



PROJECT APPLICATION

Form Must be filled out COMPLETELY
Call MCWD Engineering at (831) 883-5929 to arrange an appointment
with an MCWD Engineering representative to review your project,
assist you in completing this application, and/or answer any questions.
Attach Plans/Drawings as required.

APPLICANT INFORMATION The person, company or agency that will be responsible for payment for work being requested.

Name: _____ Day Phone: _____ Ext. _____
Company: _____ Mobile Phone: _____ Fax: _____
Address: _____ E-Mail Address: _____
City/State: _____ Comments: _____

PROJECT INFORMATION Acting on behalf of Applicant, if applicable (Developer, Engineer, Contractor, etc.)

Check here if: same as "Applicant" Check here if: Developer Engineer Contractor

Main Project Contact: _____ Day Phone: _____ Ext. _____
Company: _____ Mobile Phone: _____ Fax: _____
Address: _____ E-Mail Address: _____
City/State: _____ Zip: _____ Comments: _____

Site Contact The person MCWD representatives should contact regarding field issues and MCWD's site work (e.g. Site Superintendent)

Check here if same as "Applicant" Check here if same as "Main Project Contact"

Name: _____ Title: _____ Day Phone: _____

PROJECT AND SITE INFORMATION To be completed by MCWD Staff during initial project overview

Project Type:

- Existing **Residential** (The use of water or sewer that is billed to single and multi family residences; applies to indoor and outdoor uses.
Example: Residential Room Additions or Alterations)
- Renovation Secondary Unit
 With water fixture increase No-change in water fixtures
- Existing **CII** (The use of water or sewer by a place of business, such as a motel, hotel, restaurant, office building, other commercial facilities, military and nonmilitary institutions)
- Renovation Secondary Unit
 With water fixture increase No-change in water fixtures
- New Development** (New, previously undeveloped single or multi-parcel residential, commercial, industrial, or institutional project)
- Residential CII

Project Name: _____

Project Description: _____

Project Address or Location: _____ Cross Street: _____

Initial Plan Review Fees (Based on Project Scope and Staff Estimate using Budget Fee Schedule):

Amount of Payment: _____ Check No.: _____ Payment Date: _____

First Submittal Date In: _____ **Date Out:** _____
(MCWD has up to (30) days to return the Preliminary Plans)

Second Submittal Date In: _____ **Date Out:** _____
(MCWD has up to (30) days to return the Second Submitted Plans) (See Project Log for additional or further action)

- Project Plan Review Approved and Returned to Applicant File/Project Closed

WATER SERVICE ACCOUNT HOLDER – Responsible for MCWD water bills and for managing the MCWD water service account

The legal name and contact information for the person, company, or agency that will be **named on the MCWD water service account** and who will be responsible and paying the **ongoing water bills** associated with the water service(s) in this application.

Check here if **same as “Applicant”**

Name: _____ E-Mail Address: _____

Day Phone: _____ Mobile Phone: _____

Address: _____

AGREEMENT AND AUTHORIZATION

- By signing this application, the Applicant certifies that the applicant is an authorized representative of the property owner for the project under which this application is made. The Applicant hereby acknowledges that, by signing this application and paying the initial fee deposit, a project will be created within MCWD’s Engineering and Accounting processes with the provided information as the initial basis. The Applicant further acknowledges that creating a project with MCWD comes with certain obligations and understandings that are described fully by the MCWD Water Code, the Water and Sewer Service Applications, the *Procedures, Guidelines, and Design Requirements*, and this Application.
- The Applicant has read, understands, and shall conform to the MCWD Water Code’s General Provisions and Terms and Conditions for Application for Services. All MCWD fees and rates are subject to change; the Applicant shall be responsible for obtaining up-to-date fees and rates. Further, on behalf of the property owner, Applicant certifies that the property owner shall remain liable for any unpaid fees or amounts due hereunder, and that the property owner hereby consents to the filing of any liens for nonpayment of fees or other charges pursuant to Water Code §31701.7.
- Notwithstanding any of MCWD’s estimates of fees and charges set forth herein, Applicant shall pay all the direct and indirect costs incurred by MCWD in connection with the applicant’s project, without limitation. Once the project is complete, any unused fees deposited with MCWD for the project will be returned to the person or entity providing the deposit.
- Preliminary Plans showing existing and proposed potable water, and/or recycled water, and/or wastewater sewer facilities for the project shall be furnished with this application. All work shall comply with the Standards, *Procedures, Guidelines, and Design Requirements*, Specifications, and Details of Marina Coast Water District.
- Submittal and acceptance of this application does not guarantee project approval. Approval of plans is at the sole discretion of the District. The project will be authorized to proceed after design acceptance only upon payment of all required fees and submittal of proper insurance documentation and required securities.
- The undersigned Applicant acknowledges that any discrepancy or mistake on the applicant’s part may cause rejection or delay in processing the application and project. The Applicant is responsible for accurately accounting for all water fixtures. If the fixture unit count changes without notification to MCWD, or if a difference in fixtures is documented upon official inspection, water and sewer permits for the property may be revoked. In addition, water fixtures installed without a water permit may be cause for interruptions of the water service to the site, additional fees and penalties, the imposition of a lien on the property, and deduction from the local jurisdiction’s water and/or sewer allocation.
- The undersigned Applicant acknowledges that if connection is not made to the District’s water and/or recycled water system within one year from the date the water capacity charge is paid, the difference between the amount of the capacity charge paid and the amount of the revised capacity charge in effect at the time of the connection, if any, shall be paid to the District before the connection is installed (MCWD Code 6.08.040, Paragraph D).
- The undersigned Applicant acknowledges that if connection is not made to the District’s sewer system within one year from the date the sewer capacity charge is paid, the difference between the amount of the capacity charge paid and the amount of the revised capacity charge in effect at the time of the connection, if any shall be paid to the District before the connection is installed (MCWD Code 6.12.020, Paragraph D).

I certify, under the penalty of perjury, that the information provided on this Project Application is true and correct, and all information herein accurately reflects any changes affecting water and/or sewer service presently planned for this property.

Applicant Signature

Date

Received by MCWD Engineering Department

Date

