\_\_\_\_ Half BA

Proposed Addition = \_\_\_\_\_ Sq Ft with \_\_\_\_\_ BR / \_\_\_\_\_ BA / \_\_\_\_\_ Half BA

Individual Dwelling Appliance, Appurtenances or Fixtures	Existing Fixtures	+	Proposed Fixtures	=	Total Fixtures	x	Cold Water Load Unit Value	=	TOTAL FIXTURE UNITS
Bar Sink		+		=		x	1	=	
Bathtub or Bath/Shower Combo		+		=		x	4	=	
Bidet		+		=		x	1	=	
Clothes washer, domestic		+		=		x	4	=	
Dishwasher, domestic		+		=		x	1.5	=	
Water Cooler (Drinking Fountain)		+		=		x	1	=	
Kitchen Sink, domestic		+		=		x	1.5	=	
Laundry Sink		+		=		x	2	=	
Lavatory (Bathroom Sink)		+		=		x	1	=	
Mobile Home, each		+		=		x	12	=	
Shower		+		=		x	2	=	
Urinal		+		=		x	2	=	
Water Closet, 1.6 GPF Gravity Tank		+		=		x	2.5	=	
Water Closet, 1.6 GPF Flushometer Tank		+		=		x	2.5	=	
Water Closet, 1.6 GPF Flushometer Valve		+		=		x	5	=	
Water Closet, 3.5 GPF Gravity Tank		+		=		x	3	=	
Water Closet, 3.5 GPF flushometer Valve		+		=		x	7	=	
<b>TOTAL CALCULATED FIXTURE UNITS:</b>									

Cold water loads were taken from Appendix A, Table A-2, Water Supply Fixture Units from the Uniform Plumbing Code.

I certify that the above is true and correct,

Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

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Name: \_\_\_\_\_

Address: \_\_\_\_\_

APN: \_\_\_\_\_

**FIXTURE UNITS WORKSHEET - DRAINAGE FIXTURE UNIT CALCULATION (SEWER ONLY)**

Proposed or Existing Primary Residence = \_\_\_\_\_ Sq Ft with \_\_\_\_\_ BR / \_\_\_\_\_ BA / \_\_\_\_\_ Half BA

Proposed Addition = \_\_\_\_\_ Sq Ft with \_\_\_\_\_ BR / \_\_\_\_\_ BA / \_\_\_\_\_ Half BA

Individual Dwelling Appliance, Appurtenances or Fixtures	Existing Fixtures	+	Proposed Fixtures	=	Total Fixtures	x	Cold Water Load Unit Value	=	TOTAL FIXTURE UNITS
Bar Sink (Residential)		+		=		x	1	=	
Bar Sink (Public Use)		+		=		x	2	=	
Bathtub or Combination Bath/Shower		+		=		x	2	=	
Bidets		+		=		x	2	=	
Clothes Washers		+		=		x	3	=	
Dental Units or Cuspidors		+		=		x	1	=	
Dish Washer (Domestic)		+		=		x	2	=	
Drinking Fountains		+		=		x	1	=	
Floor Drains		+		=		x	2	=	
Floor Drains - 2"		+		=		x	4	=	
Floor Drains - 3"		+		=		x	6	=	
Floor Drains - 4"		+		=		x	8	=	
Food-waste-grinder (Commercial)		+		=		x	3	=	
Interceptors for grease, oil, solids, etc.		+		=		x	3	=	
Interceptors for sand, auto wash, etc.		+		=		x	6	=	
Laundry Sink		+		=		x	2	=	
Receptors (floor sinks) Indirect waste receptors for refrigerators, coffee urn, water station, etc.		+		=		x	1	=	
Receptors, indirect waste receptors for commercial sinks, dishwashers, hair washers, etc.		+		=		x	3	=	
Showers, single stalls		+		=		x	2	=	
Showers, gang (one unit per head)		+		=		x	1	=	
Sinks, kitchen, private, w/ or w/o food- waste-grinder (1½" min. waste)		+		=		x	2	=	
Sinks, bar, private (1½" min. waste)		+		=		x	1	=	
Sinks, bar, commercial (2" min. waste)		+		=		x	2	=	
Sinks, commercial or industrial (2" main waste)		+		=		x	3	=	

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Sinks, flushing rim, clinic		+		=		x	6	=	
Sinks, and/or dishwashers (residential) (2" min. waste)		+		=		x	2	=	
Sinks, service		+		=		x	3	=	
Trailer park traps (one for each trailer)		+		=		x	6	=	
Urinals, pedestal		+		=		x	6	=	
Urinals stall		+		=		x	2	=	
Urinals, wall (2" min. waste)		+		=		x	2	=	
Urinals, wall trough (2" min. waste)		+		=		x	3	=	
Wash Basins (lavatories) single		+		=		x	1	=	
Wash Basins, in sets		+		=		x	2	=	
Water Closets		+		=		x	4	=	
Whirlpool Bath or Combination Bath/Shower		+		=		x	3	=	
<b>TOTAL CALCULATED FIXTURE UNITS:</b>									

Cold water loads were taken from Appendix A, Table A-2, Water Supply Fixture Units from the Uniform Plumbing Code.

I certify that the above is true and correct,

\_\_\_\_\_  
Print Name

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature