



## CHECKLIST FOR OBTAINING A WATER SERVICE CONNECTION OR PLAN REVIEW

The following items must be completed and submitted to the Coastside County Water District (CCWD) before your project will be reviewed. If you have any questions, please call (650) 726-4405 or visit our website at [www.coastsidewater.org](http://www.coastsidewater.org)

### Check List of Items Needed:

- Assignment of Rights (3-Page Transfer, if needed)
- Copy of Recorded Grant Deed (If needed)
- Complete, Full size Building Plans (1 set)
- Complete, Full size Fire Sprinkler Plans with Calculations (1 set)
- Application for Residential/Commercial Fire Service Installation
- Water Demand Data Sheet (Fixture Unit Worksheet)
- Water Use Efficiency Checklist (available at CCWD office)
- Coastside Fire Protection District Fire Flow Letter (provided by CFPD)
- Declaration of Intention for Use of Well Form (for well owners only)
- Letter of Authorization from Property Owner (if someone other than property owner is filling out forms)

Once checklist is complete...

- The Coastside County Water District will review materials.
- A letter will be sent to either the City of Half Moon Bay or the County of San Mateo (depending on jurisdiction of property address) on the review of plans and whether water service capacity is adequate for the project.
- A cost estimate to install the water meter, meter check, and a plan review fee will be generated and mailed to you along with copies of plan review approval letter to the City of Half Moon Bay or County or San Mateo
- When it is time to install the water connection and service lines, a list of approved contractors is available at the CCWD office. CCWD *must* inspect all work prior to backfilling the water connection and piping.
- The cost estimate for the water meter, meter check, and inspection must be paid before CCWD will install and or activate water service. A backflow may be required and will be determined upon plan review. If required, installation and inspection will need to be completed prior to activation of water service.