



Denair Community
Service District

3850 N. Gratton Road
P.O. Box 217
Denair, California 95316

Phone: 209-634-4986
Fax: 209-634-9805

INSTRUCTIONS FOR PRE-APPLICATION OF WATER AND SEWER

A. WHAT IS A PRE-APPLICATION AND WHEN IS ONE REQUIRED?

The Denair Community Services District requires any person requesting water and/or sewer services to complete a pre-Application. This application will help to determine if their request will need Board approval or if it can be processed through staff recommendation.

B. WHAT MUST THE APPLICATION INCLUDE?

In order to process the application, all of the following items must be presented. Incomplete applications can result in delays in permit processing.

1. Proof of ownership of the parcel – no exceptions.
2. Application form with all questions properly completed. The property owner and applicant must sign the application.
3. An 8 ½" by 11" reproducible, to scale, legible plot plan which shows the intended project, indicating the dimensions of the property, the location and dimensions of all existing and proposed buildings. Example plot plans are attached to the application form. Larger copies of the plot plan may also be submitted.
4. Legal description of the property for which the water and/or sewer is being requested. A legible copy of that portion of the deed describing the property is sufficient. The legal description is not the same as the assessment number required by question #5 on the application form.
5. If requested prior to beginning the review process, one set of blueprints with an Engineer's Seal shall be provided to DCSD for Engineer's Review along with a \$10,000.00 deposit.

C. WHEN MUST APPLICATIONS BE SUBMITTED?

Applications may be presented at any time. Applications will be processed on first come, first served basis, as staff time and the size of a particular Agenda allow. Applicants are therefore, strongly urged to file application as soon as possible.

D. WHAT HAPPENS AFTER THE APPLICATION IS SUBMITTED?

Following submittal, staff has 30 days to determine whether the applications are complete. Applicants will be notified of incomplete applications. No application will be scheduled for review until it is deemed to be complete. Upon receipt of a complete application, a review by staff will determine if the proposed project meets the approved criteria for permit. If the project needs Board approval, staff will inform the applicant of such and will send a form requesting to be placed on the agenda. The Applicant will be informed of the date which has been set for the Board Hearing. Once the Pre-Application form has been approved, the applicant will be notified by mail that a Will Serve Letter is ready to be picked up by Applicant. The Will Serve Letter will notify Stanislaus County Building Department that at this time, water and/or sewer services are available for that parcel.

At this time the applicant will need to fill out the Permit Application.

The Applicant will need to pay all applicable fees for water and/or sewer services to the Denair Community Services District. The permit and receipt from our office will be required before the Stanislaus County will issue their building permits.

All Denair Community Services District water and/or sewer permits are limited in time and are valid for six (6) months from the date they are issued or if a project has been discontinued for a period of one (1) year. After that time, the permit is void and a new one will need to be applied for and fees paid at the time the new permit is issued. (District Ordinance #2, Article 8; Section 185)

POSSIBLE CONDITIONS OF APPROVAL

The following items are needed before the water and/or sewer permit can be issued to an applicant.

1. Proof of ownership of the parcel(s) must be provided.
2. All necessary forms to be filled out completely.
3. All applicable fees will be paid before the issuance of permit.
4. One set of blueprints with an Engineer's Seal shall be provided to DCSD for Engineer's Review. Upon completion of the review and the project, any changes to the project will need to be submitted on the blueprints as an as built and submitted to the DCSD.

5. An Engineer's Review will be done on all commercial developments and may be required on residential construction.
6. Deposit for Engineer's Review is \$10,000.00. Any charges which exceed the deposit will be billed periodically to the applicant. Any unused deposit will be refunded at the completion of the project.
7. Depending upon the extent of a project, a Developers Agreement may be required.
8. Construction Deposit may be required for your project to tap into the water and sewer mains. This work will be done by the Denair Community Services District – no exceptions. Price to be determined by the Engineer during his review process.
9. Upon completion of the review process and the project accepted, all building permit fees, and other charges required by the DCSD must be paid in full prior to a permit being issued by our agency.
10. A "Will Serve Letter" for the project will be issued at this time if it is for a single dwelling.
11. "Will Serve Letters" for subdivisions will require the completion of a Developer Agreement and other criteria not covered in this pre-application.
12. That a building permit, when applicable, must be obtained from the Stanislaus County.
13. A Will Serve Letter from the Denair Community Services District will be prepared and presented to the Applicant at this time for presentation to the Stanislaus County Building Department.

