MONTECITO WATER DISTRICT
APPLICATION PROCESS FOR WATER SERVICE

At its regular meeting of May 28, 2019, the Board of Directors of the Montecito Water District (District) adopted Ordinance 96 repealing its long-standing prohibition on issuance of new water meters, which had been in place since early 2014 in response to a declared water shortage emergency. Montecito Water District is now ready to assist with your application for a new water meter. The District's application process must be completed prior to the issuance of a new water meter for any property.

This document summarizes the District's process for applicants to obtain a water meter. Questions about the process should be directed to the District Engineering Department at 805-969-2271 or engineering@montecitowater.com.

Step 1. Submit a Certificate of Water Service Availability (CWSA) Application Package

A Certificate of Water Service Availability (CWSA) is required for every subdivision of land, and every change in the use of land, within the District that requires a permit or approval of any kind from the County of Santa Barbara. To apply for a CWSA the applicant should complete all items required for their specific circumstances as detailed in the CWSA Application available on the District's website at www.montecitowater.com. The CWSA application submittal requirements are different for development projects and land use modifications. Each application must be signed by the property owner.

For development projects, the applicant's submittal must include:

(1) **Completed CWSA Application**
(2) **CWSA Processing Fee -** Current $342 nonrefundable fee, payable to "MWD"
(3) **Development Plans** – prepared and stamped by an engineer or architect licensed in the State of California
(4) **Landscape Plans** - prepared and stamped by a landscape designer or architect licensed in the State of California
(5) **Estimated Exterior Water Use Calculations** - completed by a licensed landscape architect, landscape designer, or engineer in accordance with the California Code of Regulations Model Water Efficient Landscape Ordinance (MAWA). Note: if applicant plans to serve exterior water demand with an alternate source, provide documentation of the source yield (flow rate or volume).
(6) **Signed Acknowledgment** of Conservation Best Practices

For land use modification projects, the applicant's submittal must include:

(1) **Completed CWSA Application**
(2) **CWSA Processing Fee -** Current $342 nonrefundable fee, payable to "MWD"
(3) **Tentative Maps or Final Maps** – prepared by a surveyor licensed in the State of California

For "other" circumstances, please contact the District Engineering Department at 805-969-2271 or engineering@montecitowater.com.

Step 2. Staff Review of CWSA Application Package

District staff will create a customer file for the CWSA application package and review the applicant's submittal. The purpose of the review is to ensure the estimated water use is in accordance with District Water Use Limitation Ordinance 89.

District staff will estimate interior water demand based on the development plans provided, and will use exterior water demand estimates provided by the applicant to determine if the estimated total water use is in compliance with Ordinance 89. District staff may request modifications to the plans if the estimated total water use exceeds Ordinance 89 limitations.

Step 3. Final Certificate of Water Service Availability (CWSA)

District staff will create a final Certificate of Water Service Availability (CWSA) letter for signature by both the District General Manager and the Owner of the subject property. The CWSA pertains only to the currently proposed development and/or improvements specifically identified in the application. The CWSA does not extend to future projects, improvements, development or land use modifications. Any changes to the proposed development or improvements are subject to additional review and approval by the District.

If applicable, applicant is responsible for submitting the final CWSA letter to the appropriate regulatory agency.

Step 4. Submit Meter Application Package

To obtain a physical meter installed at the subject property, the applicant must complete the Meter Application available on the District's website at www.montecitowater.com. The Meter Application submittal package must include:

(1) Completed **Meter Application**
(2) **Interior Demand Calculations** – applicant should provide the fixture unit count and resulting maximum flow rate for the interior components of the project in accordance with the most current California Plumbing Code, performed and stamped by a plumber, architect, or engineer licensed in the State of California.
(3) **Irrigation Calculations** – if an irrigation system is planned, provide calculations to indicate maximum daily flow rate in gallons per minute (GPM), average daily demand (GPM) and minimum pressure requirements. Calculations shall be performed and stamped by a landscape designer, architect or engineer licensed in the State of California.
(4) **Fire Flow Calculations** – if the Fire Department requires interior fire sprinklers or fire hydrants, provide the fire flow calculations including flow rate in GPM and minimum pressure requirements for the system. Calculations shall be performed and stamped by a fire sprinkler contractor licensed in the State of California (C-16).

Step 5. Staff Review of Meter Application Package

District staff will review the meter application and calculations for accuracy and completeness. District staff will determine the appropriate meter size based on the calculations provided by the applicant. District staff will provide written approval of the Meter Application submittal package and determination of meter size, service line size, backflow device requirements (if applicable), and fees.

Step 6. Application for Service and Payment

Applicant must submit a New Owner Application for Service form for the purposes of creating a new customer account. The application must be signed by the owner. Payment of the Capital Cost and Connection Fees shall be submitted with the New Owner Application for Service form. The fee for each meter size is provided the Schedule of Capital Cost and Connection Fees available on the District's website at www.montecitowater.com. The meter fees are due in full prior to the scheduling of meter installation. Fees should be paid by check payable to Montecito Water District.

Step 7. Meter Installation Site Visit

District staff will contact the owner or owner's agent to schedule an on-site meeting to identify the location of the water meter and schedule the installation date. Meter installation can generally be scheduled within 3 weeks of the site visit. The meter will be installed by District personnel up to the meter box. The location of the meter box must be accessible to District personnel. The applicant is responsible for all plumbing after the water meter.

Step 8. Monthly Account Billing

The new meter account will be billed on a monthly basis. The monthly water bill includes charges for water usage and a fixed monthly meter charge based on meter size. The District's current rates are available on the District website at www.montecitowater.com.