

# 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

**Eric Keller**  
Operations,  
Maintenance, &  
Development

**Susan Pan**  
Planning,  
Design, &  
Construction

**Anne Dana**  
Administration

## VENTURA COUNTY WATERWORKS DISTRICT NO. 1 - MOORPARK PROCEDURES FOR OBTAINING DOMESTIC WATER AND SEWER SERVICES FOR SINGLE FAMILY RESIDENCES

1. Contact Ventura County Waterworks District No. 1 (District), 6767 Spring Road, P.O. Box 250, Moorpark, CA 93020, Phone (805) 378-3027 for availability of domestic water and sewer. Provide assessors parcel number and street address. Complete all Fire Protection District requirements, as necessary.
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 three sets of site plans or drawings that show the service lines, size of meter and meter box.
4. Upon approval of the site plans or drawings, the District shall determine and collect fees based on applicable items listed below. Make checks payable to: W & S Department.

a)	Capital Improvement Charge (CIC)*	\$4,778 (1" meter)
b)	Meter Charge	\$395 (1" meter)
c)	Sewer Connection Fee	\$4,595 (ERU)
d)	Water Trust Deposit	\$50 (1" meter)
e)	Sewer Trust Deposit	\$40 (per ERU)
f)	Water Will-Serve Letter	\$40
g)	Sewer Will-Serve Letter	\$40
h)	Water Availability Letter**	\$40
i)	Sewer Availability Letter**	\$40
j)	Fire Flow Test***	\$80
k)	Construction Permit	\$60
l)	Construction Inspection	\$125 (each service connection)

\* Adjusted annually based on ENR Construction Cost Index for the Los Angeles Region.  
CIC may not be applicable within improvement zones.

\*\* Availability and Will-Serve Letters will be processed within 4 working days from the date fees were collected.

\*\*\* Submit to the District the original of "Requirements for Construction" form from the Fire Protection District.

5. Hire a contractor, licensed by the State of California, to install the new service lines. Contractor shall complete and submit a construction permit application, along with a copy of liability insurance certificate that provides coverage for the District. Contractor shall obtain and submit encroachment permits from applicable agencies. Upon approval of the construction permit, Contractor may schedule a preconstruction meeting to be held at the District conference room at least two working days prior to start of construction.
6. After the project is completed, the customer shall complete and sign an application card for water service, and pay water and sewer trust deposits as indicated above.

(N; Water&San/Development/District#1/Procedure Sheets/Dist#1Residential- rev130401t/s)

6767 Spring Road • P.O. Box 250 • Moorpark, California 93021-0250  
(805) 378-3000 • FAX (805) 529-7542 • <http://publicworks.countyofventura.org>

