


14944 SKYLINE BLVD.
WOODSIDE, CA 94062
OFFICE: (650) 851-0529
FAX: (650) 851-0531

APPLICATION FOR  UPGRADE TO SERVICE CONNECTION

Application Date: _____	Agent: _____
	<i>(Please sign designated agent statement)</i>
Property Owner: _____	APN _____
Site Address: _____	
Mailing  Address: _____	
Daytime Phone: _____	Alternate Phone: _____

Permit Type:	<input type="checkbox"/> New Construction	Service Type:	<input type="checkbox"/> Domestic – Single Purpose
	<input type="checkbox"/> Remodel / Addition		<input type="checkbox"/> Domestic – Multiple Purpose
	<input type="checkbox"/> Residential		<input type="checkbox"/> Fire Suppression Sprinkler
	<input type="checkbox"/> Commercial		<input type="checkbox"/> Private Fire System

Service Connection Details
<input type="checkbox"/> Domestic <input type="checkbox"/> Domestic & Sprinkler <input type="checkbox"/> Private Fire
Meter Size Requested: _____
Flow Requirement: _____ gpm (<i>max day demand</i>)
Fire Sprinkler Design Submitted _____
Site Plan Submitted: _____

Property Details Include:
<input type="checkbox"/> Alternate Water Source
<input type="checkbox"/> Pressure System
<input type="checkbox"/> Swimming Pool
<input type="checkbox"/> Storage Tank

For persons other than the owner who are filing this application, the authorization of the owner is required. By signing in the space provided below, the owner is authorizing the agent to sign and submit all application materials, and legally bind the owner to pay the District all costs, fees and charges associated with this application, and to do all necessary acts to meet all requirements and standards of the District.

I, _____, authorize my agent, _____, to file this application and related application materials on my behalf. _____ Date: _____
(Signature)

By signing this application, the applicant agrees to abide by the policies, regulations, and ordinances of the Skyline County Water District, and further agrees to require all agents to do the same. The applicant is aware that operating pressure may be limited or exceed typical operating pressures due to the varying elevations, in conjunction with the normal operation of the distribution system. Service connections may experience fluctuations in pressure and even disruption in service. The district is not liable for damages due to the loss or increase in pressure. The applicant certifies that the information provided is true and correct to the best of your knowledge.

Signature: _____ Date: _____

Application for Upgrade to Service Connection

The following are descriptions of the general processes for the application for water service. The applicant is responsible for determining that the installation is in conformance with District ordinances, resolutions, policies, procedures, standards, rules, and regulations.

General Information

The County of San Mateo and the Town of Woodside have primary responsibility for processing building permits for properties served by Skyline County Water District. Because of varying procedural requirements from the State, the County and the Town, each type of permit may be subject to different processing requirements. We process each application as quickly as possible while ensuring full compliance with the District's policies and procedures. The length of time between the application and authorization for water service depends on the completeness of submittals, the complexity of the project, the geographical terrain, and the Staff workload. Significant new construction may require additional information not noted in this documentation.

Submittal Information –

Site Plan – shall include:

1. Owner's Name and mailing address
2. Service address
3. Assessor's parcel number
4. Property dimensions
5. Size of structure and distance to property lines
6. Location of nearest fire hydrant
7. Proposed size of water service connection
8. Septic location, tank & drain fields
9. Location of underground utilities
Existing or proposed fences, walls and gates
10. North arrow and scale
11. Driveway with street elevation and garage floor elevation
12. Topography - Contours of slope 10% or greater
13. Alternate water source – wells, springs, creeks, lakes, ponds or storage tanks
14. Location of easements

Fire Suppression Plans– shall include:

1. Owner's Name and mailing address
2. Service Address
3. Fire Sprinkler Contractor
 - a) Name
 - b) Address
 - c) Phone & Fax
 - d) License number
4. Water pressure (static)
5. Flow required (gpm)
6. Method of freeze protection

Remodeling, Alteration or Additions

An existing domestic water service connection shall be evaluated to determine if the size of the existing meter will adequately supply the flow requirement of the proposed project. Determinations necessitating additional capacity of a larger meter require a connection charge determined by the current rates and charges. The applicant may request a of reduction to the plant and facility fee by an amount equal to the fee for the size of the existing meter

Meter size is determined by Skyline County Water District based upon review of design submittals by a licensed automatic sprinkler design contractor. Applicants shall submit one copy of the site plan and fire sprinkler plans prior to determination of water availability

Significant improvement projects may require field inspections with the Staff and/or the District Engineer. The fee for inspections is charged at the rate for inspections noted on the fee schedule. Upgrades to water service connections are charged the following fees: Application Fee, Connection Fee, and Plant & Facility Fee. The Plant & Facility Fee is reduced by the equivalent of the fee for the existing service connection.

Procedure for Processing Applications

The General Manager reviews the application to determine whether the information is sufficient to process the application. Often the requirement for fire suppression may require the upgrade or extension of an existing water main. Additionally, your project may require the installation of a new fire hydrant. If this occurs, the applicant will be required to submit complete engineered plans for these upgrades prior to receiving approval.