

ISSUES THAT MAY DELAY TIMELY SERVICE:

- If Proof of Ownership or Proof of Identity are not present upon initial application submission. All required documents must be submitted prior to Waterworks processing application.
- If the Property is not fronting a water main or is not located an appropriate distance to a fire hydrant. Plan check of water plans designed by a licensed Professional Engineer is required for an extension of the water main or the addition of a fire hydrant.
- If the proposed meter service site is not already within the Waterworks District. The annexation process may significantly delay processing of the application. For annexation into the Waterworks District, please contact the Local Agency Formation Commission for the County of Los Angeles (LAFCO).

LAFCO for Los Angeles County
700 North Central Avenue, Suite 350
Glendale, CA 91203
(818) 254-2454 Phone
(818) 254-2452 Fax
<http://www.lalafco.org>
- If easements need to be processed to be conveyed to the Waterworks Districts. Easement processing may significantly delay processing of the application.
- If any private easements need to be recorded for house lines crossing other properties.
- If the property is going to be connected to an existing water main system installed within the last 10 years. A Notarized Participation Letter will be required per WWD Rules and Regulations 1-A-46.
- If Fire Sprinklers are existing or proposed. Additional review will be required.

WHOLESALE WATER AGENCIES:

Antelope Valley East Kern Water Agency (AVEK)
6500 W. Avenue N
Palmdale, CA 93551
(661) 943-3201 Phone
(661) 943-3204 Fax
<http://www.avek.org>

Castaic Lake Water Agency (CLWA)
27234 Bouquet Canyon Road
Santa Clarita, CA 91350-2173
(661) 297-1600 Phone
(661) 297-1611 Fax
<http://www.clwa.org>

FIRE DEPARTMENT LOCAL OFFICES:

Central Region Calabasas
26600 Agoura Road
Calabasas, CA 91302
(818) 880-0341 Phone
(818) 880-0345 Fax

North Region Lancaster
335-A E. Avenue K-6
Lancaster, CA 93535
(661) 949-6319 Phone
(661) 723-6965 Fax

North Region Santa Clarita
23757 Valencia Blvd
Valencia, CA 91355
(661) 286-8821 Phone
(661) 286-1134 Fax

**Los Angeles County
Waterworks Districts**

**HOW TO PROCESS AN
APPLICATION FOR
COMMERCIAL/
MULTI-RESIDENTIAL
NEW METERED
WATER SERVICE**

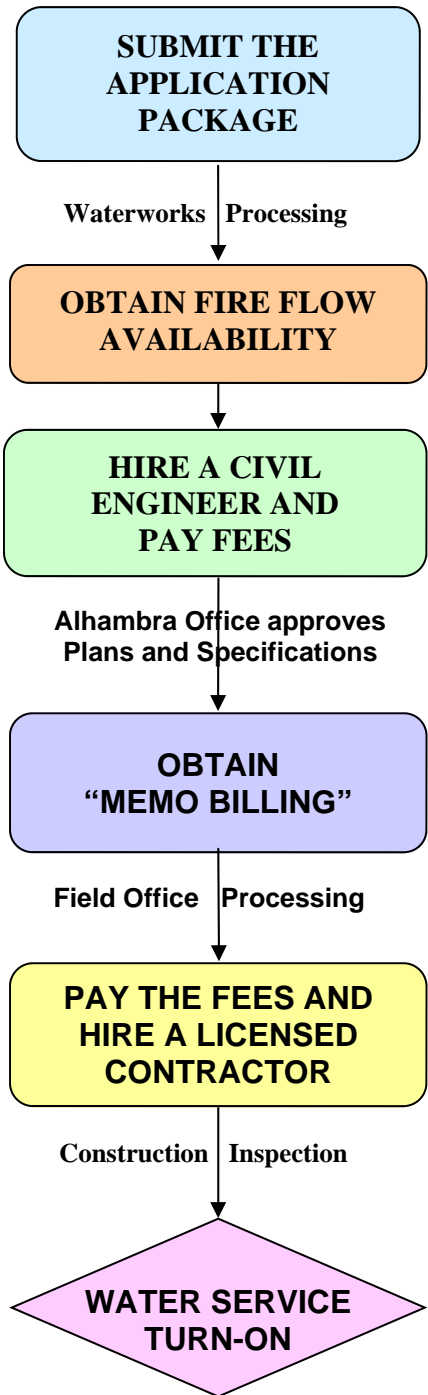


ALHAMBRA MAIN OFFICE:
1000 S Fremont Ave.
Bldg A9-East, 4th Floor
Alhambra, CA 91803
(626) 300-3349 Phone
(626) 300-3385 Fax

LANCASTER FIELD OFFICE:
260 E. Avenue K-8
Lancaster, CA 93535
(661) 940-9270 Phone
(661) 726-1478 Fax

MALIBU FIELD OFFICE:
23533 W. Civic Center Way
Malibu, CA 90265
(310) 317-1388 Phone
(310) 317-4674 Fax

STEPS TO OBTAIN NEW COMMERCIAL /MULTI-RESIDENTIAL WATER SERVICE



Obtain an application packet from our local office or online at <http://dpw.lacounty.gov/wwd/web>. Complete the four (4) forms provided and submit them at our public counter with a legal description of your property, proof of ownership of the property (if incorporated, recorded document listing authorized signers), picture ID, and a site plan stamped with Fire Department Requirements.

Pick up the signed copy of Fire Flow Availability Form (Form 196) for delivery to the local Fire Department office. If Field Office determines that water system improvements are needed, requirements are set for needed water system improvements.

Hire a licensed Civil Engineer to prepare water plans and easement documents, as needed, for review. Pay engineering plan review fees, known as the "Engineering Memo Billing," and sign agreement statement prior to Waterworks commencing review. The plan review process and easement process usually involves 3 to 5 separate submittals before all corrections are incorporated and plans are approved.

Contact the field office for additional documents to be submitted for calculation of remaining new water service fees, known as the "Inspection and Water Service Memo Billing." An example of additional documents needed are a site plan stamped with final approved Fire Department Requirements and a participation agreement if tying into new water main. Pick up the "Memo Billing." Pay any connection fees noted on the "Memo Billing" to the District's wholesale water agency and obtain a payment receipt. Provide the original payment receipt to our Engineering public counter staff and pay the Waterworks District's fees by check. Currently, we cannot accept cash, debit card, or credit card payments.

Hire a licensed contractor (Class A, C-34, or SC-34) to install your water system and meters. Instruct the contractor to coordinate with our field office to submit the Materials Submittal for review and to obtain the "Meter Installation Specifications" and backflow device requirements. The installation of a separate water meter will be required to measure water used exclusively for landscape purposes for properties with more than 5,000 square feet of irrigated landscape. Prior to requesting inspection, all remaining fees must be paid and Materials Submittal approved. Install water system and meters per plans and specifications under District inspection. Hire a qualified tester to certify any backflow devices.

Once items on inspection punch list have been completed and contractor's as-built drawings have been submitted and approved, Waterworks' staff will turn on new water service and set up billing accounts. In order to receive a Completion Letter, submit for review and approval engineer's as-built drawings, Construction Cost Breakdown form, and Warranty Deed & Bill of Sale.