



Scotts Valley Water District

2 Civic Center Drive · Scotts Valley · CA95066

Phone: (831) 438-2363 · Fax: (831) 438-6235

Steps following the Will Serve Letter

When ready to proceed with the project that does NOT require CEQA and/or Conditions of Approval:

1. Owner/Applicant will submit the following items to the District:
 - a. Service Application (as provided with Will Serve Letter)
 - b. Building plans/Plot map: including construction type and total square footage
 - c. Project review deposit fee
 - \$500 for single family residential project
 - \$350 for fire service upgrade, small commercial project
 - \$1000-\$5000 for large development

** Deposit is collected to cover District's costs incurred in reviewing, approving and inspecting new water services for the project. If the District's costs are less than the amount of the deposit, the balance will be returned to the applicant prior to the installation of the meter(s) or upon suspension of the project. If the District's costs approach the remaining balance of the deposit, the District may require an additional amount*
2. District will:
 - a. Issue a Service Application number for the project
 - b. Review the plans and specifications to meet the District standards
 - c. Provide comments
 - i. Recommendation for WEU, recycle water service
 - ii. Backflow requirements
 - iii. Fire flow requirements (Coordinate with Fire District)
 - d. Determine if Main Extension is required to serve the project
If Main Extension is required the District will investigate and make a recommendation of the water infrastructure facilities required to be installed. Board of Directors will consider the recommendation and may reject, amend or approve the service application. The District will develop a **Main Extension Agreement (required prior to the Construction Permit issued by the City)**.
3. Applicant will:
 - a. Submit Water Efficient Unit (WEU) request form (optional)
4. District will:
 - a. Visit the project site for utility facilities verification
 - b. Obtain approval of the WEU designation from the Board of Directors (optional)
 - c. Determine the Service Connection Fee(s)
 - d. Execute the Main Extension Agreement if required
 - e. Issue **Notice to Proceed (required prior to the Construction Permit issued by the City)**
5. After the City has issued the Construction Permit, Applicant will:
 - a. Start and complete construction
 - b. Contact the District to schedule the inspection (allow at least 24 hour notice)
 - c. Pay the fees pursuant to the Water Service Permit or/and the Main Extension Agreement
6. District will install the water meters at the project site