

## **LIST OF DOCUMENTS AND REQUIREMENTS FOR WATER SERVICE CONNECTION TRANSFERS**

### **Donating Parcel (Property #1 on the application):**

1. Copy of the recorded grant deed
2. Copy of the tax bill
3. Current Preliminary Title Report or Lot Book Guarantee (as recent one month (30 days) from the date of submitting the application)
4. If Property #1 has a beneficiary/lender or deed of trust holder on title, a letter (on business letterhead) must be obtained from this party approving the transfer of the water service connection. If the property is owned free and clear, then, no letter is required.
5. A notarized "Notice of Transfer of Water Service Connection Rights" must be submitted along with a "California Form of Acknowledgement" or some similar document if from another State.

### **Recipient Parcel (Property #2 on the application):**

1. Copy of the recorded grant deed
2. Copy of the tax bill
3. Letter from the City of Half Moon Bay Planning Department (or a Measure A Certificate) and/or letter from the County of San Mateo Planning Department (whichever is appropriate for the location of the property) confirming that the Property #2 is "potentially developable." In the unincorporated area of Miramar, El Granada and Princeton, the person to contact is: Summer Burlison (650) 363-1815 or [sburlison@smcgov.org](mailto:sburlison@smcgov.org).

Please sign the fee schedule on the back of the application and attach a check in the amount of \$600 which is a deposit towards the actual costs of the District to process your application. The turnaround time is approximately one to two weeks once all paperwork has been received in a complete and correct form.

**Any application that is received with missing documentation or incomplete entries will be mailed back to the sender and will not be processed until a complete application package is received.**

**COASTSIDE COUNTY WATER DISTRICT**

**APPLICATION TO TRANSFER UNINSTALLED  
WATER SERVICE CONNECTION(S)**

**A. INFORMATION ABOUT THE APPLICANT**

(Applicant is the transferor or “donor” property owner.)

1. Name of Applicants (s) \_\_\_\_\_

2. Mailing Address \_\_\_\_\_  
(street)

\_\_\_\_\_ (city) (state) (zip)

3. Daytime Phone Number: (\_\_\_\_) \_\_\_\_\_

**B. INFORMATION ABOUT THE PROPERTY WHERE THE SERVICE  
CONNECTION(S) ARE NOW ASSIGNED **PROPERTY #1****

4. Assessor’s Parcel Number(s) \_\_\_\_\_

5. Subdivision Block and Lot Number(s) \_\_\_\_\_

6. Street Address \_\_\_\_\_

7. Is Property #1 developed? Yes \_\_\_\_\_ No \_\_\_\_\_

8. If the answer to question number 7 was yes, please specify the use of the property as described below:

- \_\_\_\_\_ Single family residential
- \_\_\_\_\_ Multiple unit residential (under 4 units)
- \_\_\_\_\_ Multiple unit residential (over 4 units)
- \_\_\_\_\_ Commercial
- \_\_\_\_\_ Other

9. Has the service connection you want to transfer been placed into service?  
Yes \_\_\_\_\_ No \_\_\_\_\_

10. If the answer to question 9 is "yes," what is the Coastside County Water District Account number? \_\_\_\_\_

11. If the transfer request is granted, will the above property still receive water Service from the District?

A. Yes \_\_\_\_\_ No \_\_\_\_\_

Please explain: \_\_\_\_\_  
\_\_\_\_\_

B. If the transfer request is granted, what size connection will remain on Property #1 (above):

5/8" (20 gpm) \_\_\_\_\_

3/4" (30 gpm) \_\_\_\_\_

1" (50 gpm) \_\_\_\_\_

Other \_\_\_\_\_

12. If the answer to question 11 was no, please give the name, address and phone Number of all persons now occupying the property:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

(Use separate sheet for complete list of occupants if necessary)

13. Please give the name, address and phone numbers of all persons, firms or Corporations which own any interest in the property:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

(Use a separate sheet if necessary)

14. Is the property included in an assessment district formed by the Coastside County Water District in connection with the Crystal Springs Project?

Yes \_\_\_\_\_

No \_\_\_\_\_

15. If the answer to question 14 is yes, please submit evidence that:

a) The assessment attributable to the service connection to be transferred has been paid in full. **(District can provide a copy of Document #2007-127427 “Notice of Assessment Addendum”-Release of Lien)**

b) The property has not been included in a parcel map or a final subdivision Map which was recorded subsequent to the assessment lien.

c) Also please submit the “Notice of Transfer of Water Service Connection Rights.”

C. INFORMATION ABOUT THE PROPERTY TO WHICH THE SERVICE CONNECTION IS PROPOSED TO BE TRANSFERRED **PROPERTY #2**

16. Street address \_\_\_\_\_

\_\_\_\_\_

Assessor’s Parcel number(s) \_\_\_\_\_

\_\_\_\_\_

Subdivision Block and Lot Number(s) \_\_\_\_\_

\_\_\_\_\_

17. Please give the names, addresses and phone numbers of all persons, firms or corporations who own any interest in the property:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

(Use a separate sheet if necessary)

D. GENERAL

18. What size and how many water service connections do you want to transfer?

<u>Size</u>	<u>Number or Amount to be Transferred</u>
_____	_____

19. What will be the total capacity assigned to Property #2 if this transfer request is approved?

One 5/8" (20 gpm) \_\_\_\_\_

One 3/4" (30 gpm) \_\_\_\_\_

One 1" (50 gpm) \_\_\_\_\_

20. Has a "will serve" letter from Coastside County Water District been forwarded to the City of Half Moon Bay, County of San Mateo, California Coastal Commission, California Department of Real Estate or any other governmental agency relating to the property from which the service connection is to be transferred (Property #1) ?

Yes \_\_\_\_\_

No \_\_\_\_\_

If yes, please attach a copy of all such letters.

21. Please attach the following documentation to this application:

- a. Written confirmation from the City of Half Moon Bay and/or from the County of San Mateo, as appropriate, stating that the property to which the service connection is proposed to be transferred is **potentially developable**.
- b. Copy of the most recent recorded grant deed reflecting ownership of both properties.
- c. Copy of the most current property tax bill for each property.
- d. A copy of a preliminary title report, lot book guarantee or other comparable document showing the state of title and all encumbrances of record for Property #1 (the property from which the connection is proposed to be transferred), issued by a title insurance company and dated within 30 days of the date it is submitted to the District.

- e. If the documentation submitted above in Item No. d shows that Property #1 is subject to the interest of holder(s) of deeds of trust, mortgage(s) or other similar security interests, please also submit a letter from the trustee named in the deed of trust, the mortgagee, or other secured party, consenting to the transfer of water service connection(s).
- f. A notarized "Notice of Transfer of Water Connection Rights" form which, after District approval, will be submitted to the San Mateo County Recorder's Office for recordation.
- g. Payment of applicable deposit fee in the amount of \$600 towards processing this application.

E. **SIGNATURES**

All owners of both properties must sign below.

**PROPERTY #1**

I/We represent that I/We are all the owners of the property for which one, a portion of one, or more service connections is/are proposed to be transferred, acknowledge that the property will no longer be entitled to water service through that/those connection(s) once it/they are transferred and hereby request that the Water District approve the transfer.

Each applicant represents and warrants that she/he has full right and authority to transfer the water service connection(s) and that such transfer does not violate the terms of any judgment, order, contract or other instrument by which she/he is bound or to which she/he is a party. Each applicant agrees to indemnify and hold harmless the District from any costs or expenses the District incurs as a result of any of the foregoing representations and warranties being false.

Sign Name	(Please print name)	Date
Sign Name	(Please print name)	Date
Sign Name	(Please print name)	Date

(Use a separate sheet if necessary)

PROPERTY #2

I/We represent that I/We are all the owners of the property to which one, a portion of one, or more service connections is/are proposed to be transferred. I/We hereby consent to the transfer and agree to be bound by the rules and regulations of Coastside County Water District in the use of service connections on the property.

Additionally, we acknowledge that if the property is not served by a water distribution pipeline that the cost of any required pipeline extension will be the responsibility of the property owners and not the District.

\_\_\_\_\_  
Sign Name (Please print name) Date

\_\_\_\_\_  
Sign Name (Please print name) Date

\_\_\_\_\_  
Sign Name (Please print name) Date

(Use a separate sheet if necessary)

**NOTE: A completed application with all fees and required attachments as specified in this application, on page 4 and 5 (Items 21 a – g), must be received by the District before the transfer request will be reviewed by staff. Please allow for a two to three week turnaround from the time you have completely submitted all the required and correct documentation.**

**Revised 07/1/2015**

COASTSIDE COUNTY WATER DISTRICT  
FEES TO TRANSFER WATER SERVICE CONNECTIONS

(RESOLUTION NO. 2015-08 / PASSED JUNE 30, 2015)

<u>Type of Transfer Request</u>	<u>Fee</u>
Non-Priority to Non-Priority	\$600 Deposit

The owners of Property #1 or Property #2 shall submit to the District an initial deposit of \$600.00 to cover the District's administrative and legal costs for reviewing and processing the request.

If the actual cost is less than the deposit, then the unused balance will be refunded to the owners(s) signing the form. If the actual cost exceeds the deposit, then the owners(s) who signed below must pay the balance once they have received a billing statement from the District. **Payment of all fees required by this section shall be received before the transferee parcel will be permitted to physically connect to the water system.**

<u>Signature of Applicant(s)</u>	<u>Date</u>
(Owners of Property #1 or Property #2)	

<u>Signature of Applicant(s)</u>	<u>Date</u>
(Owners of Property #1 or Property #2)	

*(Please attach a \$600.00 deposit check to this form when submitting your transfer application.)*



RECORDING REQUESTED BY  
AND WHEN RECORDED MAIL TO:

Name \_\_\_\_\_  
Street COASTSIDE COUNTY WATER DISTRICT  
Address 766 MAIN STREET  
City & State HALF MOON BAY, CA 94019

SPACE ABOVE THIS LINE FOR RECORDER'S USE

NOTICE OF TRANSFER OF WATER SERVICE CONNECTIONS RIGHTS

NOTICE IS HEREBY GIVEN that the undersigned transferor(s),

\_\_\_\_\_  
the owner(s) of the real property in San Mateo County, State of California, commonly described as,  
\_\_\_\_\_, California; Assessor Parcel Number  
(A.P.N.) \_\_\_\_\_ the legal description of which is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

("the Property"), has/have transferred to another parcel(s) of real property the right to Crystal Springs Water Supply, Phase I water service connection(s) from the Coastside County Water District, a public agency, equivalent to \_\_\_\_\_ (\_\_\_\_\_), \_\_\_\_\_ (i.e. \_\_\_\_\_ gallons per minute) priority/non-priority (strike one) connection(s), that would have, or might have, otherwise been usable on the Property.

As a result of this transfer, the Property

\_\_\_\_\_ Has no present right(s) to a water service connection from the Coastside County Water District.

\_\_\_\_\_ Continues to have the remaining rights to the following from the Coastside County Water District:

- \_\_\_\_\_ (\_\_\_\_\_), \_\_\_\_\_ inch installed water service connections
- \_\_\_\_\_ (\_\_\_\_\_), \_\_\_\_\_ inch uninstalled, non-priority water service connections; and
- \_\_\_\_\_ (\_\_\_\_\_), \_\_\_\_\_ inch uninstalled, priority water service connections.

This Notice may be recorded by the Coastside County Water District.

\_\_\_\_\_  
(Print Name and Title if Applicable)

\_\_\_\_\_  
(Print Name and Title if Applicable)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature