



Checklist for New Wholesale Water Service

Process Summary

This process outlines the steps required for a petitioner to request and receive wholesale water service from the District. The process includes pre-petition coordination, formal Board review, engineering and regulatory compliance, construction of facilities at the petitioner's expense, and final conveyance of infrastructure and water rights to the District. Each step must be completed in sequence prior to final service approval.

1. Pre-Petition Coordination

- ☐ Schedule meeting with General Manager, System Operator, and Engineer
- ☐ Provide project description, maps, and service area details
- ☐ Estimate connections and water demand
- ☐ Coordinate with secondary water provider and obtain documentation

2. Petition Submittal

- ☐ Complete Petition for Water Service form
- ☐ Attach demand calculations, maps, and supporting documents
- ☐ Submit to General Manager

3. Board Review

- ☐ Present project to Board
- ☐ Provide all supporting documentation
- ☐ Respond to questions and requests

4. Engineering Review

- ☐ Participate in detailed review with District staff



☐ Obtain and complete Requirements Checklist

☐ Submit engineered plans for review

5. Compliance and Costs

☐ Pay all engineering, legal, and consulting costs

☐ Complete required studies

☐ Obtain local and state approvals

6. Construction

☐ Construct facilities per District standards

☐ Coordinate inspection with District

7. Final Approval and Conveyance

☐ Obtain final inspection and approval

☐ Transfer facilities, water rights, and easements

☐ Provide title insurance documentation

☐ Provide one-year warranty

Applicant Signature: _____ Date: _____

District Representative: _____ Date: _____



Checklist for New Retail Water Service

Process Summary

This process outlines the requirements for receiving retail water service from the District. Retail service is provided directly to end users when no existing Public Water System is available or service has been denied. The process includes eligibility determination, petition (if required), engineering review, regulatory compliance, and construction of required infrastructure prior to final approval and service connection.

1. Eligibility Determination

- ☐ Confirm no existing Public Water System service OR obtain denial letter

2. Pre-Petition Coordination

- ☐ Meet with District staff to review project details
- ☐ Provide project scope, connections, and demand

3. Petition (if required)

- ☐ Complete Petition for Water Service
- ☐ Submit supporting documentation

4. Review and Approval

- ☐ Present to Board if required
- ☐ Complete Requirements Checklist
- ☐ Receive conditional and final approval

5. Engineering and Compliance

- ☐ Prepare engineering plans per District standards
- ☐ Obtain local and state approvals



☐ Demonstrate compliance with drinking water standards

6. Construction and Inspection

☐ Construct required infrastructure

☐ Complete inspections and obtain approval

7. Conveyance and Warranty

☐ Transfer facilities and easements

☐ Provide title documentation

☐ Provide one-year warranty

Applicant Signature: _____ Date: _____

District Representative: _____ Date: _____