

ISSUES THAT MAY DELAY TIMELY SERVICE:

- If Proof of Ownership or Proof of Identity are not provided in the initial application submission. All required documents must be submitted prior to Waterworks processing application.
- If plan check of water plans designed by a licensed Professional Engineer is required for an extension of the water main and/or addition of off-site water system improvements.
- 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
80 South Lake Avenue, Suite 870
Pasadena, CA 91101
(626) 204-6500 Phone
(626) 204-6507 Fax
<http://www.lalafco.org>
- If easements need to be processed to be conveyed to the Waterworks Districts. Easement processing may 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.



WHOLESALE WATER AGENCIES:

Antelope Valley East Kern Water Agency (AVEK)
6450 W Avenue N
Palmdale, CA 93551
(661) 943-3201 Phone
(661) 943-3204 Fax
<http://www.avek.org>

Santa Clarita Valley Water Agency (SCV Water)
27234 Bouquet Canyon Road
Santa Clarita, CA 91350-2173
(661) 297-1600 Phone
(661) 297-1611 Fax
<http://www.yourscvwater.com>

FIRE DEPARTMENT LOCAL OFFICES:

District 21 (Kagel Canyon) & 36 (Val Verde):
North Region Santa Clarita
23757 Valencia Blvd.
Valencia, CA 91355
(661) 286-8821 Phone
(661) 286-1134 Fax

District 29 (Malibu):
Central Region Calabasas
26600 Agoura Road
Calabasas, CA 91302
(818) 880-0341 Phone
(818) 880-0345 Fax

Districts 37 (Acton) & 40 (Antelope Valley):
North Region Lancaster
335-A East Avenue K-6
Lancaster, CA 93535
(661) 949-6319 Phone
(661) 723-6965 Fax

District 80 (Marina Del Rey):
Fire Prevention Engineering
4475 El Segundo Blvd FS 161
Hawthorne, CA 90250
(310) 263-2732 Phone
(310) 263-2735 Fax



**HOW TO PROCESS AN
APPLICATION FOR NEW
METERED
WATER SERVICE**

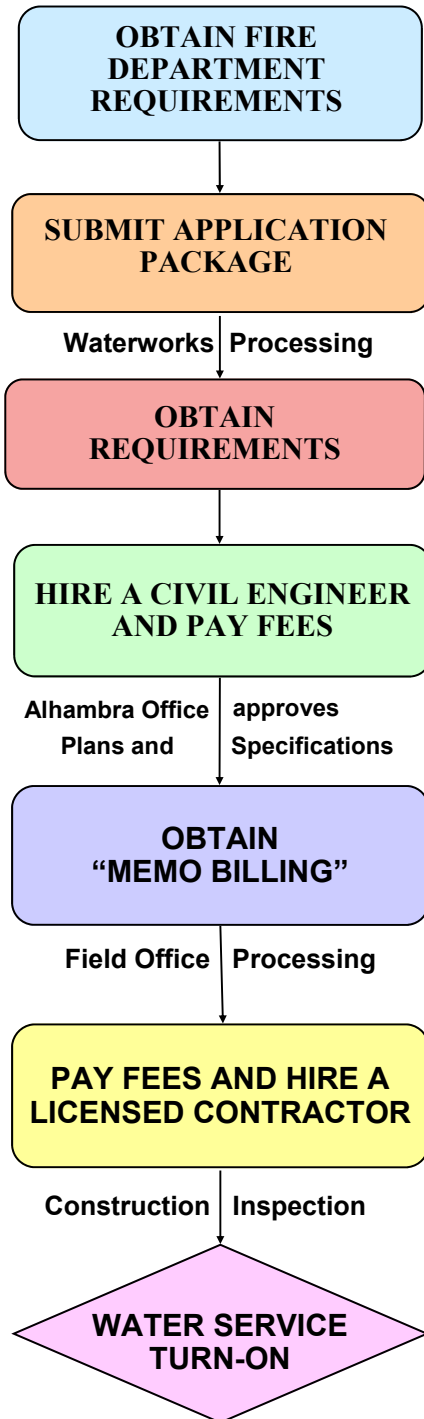


ALHAMBRA MAIN OFFICE:
1000 S Fremont Ave.
Bldg A9-East, 4th Floor
Alhambra, CA 91803
(626) 300-3353 Phone
(626) 300-3385 Fax

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) 317-1389 Phone
(310) 317-4674 Fax

STEPS TO OBTAIN NEW WATER SERVICE



Obtain approved Fire Department Fire Flow Requirements for the residential, commercial/multi-family, or subdivision from the local Fire Department office for the respective Waterworks District.

Complete the necessary forms depending on the type of development (single family residential, commercial/multi-family residential, or subdivision). Fill out an application package through EPIC LA, online submittal system at <https://epicla.lacounty.gov/SelfService/Selfservice%23/home> and upload the required forms depending on type of development. A list of information needed to initiate preliminary review can be found [here](#). (NOTE: Additional documentation may be required subsequent to initial application review).

Upon receipt of a complete application package, Waterworks will perform preliminary hydraulic analysis and set requirements for service. Waterworks will issue an Agreement Statement and "Engineering Memo Billings" for needed water system improvements. Requirements may also include annexation, new water supply entitlements, right-of-way, and/or participation in system improvements. (NOTE: If no improvements are required, skip to step "Pay Fees and Hire a Licensed Contractor")

Hire a licensed Civil Engineer and/or Surveyor 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 and easement process typically takes 3 to 5 separate submittals before all corrections are incorporated and plans are approved.

After water plans have been 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." 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. Prior to requesting inspection, all remaining fees must be paid, Materials Submittal approved, and required permits obtained. 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, and Warranty Deed & Bill of Sale.