

CONTRA COSTA WATER DISTRICT

REQUIREMENTS FOR TREATED WATER SERVICE



ENGINEERING DEPARTMENT

2411 BISSO LANE
PO BOX H20, CONCORD CA 94524
(925) 688-8013

**CONTRA COSTA WATER DISTRICT
NEW WATER SERVICE**

Contra Costa Water District designs and installs treated water service to the cities of Concord, Clayton, areas of Walnut Creek, Pleasant Hill, Martinez, and several unincorporated areas within Central Contra Costa County.

This brochure is provided to help applicants obtain new water service by explaining the application, design, and installation process.

DEFINITIONS

APPLICANT PROJECTS: Water Main Extension

The District designs and engineers all Applicant projects requiring main extensions, generally proceeding through these design phases:

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|------------------------------------------|---|-------------------------------------------------------------------------------------------------------------------------|
| 1. Shotgun | — | Used by Applicant for feasibility and budgeting purposes. |
| 2. Preliminary Design & Estimate | — | Based on preliminary map & unsigned improvement plans. |
| 3. Agreement Design & Estimate | — | Based on Final map and signed improvement plans. Provides the estimate costs for the Water Main Extension. |
| 4. Construction Drawing & Specifications | — | Provides Applicant with necessary documents for installation of water mains & appurtenances following Agreement Design. |

APPLICANT PROJECTS: Service Design

The District designs and engineers all water service installations. Applicant projects requiring only fire hydrants, fire services, and services, generally proceed through two design phases:

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|------------------------------|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Service Design & Estimate | — | Based on approved maps and improvement plans or existing field conditions with no new improvements. Provides the final design & estimate for Service Agreement. |
| 2. Construction Drawing | — | Provides District Forces with necessary documents for installation of fire hydrant, fire services, & services following Service Design. |

WALK-IN SERVICES:

New service connections off existing mains shall be defined as walk-in services if meters are 5/8", 3/4" or 1" only. No new service connection shall be made unless there is a main in a street or right-of-way satisfactory to the District opposite the proposed meter location.

APPLICATION

APPLICANT PROJECTS

Application for Service shall be completed and submitted with the appropriate deposit per the Design Fee Schedule. Applicant shall supply all information as requested on the Application for Service form. Applicant shall be charged the applicable fees in effect on the date a complete Application for Service is accepted by the District, provided all such fees are received by the District within 6-months after that date or by the time the construction drawings are released by the District.

WALK-IN SERVICE

Application for Walk-in Service shall be completed and submitted along with the appropriate charges paid in full (see Fees and Deposit Schedule).

SCHEDULING

Water Main Extension and Service Design turnaround time is approximately 6-10 weeks for each phase depending upon the project's complexity and the number of developer designs concurrently being processed. Projects are designed in the order received. Therefore, an Applicant should plan on a minimum of 12 weeks time frame for Water Main Extensions between the application for service and receipt of final construction plans and specifications. The Applicant should plan on a minimum of 6-10 weeks time for Service Designs between the application for service and the start of the installation of the services.

For a walk-in service, it will take approximately 4-8 weeks from application for walk-in service to completion of installation.

DESIGN OF WATER FACILITIES

I. Applicant requests service by submitting a completed Application for Service form and design deposit to the District (see attached Application for Service form and Fees and Deposit Schedule).



II. District designs project to appropriate design level.

1. Preliminary Design (unsigned improvement plan and approved map).
2. Agreement Design (signed improvement plan and final map).
3. Service Design (signed improvement plan or existing field conditions)



III. District submits "Preliminary Estimate Letter" or "Water Main Extension Agreements and Estimate" or "Service Agreements and Estimate" to Applicant as applicable.



IV. Applicant requests final Construction Plans and Specifications by submitting within 30-days of receipt of Item III from District:

1. Signed Water Main Extension Agreement or signed Service Agreement
2. Required project balance per letter accompanying Exhibit A with Agreements
3. Required Land Rights & Legal Description
4. Final Map (Recorded Map if available)



V. District prepares Construction Plans and Specifications to Applicant for Water Main Extension Project

or

District prepares Construction Plans for District Forces for installation for Service Design Project

LAND LEVY TAX CREDIT

Each new connection to the District's treated water system for which the Applicant has presented sufficient information (on the enclosed Land Levy Tax Credit Application) shall be entitled to a credit, called the "Land Levy Tax Credit," against the applicable charges determined as set forth in Subsection 5.08.040 A. of the District's Code of Regulations in an amount that will reflect the present value of the prior land levy tax payments made for the property to be served by the new connection. The information to be presented by the Applicant shall, at a minimum, be sufficient to enable the District to determine (1) when the property to be served by each new connection was annexed to the District, and (2) the acreage to be served by each new connection. The land levy tax credit varies depending upon when each particular property was annexed into the District in accordance with the Code of Regulations and as evaluated by the District (refer to District Regulation 5.08.040 A).

INSTALLATION OF NEW FACILITIES

The Applicant may elect to install facilities by a competent and experienced contractor licensed for construction of water facilities and approved by the District for Water Main Extension agreements. Materials, such as pipe, valves, fittings, etc., but excluding construction materials, such as concrete, sand, asphalt, etc., will normally be supplied by the District. The District reserves the right to construct, with its own personnel, for Service Design Agreement projects, taps on existing mains, services off existing water mains, and extensions involving complicated connections to or interference with the District's facilities (refer to District Regulation 5.28.030).

Mains shall be extended to the end of new street paving when such street paving extension is required by the City or County (refer to District Regulation 5.28.010).

PAYMENT FOR NEW FACILITIES

Water Main Extension and Service Design Agreements:

The Applicant shall pay all the District's costs reasonably incurred in connection with the new facilities required by the District, including without limitation costs incurred in complying with the provisions of the California Environmental Quality Act; costs of acquisition of lands or easements; engineering, legal, and administrative expenses; costs of labor, materials, construction, inspection, and testing; and the District's usual overhead charges. Prior to final design and construction of the facilities, the Applicant shall deposit with the District the amount of the District's estimated costs per the agreements. Construction drawings will not be released until the total estimated cost is deposited. After the work is completed, if the District's actual costs exceed the amount previously deposited, the Applicant will pay the deficiency to the District. If the amounts deposited exceed the District's actual costs, the excess will be refunded (refer to District Regulation 5.28.060)

For information or consultation concerning new water service, please contact:

Engineering Services Coordinator	Phone	(925) 688-8013
Contra Costa Water District	Fax	(925) 688-8303
2411 Bisso Lane (location)		
P.O. Box H20 (mailing)		
Concord, CA 94524		

Application forms, schedule of fees and deposits, the District's Code of Regulations, and other helpful information are now available on-line at "ccwater.com". Also refer to the District's brochure "Frequently Asked Questions" for new water service applicants.

Note: This brochure is provided to offer general explanations and information for new water customers. Please refer to the District's Code of Regulations for detailed requirements. For more information contact the District's Engineering Services Coordinator.