

## Lake County Special Districts Administration Checklist -- Water Connection Permit

1 The applicant contacts Special Districts Administration (SDA) with the parcel number.  
SDA staff determines the following:

1.A >>Is parcel within CSA 2, CSA 6, CSA 7, CSA 13, CSA 16, CSA 18, CSA 20, CSA 21, CSA 22 or Kelseyville County Waterworks District #3?

**If yes, go to 1.B**

**If no, go to 1.C**

1.B >>Is there a water main serving this parcel?

**If yes, go to 2**

**If no,**

Applicant contacts the Environmental Health Dept. regarding the feasibility of drilling a well. (263-1164 or located at 922 Bevins Ct. Lakeport

OR If the applicant chooses a mainline extension, **go to 3**

1.C >>Is there is interest in being annexed into a District listed above?

**If yes, contact Local Agency Formation Commission** (Executive Officer John Benoit (707) 592-7528)

**If no, this department has no further information to assist you.**

2 The applicant informs Staff of the size of development (# SFD equivalents)

2.A >> If the number is less than 4 SFDs and never billed ...

There is a capacity expansion fee due for each SFD equivalent.

**Go to 3**

2.B >> If the number is less than 4 SFDs, but more than what has historically been billed ...

There is a capacity expansion fee for each SFD equivalent in excess of what has historically been billed.

**Go to 3**

2.C >> If the number is 4 SFDs or more and never billed ...

**Go to 3**

3 The applicant contacts the Planning Division of Community Development Department regarding the proposed project.

>>If less than 4 SFDs, the Building Division takes in the improvement plans for plan check, and faxes Application for Permit to SDA. SDA investigates and faxes back the application with the determination of applicable capacity expansion fees.

**Go to 4**

>>If 4 SFDs or more, the project will likely require a mainline extension.

**Go to 5**

4 Prior to the issuance of the building permit, applicant pays capacity expansion fees at the Special Districts Administration office located at 230A North Main Street, Lakeport.

5 The Applicant is advised of Capacity Analysis requirement and the fee schedule for utilizing the Network Hydraulic Model ( if within CSA#21 or CSA#2 service areas ).

The applicant submits the project description and appropriate fees and Capacity Analysis if outside of CSA#21 or CSA#2 service areas. See Capacity Analysis / Hydraulic Model and Agreement/Permit. Per CEQA requirements, the Planning Department must provide a Notice of Determination prior to SDA preparing a mainline extension agreement for mainline extensions **of one mile or more.**

6 The applicant pays a \$100.00 deposit to Special Districts for the preparation of the mainline extension agreement and signs this checklist/permit. SDA opens up a project. The applicant submits mainline extension plans to Special Districts. Special Districts distributes the plans to DPW and provides supplemental comments to the DPW engineer's comments.

7 After the plans for a mainline extension agreement have been approved, the applicant coordinates with SDA staff per the terms of the agreement before beginning construction. See Mainline Extension Procedures.

**I have read and understand items 1 - 7 above.**

**Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_