

VENTURA COUNTY WATERWORKS DISTRICTS



COUNTY OF VENTURA
PUBLIC WORKS AGENCY
JEFF PRATT
Agency Director

Representing: Ventura County Waterworks Districts No. 1, 16, 17 & 19

Water & Sanitation Department
R. Reddy Pakala
Director

VENTURA COUNTY WATERWORKS DISTRICT NO. 1 - MOORPARK PROCEDURES FOR OBTAINING DOMESTIC WATER AND SEWER SERVICES FOR DEVELOPER'S PROJECTS (TRACTS & PARCEL MAPS)

Eric Keller
Operations,
Maintenance, &
Development

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Planning,
Design, &
Construction

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Administration

1. Contact Ventura County Waterworks District No. 1 (District), 6767 Spring Road, P. O. Box 250, Moorpark, CA 93020, (805) 378-3027, for availability of domestic water and sewer facilities. Provide assessor's parcel number(s), parcel map number(s), and tract number(s).
2. Provide the District a stamped "Memorandum of Understanding" and "Proof of Payment of the Capital Construction Charge" from Calleguas Municipal Water District, 2100 Olsen Road, Thousand Oaks, CA 91360. Phone (805) 526-9323.
3. Submit the following to the District:
 - a) Environmental documents that pertain to the project.
 - b) Five (5) sets of plans for water and sewer.
 - c) One (1) set of plans for grading, drainage, and street improvements.
 - d) Three (3) sets of Tentative Tract and Parcel Maps that show easements dedicated to the District.
 - e) Hydraulic analyses on the adequacy of existing and proposed water and sewer facilities.
 - f) Water and sewer improvements cost estimates prepared on District Form WW49.
 - g) District annexation documents if required.
 - h) Copy of the approval by County of Ventura Fire Protection District on the location of fire hydrants.
4. The District shall determine and collect a Plan Check Deposit based on 1½% of the project cost estimate. Plan check will be completed as early as possible, however, please allow ten (10) working 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 District No. 1 Rules and Regulations.)
5. 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 three new sets of blueines, along with the District's first plan check mark-ups. The second plan check will be completed as soon as possible. Please allow ten (10) working days for completion of the second plan check. If additional corrections are needed, subsequent plan checks will be required.



6. A Construction Inspection deposit 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.
7. Water and Sewer Construction Inspection deposits shall be calculated separately.
8. Capital Improvement Charges and Sewer Connection Fees (first payment) shall be paid in accordance with District #1 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.
9. Obtain a blank Contract to Install Water and Sewer Improvements Form from the District. Complete and return the form to the District. The District will finalize the form and send three sets of originals to be notarized by the developer. Developer shall return all notarized originals to the District.
10. Obtain a blank Surety Bond, Performance and Payment Form from the District. Complete and return the form to the District. The District will finalize the form and send one 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 contract. If the bond is dated prior to the date of the contract, the submittal will be rejected until the correct procedure is followed.
11. After completion of all of the above items, the District will prepare a letter to the Board recommending approval of the contract.
12. Upon Board approval of the contract, the District will 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 make three sets of bluelines and one set of mylar for the District's use.
13. 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.
14. Prior to the issuance of Occupancy Clearance, the Developer shall pay the second part of the Sewer Connection Fee (40% of the current rate) and meter charges.
15. Developer shall request acceptance of the project in writing, after meeting all the requirements.

NOTE: Make all Checks Payable to W & S Department