



San Gabriel Valley Water Company (SGVWC) APPLICATION FOR WATER SERVICE

Date: _____

GENERAL INFORMATION (Type or print clearly in ink)		
Applicant's Name (Responsible Party for Contract Execution and Funding):		
Name of Authorized Signatory:		
Mailing address:		
City:	State:	ZIP Code:
Telephone No:	Email Address:	
Project Contact Name (if different from Signatory):		
Telephone No:	Cell No:	Email Address:
Project Name:		
Service Address or Location:		
City:	State:	ZIP Code:
APN:		
What is being constructed at this location:		
Desired Completion Date for Work:		

WATER SERVICE			
Classification ¹	Service Size ²	Meter Size ³	Quantity
<input type="checkbox"/> Domestic			
<input type="checkbox"/> Commercial			
<input type="checkbox"/> Industrial			
<input type="checkbox"/> Irrigation (Landscaping)			
<input type="checkbox"/> Reuse Existing Services (if any)			
<input type="checkbox"/> Abandon Existing Service (if any)			

FIRE PROTECTION (fill out shaded area and provide requirements from Fire Department/Agency)				
Type	Size	Quantity	Required Flow Rate (GPM)	Provide Fire Dept./Agency Approved copy (Required for all projects)
<input type="checkbox"/> Public Fire Hydrant				Plans & Fire Flow Requirements
<input type="checkbox"/> Fire Service			N/A	Plans & Fire Flow Requirements
Private On Site Fire Hydrant	N/A	N/A		Plans & Fire Flow Requirements
Private On Site Fire Sprinkler System	N/A	N/A		Plans & Fire Flow Requirements Hydraulic Calculations

¹Provide House Number to Each Unit, Store, or Building if 2 or more services

²Available Size: 1", 2", 4", 6", 8", 10", 12"

³Available Size: 5/8", 3/4", 1", 1-1/2", 2", 3", 4", 6", 8", 10", 12"

BIDDING PROCESS

SGVWC solicits project bids and manages project for Applicant using SGVWC-qualified Contractors. A minimum of three competitive bids are required.

REFUNDABLE APPLICATION DEPOSIT

A deposit is required by the applicant to cover the estimated cost of the construction plan preparation, and is calculated as follows.⁴

Base Deposit	\$10,000
Facility Type	Additional Deposit Amount Per Facility⁵
Domestic Service	\$500
Landscape Service	\$500
Fire Service	\$5,000
Fire Hydrant	\$5,000

⁴A Preliminary Cost Estimate can be prepared at the request of the Applicant.

⁵ An additional design deposit may be required, if applicable. The additional amount will be detailed in a Preliminary Cost Estimate.

APPLICANT'S CHECKLIST

The following items **are required** with your initial submittal in order for SGVWC to process your request for service. All items must be included with your initial submittal. Incomplete submittals will not be accepted by SGVWC. Check the boxes below to indicate the items submitted with your Application.

1. Complete SGVWC's Application for Water Service.
2. Letter of Authorization from Owner for representative to act on their behalf (if applicable).
3. Company letter stating the number and size of water service(s) requested.
4. Proof of ownership: (Provide one of the following)
 - Grant Deed
 - Property Tax Records
 - Title Report
5. Proof of signing authority: (Provide one of the following)
 - Operating Agreement
 - Bylaws
6. Anticipated Size and Demand of Water Service (Requested on Application and shown on Site/Plot Plan):

<input type="checkbox"/> Domestic	<input type="checkbox"/> Irrigation (Landscaping)
<input type="checkbox"/> Commercial	<input type="checkbox"/> Reuse Existing Services (if any)
<input type="checkbox"/> Industrial	<input type="checkbox"/> Abandon Existing Services (if any)
7. Fire Protection (approved by Fire Department/Agency):
 - Completed SGVWC's Fire Flow Availability Request (PDF copy)

Public Fire Hydrant:

 - Written Fire Flow Requirements for Public Hydrant (PDF copy)
 - Stamped Plans of Required Fire Hydrant Location(s) (PDF copy)

Fire Service:

 - Anticipated Size (requested on Application and shown on Site/Plot Plan)
 - Private on-site fire hydrant approved written fire flow requirements (PDF copy)
 - Stamped plans for Private On-site Fire Hydrants and/or Fire Sprinkler System (PDF copy)
 - On-site hydraulic calculations

APPLICANT'S CHECKLIST (Cont.)

- 8. Location Map:
 - Tract Map or Parcel Map

- 9. Plans (with written Permitting Agency's conditions of approval):
 - Site/Plot Plan (mark approximate location of fire hydrant, fire, domestic, and/or irrigation service) on SGVWC's CAD Standard drawing format.
 - Record maps for all existing utilities (PDF)
 - Provide copy of all plans in electronic format (AutoCAD and PDF)

Improvement plans for new development including Subdivisions, Tracts, Housing Projects, Individual Development, Commercial Buildings, or Shopping Centers:

- Sanitary Sewer Plans
- Grading Plans
- Storm Drain Plans
- Landscaping Plans
- Dry Utility Plans

Note: Permitting Agency's approved plans will be required prior to finalization of water plans and issuing project for bids.

- 10. The Application Deposit shall be submitted via check at the time of the submittal.

Submit the completed application and required submittal documents in person. To schedule a submittal meeting please make arrangements by using the applicable contact information below in accordance with the service area of your project. Use the same naming convention as listed on the Applicant's Checklist for all required items.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED AND WILL BE RETURNED TO THE APPLICANT

CONTACT INFORMATION

Jackie Hong
Assistant Engineer
(909) 201-7371
jhong@sgvwater.com

Kailyn Phu
Designer I
(909) 201-7367
kphu@sgvwater.com

For all questions, please call or contact one of the following according to the jurisdictional area of service:

Contact **Ms. Jackie Hong** for projects located in the Fontana Water Company Service Area: Fontana, Rialto, Rancho Cucamonga, and Unincorporated San Bernardino County.

Contact **Ms. Kailyn Phu** for projects located in the San Gabriel Valley Water Company Service Area: El Monte, South El Monte, Rosemead, Arcadia, Baldwin Park, City of Industry, Irwindale, Montebello, Hacienda Heights, Whittier, Santa Fe Springs, Unincorporated Los Angeles County.

INFORMATION REQUIRED FOR ESTABLISHING A PROJECT
San Gabriel Valley Water Company

The following information is required for the design and construction of the water facilities for your project. **Plan preparation will not begin until we receive all of the items listed below which apply to your project. Please call to make an appointment before submittal.**

Items required for ALL projects:

- A deposit for plan preparation (check or cashier's check only).*
- Grant Deed
- Site plan with stamp of approval from the fire department showing detailed requirements (fire flow, number and location of public fire hydrants, size and location of fire services.)
- Underground fire protection plan with stamp of approval from the fire department showing the size and location of proposed fire services.
- Conditions of Approval from the Fire Department
- Flash drive or CD containing all improvement plans in pdf and MicroStation/AutoCAD compatible format.
- Company letter stating the number and size of water service(s) requesting (for verification purposes.)
- Project owner information, legal name, contact person and their email address and mobile number.
- Operating Agreement for company in whose name the project is set up.
- Record maps for all existing utilities within the project limits.
- Preliminary pipeline alignment study for proposed water facilities.

THE FOLLOWING PLANS FOR YOUR PROJECT WILL ALSO BE REQUIRED:

For Tracts, Large Parcels and Large Industrial Buildings

- | | |
|-------------------------------|------------------------------|
| • Street improvement plans | • Sewer plans |
| • Grading plans | • Storm Drain plans |
| • Construction Schedule | • Recorded Tract Map |
| • Assessor's Parcel Number(s) | • Fire Hydrant Location plan |

For Public Fire Hydrant and/or Fire Protection Service ONLY

- Street plans (when street improvements are required).

For Domestic and/or Landscape Services over 2-inches in diameter

- Water utility plan with number and sizes of service(s) required.

ALL REVISIONS NEED TO BE RESUBMITTED AS SOON AS POSSIBLE

* Preliminary deposit will be applied toward the total required deposit. All deposits must come from the company or individual in whose name the project is set up, or a signed release form will be required.

**San Gabriel Valley Water Company will design and construct
ALL your off-site water facilities to your development including the
approved fire service backflow prevention device**

San Gabriel Valley Water Company

11142 Garvey Avenue
El Monte, California 92734
(626) 448-6183
Fax (626) 448-2105

New Construction Information Sheet

Fire Protection:

All projects are under the jurisdiction of the Los Angeles County Fire Department for determination of the fire protection requirement. This includes Private Fire Service for on-site fire hydrants and/or sprinkler systems and Public Fire Hydrants. Therefore all project plans require a San Gabriel Valley Water Company/Los Angeles County Fire Department stamp signed by the fire department, including the location/size and fire flow required of both fire services and public fire hydrants.

Detailed Construction Plans:

For all projects, a preliminary pipeline alignment study must be supplied. Depending on your project requirements, signed and approved street, sewer and storm drain plans must be supplied. A tentative tract map or plot plan also might be required. **All projects call for the Los Angeles County Fire Department stamped and approved plans that indicate the location and fire flow required of the public fire hydrants and fire services.**

Utility Research:

The applicant must submit a copy of the record maps received from all utilities with underground facilities within the project limits. Existing facility information must be included on the CAD files.

Deposit:

A deposit is required by the applicant to cover the estimated cost of the construction plan preparation. See Table 1 below. No engineering/design work might started until the applicant has supplied all of the above plans and information. Normal preparation time for drafting construction plans will be **7 to 9 weeks**. Any delay in submitting necessary documents might result in a delay to your project.

Table 1 – Deposit Amounts

Base Deposit	\$10,000
Facility Type	Additional Deposit Amount Per Facility
Domestic Service	\$500
Landscape Service	\$500
Fire Service	\$5,000
Fire Hydrant	\$5,000

Contract:

Upon receipt of the total estimated costs, a contract will be prepared and mailed to the applicant. Normal time for this preparation and mailing is one week.

Easement:

An easement will be required for all tract installations. We will prepare the easement; however it will be incumbent upon the applicant to furnish the necessary legal descriptions and legal owner. In a subdivision where a tract map has been recorded, the necessary information can be taken from the recorded map and title page. **NO CONSTRUCTION OF TRACT WILL TAKE PLACE UNTIL THE EASEMENT IS EXECUTED AND NOTARIZED.**

Construction:

Upon receipt of the signed contract, required deposit and easement, material will be ordered. Provided there are no delays in obtaining material, installation should commence within **4 to 7 weeks**, depending on the work load and completeness of your project.

Developer's Responsibility Prior to Construction/Installation of Water Facilities:

Unless special arrangements are made prior to our starting construction, all streets must be at established sub-grade, curbs installed (without cross-gutters), sewer laterals completed, and storm drains and catch basin laterals completed. In addition, the applicant must keep all easements, right-of-way or streets free from interfering construction or street work during installation of the water facilities. Construction time will vary depending upon the size of the project.

The time periods shown above indicate an **11 to 16 week** lead time before construction can be scheduled. As the scheduling is also predicated on receiving various plans, maps and other documents, it is imperative the applicant provide the necessary items on a timely basis.

All questions or inquiries regarding your project should be directed to:

Kailyn Phu at (909) 201-7367

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ALL your off-site water facilities to your development including the
approved fire service backflow prevention device**

San Gabriel Valley Water Company
Developer Project Initial Deposit Worksheet

An initial deposit is required for your project. This deposit covers the estimated cost to engineer and prepare construction plans for the off-site water service facilities required for your project. Please use the following deposit worksheet to calculate the amount of the initial deposit.

<u>Facility Type</u>	<u>Quantity (Q)</u>	<u>Deposit Fee (F)</u>	<u>Deposit Amount</u>
Base Preliminary Deposit			<u>\$10,000.00</u>
Domestic Service	_____	\$500.00	= Q x F = _____
Landscape Service	_____	\$500.00	= Q x F = _____
Fire Service	_____	\$5,000.00	= Q x F = _____
Fire Hydrant	_____	\$5,000.00	= Q x F = _____
		Total Deposit =	_____

SAN GABRIEL VALLEY WATER COMPANY

Letter Request For

Flow and Pressure Availability Letter Water Service Availability Letter

Date _____

Contact _____

Company _____

Company address _____

City, State Zip code _____

Telephone No _____ Cell _____

E-mail _____

Address of project _____

If there is no address, please provide the APN below and an Assessor's Map in Adobe PDF file.

APN _____

Cross streets _____

Reason for request _____

Brief description of project _____

Square footage of building _____

Building use _____

Please provide site plan & conceptual on-site underground fire protection plan if requesting Water Service Availability Letter.

Type of construction _____

Fire Flow (gpm) _____

Fire flow required by the Fire Department or required fire flow for the new development calculated by the Design Engineer.

Acreage of lot _____

Print Name

Signature

It takes approximately 2-3 weeks to process a request for fire flow information or water service availability letter. For Fontana Water Company division requests please e-mail the completed form to Megan Sims at msims@sgvwater.com. For Los Angeles County division requests please e-mail the completed form to Amy Sotelo at acsotelo@sgvwater.com.