



Updated 8-26-26

PRIVATE FIRELINE PROJECT APPLICATION

DATE OF APPLICATION _____ SERVICE ADDRESS _____

PROJECT DESCRIPTION: _____

DEPOSIT AMOUNT: \$3,000 payable to Montecito Water District (check or cash paid at counter)

FIRE DISTRICT REQUIREMENT ATTACHED: Yes ☐ No ☐

PROPERTY OWNER

FULL NAME _____ PHONE _____

MAILING ADDRESS _____ EMAIL _____

AGENT

FULL NAME _____ PHONE _____

MAILING ADDRESS _____ EMAIL _____

LICENSED CONTRACTOR

FULL NAME _____ COMPANY _____

PHONE _____ EMAIL _____

LICENSED ENGINEER

FULL NAME _____ COMPANY _____

PHONE _____ EMAIL _____

OWNER/AGENT NOTES:



Updated 8-26-26

IN MAKING APPLICATION TO MONTECITO WATER DISTRICT FOR THIS PROJECT, I AGREE AS FOLLOWS:

1. I am (a) a legal owner of the property identified by the service address above or (b) an authorized agent of the owner; and possess the authority to make the application set forth herein and to enter into a legally binding agreement with Montecito Water District for the project.
2. I certify that all the information provided in this application is true and correct to the best of my knowledge.

Owner Signature

Date

Print Name

OFFICE USE ONLY

- | | | |
|---|---|---|
| ☐ FIRE DISTRICT REQUIREMENT SUBMITTED | ☐ DRAWINGS SUBMITTED | ☐ ENGINEERING FILE NO. |
| ☐ ENGINEERING DRAWING FILE INDEX | ☐ PROJECT NUMBER ASSIGNED | |
| ☐ INSPECTION DEPOSIT AMOUNT / SUBMITTAL DATE | ☐ ENGINEERED DRAWINGS APPROVED | |
| ☐ PRIVATE FIRELINE AGREEMENT | ☐ PROVIDED TO OWNER/AGENT | ☐ SIGNED & NOTARIZED |
| ☐ OWNER/AGENT HAS RECORDED DOCUMENT | ☐ EASEMENT AGREEMENT (If applicable) | |
| ☐ EASEMENT PROVIDED TO OWNER/AGENT | ☐ OWNER/AGENT RECORDED EASEMENT | |
| ☐ RECORDED DOCUMENT TO SECRETARY FOR OFFICE FILING | ☐ BACKFLOW ADDED TO SEMS | |
| ☐ INCODE ACCT OPENED | ☐ ATLAS / GIS UPDATE | ☐ CLOSE PROJECT |



PROCESS FOR INSTALLING A NEW PRIVATE FIRELINE

- ☐ SUBMIT ATTACHED FIRELINE APPLICATION
- ☐ SUBMIT FIRE DISTRICT REQUIREMENTS
- ☐ SUBMIT ELECTRONIC COPIES OF LICENSED ENGINEERING DRAWINGS, INCLUDING ALL OF THE FOLLOWING:
 - Date
 - Engineering scale
 - North arrow
 - Engineering license stamp
 - Title block with service address and owner name
 - Montecito Water District (MWD) Construction Standards relevant to project
 - Trench detail per City or County of jurisdiction
 - Label size/material of District water main
 - Label size/material of fireline extension
 - Dimension connection location in relation to existing District valves or hydrants
 - Detail of connection
 - Demarcation of private and MWD portion of pipeline
 - Identify MWD approved DDCA backflow on private side of demarcation line
 - MWD General Notes (see below)
 - Notes to include all size, make model of parts
 - All pipeline in right-of-way shall be ductile iron
- ☐ MWD RETURNS RED-LINED DRAWINGS IF APPLICABLE
- ☐ ENGINEER SUBMITS ELECTRONIC COPIES OF FINAL DRAWINGS
- ☐ MWD PROVIDES OWNER/AGENT WITH FIRELINE AGREEMENT TO BE SIGNED AND NOTARIZED BY OWNER
- ☐ MWD RETURNS DISTRICT-SIGNED AND NOTARIZED AGREEMENT. AGENT RECORDS AGMT AT SANTA BARBARA COUNTY RECORDER'S OFFICE
- ☐ SUBMIT RECORDED DOCUMENT TO DISTRICT
- ☐ SUBMIT DEPOSIT AMOUNT SPECIFIED IN AGREEMENT
- ☐ CONTRACTOR SCHEDULES PRE-CONSTRUCTION SITE VISIT WITH ENGINEERING DEPT
- ☐ CONTRACTOR PROVIDES 48 HR MINIMUM ADVANCE NOTICE OF CONSTRUCTION START DATE
- ☐ MWD INSPECTS AND PROVIDES PUNCH LIST
- ☐ SUBMIT BACKFLOW TEST
- ☐ RECORD DRAWINGS REQUIRED PRIOR TO PROJECT APPROVAL
- ☐ MWD OPENS FIRELINE ACCT; OWNER PAYS MONTHLY FEE ACCORDING TO FIRELINE SIZE