

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 COMMERCIAL, INDUSTRIAL, AND PUBLIC DEVELOPMENTS

Eric Keller
Operations,
Maintenance, &
Development

Susan Pan
Planning,
Design, &
Construction

Anne Dana
Administration

1. Contact Ventura County Waterworks District No. 1 (District), 6767 Spring Road, P.O. Box 250, Moorpark, CA 93020, Phone (805) 378-2037 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 and plumbing plans prepared by a Professional Engineer or Architect that show the service lines (domestic water, irrigation, fire service and sewer), meter boxes, RP backflow devices, double detector check valves, water and sewer mains, sewer sampling wells, water demands in GPM (separate for irrigation and domestic) and sewer fixture units count per latest edition of UPC.
4. Upon approval of the plans, the District shall determine and collect fees based on applicable items listed below. Make checks payable to: W & S Department.

a)	Capital Improvement Charge*	(Commercial \$8,360; Industrial \$8,599/AC; Public \$4,776/AC)
b)	Meter Charge	(3/4" \$360; 1" \$395; 1½" \$620; 2" \$740; 3" \$1250; 4" \$1935)
c)	Sewer Connection Fee	\$4,595 (per ERU)
d)	Water Trust Deposit	\$50 (per ERU based on meter size)
e)	Sewer Trust Deposit	\$40 (per ERU based on sewer fixture units)
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 and all RP backflow device and double detector check valves have passed the test, customer shall complete and sign separate application cards for each domestic water, irrigation and fire services and pay water and sewer trust deposits as indicated above.

(F:\Water&San\Development\PublicCounterProcedures\Procedures for obtaining svcs#1 commercial 1305011)s

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

