

**APPLICATION FOR SERVICE / RELOCATION**

Name of Project: \_\_\_\_\_

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

Name of Applicant: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Project: \_\_\_\_\_

DATE SERVICE REQUESTED: \_\_\_\_\_

| Service Type | Meter Size Requested | Number of Meters Requested |
|--------------|----------------------|----------------------------|
| Domestic     |                      |                            |
| Fire         |                      |                            |
| Irrigation*  |                      |                            |

\*Note: District Regulation 5.32.020 requires a separate irrigation service and meter for any commercial building with a landscaped area over 200 square feet.

Has property previously been submitted to the District for design? No \_\_\_\_ Yes \_\_\_\_ Date: \_\_\_\_\_

**If yes, please provide copies of any correspondence for District decisions or actions.**

Engineering Firm (if applicable): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Amount of Deposit: \$ \_\_\_\_\_ CCWD Receipt # \_\_\_\_\_

Does this project / property share rights to existing water services with adjacent premises that could affect how water service is provided? No \_\_\_\_ Yes \_\_\_\_ If yes, provide documentation to allow the District to evaluate existing and future water services.

As of January 1, 2011 all new residential construction will require fire sprinklers to be installed per the 2010 California Residential Code. Per the California Department of Health Services (Code 17, Sections 7588 and 7594) a backflow prevention device will also be required. Applicant acknowledges and agrees that, as specified in sections

5.08.070.C and 5.16.050.D of the District’s Code of Regulations, the District may terminate service at any time for non-compliance with any regulation of the District or default in any payment due to the District and understands that termination of service will also terminate any fire suppression system connected to the terminated service. Applicant further acknowledges and agrees that, in the event of such termination for non-compliance with any regulation of the District or default in any payment due to the District, the District shall not be liable for any loss, damage, or inconvenience to any person or property by reason of any interruption, suspension, or termination of water service and/or fire service. Applicant further acknowledges the provisions of section 5.04.060 of the District’s Code of Regulations, which provide in part that the District shall not be liable for any loss, damage, or inconvenience to any person by reason of any shortage, reduction, interruption, or discontinuance of water service or the increase or decrease of water pressure, when the same is caused by an act of God, drought, an unavoidable accident, a shutdown, a disturbance or condition of any kind beyond the reasonable control of the District, or when the same is reasonably necessary for the repair, maintenance, alteration, or extension of any facility of the District or of the Contra Costa Canal System of the United States Bureau of Reclamation.

**INFORMATION REQUIRED FOR DESIGN (additional information may be required):**

- \_\_\_\_\_ Assessor’s Parcel Number and Subdivision/Parcel Number APN: \_\_\_\_\_
- \_\_\_\_\_ Subdivision or Parcel Map  Preliminary,  Final\*,  Recorded
- \_\_\_\_\_ Improvement Plans  Preliminary,  Approved\*\*
- \_\_\_\_\_ Joint Trench Plans
- \_\_\_\_\_ Private utility information from property owner or provide confirmation that owners have no additional utility information.
- \_\_\_\_\_ Electronic Files (CAD) [email to rbroad@ccwater.com]
- \_\_\_\_\_ Environmental Documentation (determination page and geotechnical report)
- \_\_\_\_\_ Letter and map from Fire District defining fire protection requirements
- \_\_\_\_\_ Fire Service Size and Hydraulic Calcs (at point of connection - if applicable; please note a RP device will result in between 7-15 psi loss)
- \_\_\_\_\_ Fire Sprinkler information: Will chemicals such as hydroflouorocarbon, anti-corrosion chemicals or booster pumps be used as part of the fire system?  No  Yes If yes, please provide detail

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- \_\_\_\_\_ Landscape Plans (if applicable), including total square footage (sq. ft.) of all planted area, subset of turf sq. ft. and open water sq. ft. (ponds, pools, fountains, etc.); C.3 stormwater mitigation plans & calculations.

**\* Final Subdivision/Parcel map required for Agreement Design**

**\*\*Improvement Plans must be approved prior to start of Agreement Design only.**

## Water Meter Sizing Worksheet

**Does this project have multiple models?**  No  Yes If yes, please provide the number of models and complete a worksheet for each one. Refer to attached example for meter sizing calculations.

### FIXTURE UNIT COUNTS

| <b>Bathroom:</b>                | <b>Number to be Installed</b> |
|---------------------------------|-------------------------------|
| Tub/ Shower Combined            |                               |
| Shower only                     |                               |
| Tub only                        |                               |
| Sinks                           |                               |
| Double Sinks                    |                               |
| Toilets                         |                               |
| <b>Kitchen:</b>                 |                               |
| Sinks                           |                               |
| Dishwasher                      |                               |
| <b>Laundry Room:</b>            |                               |
| Sinks                           |                               |
| Clothes Washer                  |                               |
| <b>Other:</b>                   |                               |
| Garage Sinks                    |                               |
| Hose bibs                       |                               |
| <b>Total Fixture Unit Count</b> |                               |

*I hereby certify that my answers to the questions in this form are complete and true to the best of my knowledge. I understand that misrepresentation of the foregoing information may result in additional payment of installation and capacity charges as described in the District’s Code of Regulations.*

By signing this application, the Applicant hereby grants to the District and its employees, consultants, and contractors the right to enter its property to undertake such activities that the District determines are necessary for the design of the facilities. Applicant agrees to grant to the District, in District approved format, all land rights that the District determines are necessary for its facilities, to provide all information the District determines is necessary for the District to perform design (including information necessary to determine whether service is a “modified pressure service” per Section 5.08.010 and 5.08.020 of the District’s Code of Regulations), to pay the District for all water delivered to the service(s) in accordance with the District’s schedule of rates which shall from time to time be legally modified by the District Board of Directors, to pay all District’s costs related to the project, and to abide by all rules and regulations as approved by the District Board of Directors. **At the time of Application, the Applicant shall pay the appropriate deposit and all applicable fees and District’s estimated costs, including service connection fees in effect on the official date of application (Section 5.08.040 of District’s Code of Regulations).**

**Important Information:** Pursuant to section 5.08.035 of the District’s Code of Regulations, each applicant for new treated water service shall be charged the applicable fees, including without limitation those charged under Section 5.08.040, in effect on the date a complete water service application is received by the District. Among the applicable fees is the District’s Facility Reserve Charge (FRC), which is subject to annual adjustment, typically on April 1 each year. Payment of the FRC in effect on the date a complete water service application is received by the District is not a permanent reservation of capacity or a commitment by the District to hold capacity for a proposed connection or development in perpetuity. Pursuant to Section

5.08.070 of the District’s Code of Regulations, to avoid incurring an obligation to pay additional sums toward an adjusted FRC in order to maintain the capacity reservation, each Applicant must install, set and activate all water meters within 12 months after the District executes the Service Agreement or Water Main Extension Agreement, whichever is applicable, and must pay a monthly Service and Demand fee thereafter (or a minimum meter maintenance fee) to maintain the capacity reserved for each meter. Failure to meet these requirements may result in the need for reconnection per section 5.52.050 of the District’s Code of Regulations. **FRC payment is acknowledgement by the Applicant that they have reviewed any and all relevant information related to existing services and their applicability towards this project and are satisfied that the meter sizes and number requested are necessary. Once paid, the FRC will “run with the land” and will not be refundable.**

**If at any time the District’s actual costs (described above and in Section 5.28.060 of the District’s Code of Regulations) exceed the deposit, the Applicant shall promptly pay the difference between the current estimated costs and the current deposit upon receipt of an invoice from the District for such costs. All work will stop until this payment is received.** Construction drawings and other design documents and project deliverables will not be released to Applicant until they have been completed and signed by the District’s engineer and the Applicant has paid District all applicable fees, the total actual costs incurred by District to date and all estimated costs that will be incurred by the District to complete design and construction.

**FOR APPLICANT INSTALLED PROJECT:**

Applicant acknowledges that they have received and reviewed the *Contract Insurance Requirements Checklist for Compliance* form (attached) and that prior to the release of construction documents, Applicant and their Contractor shall **each** procure one (1) comprehensive builder’s risk and public liability policies as conditioned in the Compliance form and as further described in Section 820-2.0, **INSURANCE REQUIREMENTS**. Insurance forms should be faxed directly to EBIX at (888) 700-1891 for review and a copy submitted to the District. Initial \_\_\_\_\_

Applicant agrees to submit a Site Health and Safety Plan to the District for District approval prior to the release of construction documents (see Section 00830 – 3.0). Initial \_\_\_\_\_

**The Official Date of Application is the date of District acceptance of a complete and correct submittal of all required information. This Application and any water service is subject to and governed by the District’s Code of Regulations Section 5.**

\_\_\_\_\_  
Official Date of Application

\_\_\_\_\_  
Signature of Applicant or Authorized Representative  
Responsible for Payment



**Applicant Installed Water Main Extension  
Contract Insurance Requirements  
Checklist for Compliance – Current**

**Project:** \_\_\_\_\_ **Project No.** \_\_\_\_\_

**Applicant:** \_\_\_\_\_

**Commercial General Liability Carrier:** \_\_\_\_\_ **Best Rating:** \_\_\_\_\_

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- Limits are at least :
  - o \$1,000,000 per occurrence Bodily Injury and Property Damage;
  - o \$2,000,000 annual **project** aggregate Bodily Injury and Property Damage;
  - o \$1,000,000 Personal Injury Liability;
  - o \$2,000,000 Products/Completed Operations
- Coverage form CG 00 01 – if not, refer to Risk Management Officer
- Deductible does not exceed \$5,000
- Waiver of Subrogation
- Additional Insured Endorsement CG 20 10 11 85 provided in accordance with Section 00820-2.2. *Must name the Contra Costa Water District, its employees, officers, design consultants, elected officials, Construction Administrator, agents and sub-consultants.*
- Endorsement showing coverage to be primary and non-contributory with any insurance or self-insurance of the Contra Costa Water District.
- Thirty Days prior written Notice of Cancellation  
*(Usually requires modification to standard certificate form)*

**Builder's Risk Carrier:** \_\_\_\_\_ **Best Rating:** \_\_\_\_\_

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- Named Insured: Contra Costa Water District
- Special Form (Course of Construction) including but not limited to fire, lightning, wind, hail, aircraft, riot, vehicle damage, explosion, smoke, falling objects, vandalism, malicious mischief, collapse
- Replacement Cost – stipulated value (value of contract excluding excavation, grading and filling,)
- Deductible does not exceed \$10,000
- Waiver of Subrogation
- Thirty Days prior written Notice of Cancellation  
*(Usually requires modification to standard certificate form)*

**Applicant's Contractor:**

**Commercial General Liability      Carrier:      Best Rating**

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- Limits are at least \$1,000,000 per occurrence/\$2,000,000 annual project aggregate for Bodily Injury and Property Damage; \$1,000,000 Personal Injury Liability; \$2,000,000 Products/Completed Operations
- Coverage form CG 00 01 – if not, refer to Risk Management Officer
- Deductible does not exceed \$5,000
- Waiver of Subrogation
- Additional Insured Endorsement CG 20 10 11 85 provided in accordance with Section 00820-2.2. *Usually naming the Contra Costa Water District, its employees, officers, design consultants, elected officials, Construction Administrator, agents and sub-consultants.*
- Endorsement showing coverage to be primary and non-contributory with any insurance or self-insurance of the Contra Costa Water District. (00820-2.6)
- Thirty Days prior written Notice of Cancellation (00820-2.6) *(Usually requires modification to standard certificate form)*

**Commercial Business Automobile Liability      Carrier:      Best Rating:**

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- Limits are at least \$1,000,000 per accident for bodily injury/property damage
- All leased, owned, hired or non-owned vehicles
- Any and all mobile equipment, including cranes (if not covered here must be covered by Commercial General Liability)
- Deductible does not exceed \$1,000
- Waiver of Subrogation
- Thirty Days prior written Notice of Cancellation *(Usually requires modification to standard certificate form)*

**Workers' Compensation      Carrier:      Best Rating:**

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- Evidence of statutory coverage with \$1,000,000 Employers Liability coverage *(If U S Longshore and Harborworkers, Maritime, Defense Base Act or other specific coverage is required for scope of work, provide evidence.)*
- Waiver of Subrogation (Desirable but not required)
- Thirty Days prior written Notice of Cancellation *(Usually requires modification to standard certificate form)*

Engineer Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

Risk Manager: \_\_\_\_\_ Date: \_\_\_\_\_

cc: Project File