



P.O. Box 3000
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**ELSINORE VALLEY MUNICIPAL WATER DISTRICT
PROCEDURES TO CONSTRUCT WATER AND SEWER FACILITIES CHECKLIST**

- I. Initial meeting with EVMWD
- A. The developer and/or engineer meets with Engineering staff to discuss requirements for water and sewer design and construction.
1. A deposit will be required to cover District expenses for additional meetings, research, blueprinting, and photocopying.
 2. Obtain a copy of this procedure packet to be reviewed by the developer, engineer and the contractor. This procedure packet contains the following:
 - a. Procedure checklist.
 - b. Will Serve and Connection Fee Quote Application Form.
 - c. Contractor's Qualification Data Form.
 - d. Reimbursement Agreement checklist and Application Form.
 - e. Water and Sewer Service Application Forms (domestic, commercial, tract development). Use the appropriate application form.
 - f. Water and Sewer Engineering Cost Estimate Forms, which detail the actual cost of water and sewer projects to be completed by the developer and/or contractor.
 - g. Notice of Completion Form.
 - h. Quitclaim Form.
 3. Purchase EVMWD Water and Sewer Design and Construction Standards, \$50 each.
 4. A design analysis for facility sizing of the surrounding project area may be required for submittal to EVMWD.
- B. Will Serve and Connection Fee Request
1. Mail/deliver the Will Serve & Connection Fee Quote Application Form with the appropriate fee to the attention of Cher Quinones.
 2. After receiving the Will Serve document from EVMWD, bring the connection fee payment along with a completed service application (use the applicable residential, commercial, or developer application).
 3. Allow 30 days for installation of meters from date of payment.

EVMWD

Procedures to Construct Water and Sewer Facilities Checklist

- II. Four sets of professionally engineered water and sewer improvement plans and profiles shall be submitted to the Engineering Department along with the following:
 - A. Copy of Engineering Cost Estimate.
 - B. Pay the Plan Check fee. The fee equals 3% of the Engineer's Cost Estimate for construction or a \$300.00 minimum for the first three plan checks to cover District staff and consultant costs. The fourth and subsequent plan checks require an additional deposit of 50% of the initial fee. An additional deposit will be collected if the balance has been depleted. Deposit amounts remaining after plan check completion will be refunded.
Note: The Engineer's Cost Estimate must be prepared and submitted using District approved unit costs, pages 17-18. Estimates of Capital Facilities must be approved by the District Engineer and must reflect actual market prices.
 - C. A signed Plan Check Application Form and the Minimum Requirements for Improvement Plan Preparation Worksheet, pages 13-16, must be submitted with the appropriate items before Plan Check will occur.
- III. Once all corrections have been made during the Plan Check process, a final Engineer's Cost Estimate shall be submitted. Additional Plan Check fees are due and payable if the second Cost Estimate exceeds the original Estimate from which fees were calculated.
- IV. After the 3% plan check fee balance has been paid, the original Mylars may be submitted for review and/or signature by the General Manager.
- V. If a reimbursement is applicable, submit the completed Reimbursement Application Form. A preliminary reimbursement agreement must be approved by the Board of Directors and signed by the General Manager at the Mylar stage. No further reimbursement consideration will occur at a later date.
- VI. **PRIOR TO CONSTRUCTION**
 - A. **The developer shall submit the following Prior to Construction Items A and B as one submittal package to the Engineering before the required pre-construction meeting will occur:**
 - 1. A signed copy of the itemized Contractor's Bid and Contract.
 - 2. An inspection fee deposit:
 - a. Based on 8% of the contractor's breakdown, including all appurtenances, or
 - b. \$150.00 per EDU when the tract's infrastructure has been completely built and previously inspected
 - 3. The original Water and Sewer Improvement Plan Mylars.
 - 4. Four (4) sets of Blue Lines of the approved Improvement Plans.
 - 5. A copy of the Contractor's Class "A" License, or approved C-34, or C-42.
 - 6. A completed Contractor's Qualification Data Form.
 - 7. A copy of the City, County, or State Encroachment Permits.

EVMWD
Procedures to Construct Water and Sewer Facilities Checklist

- B. The contractor shall submit the following items to the Engineering Department
1. Worker's Compensation Insurance – The contractor shall provide a Certificate(s) of Insurance certifying that he has obtained full Worker's Compensation Insurance coverage for all persons whom he employs or may employ in carrying out the contract work for the contract time period. This insurance must be in strict accordance with the requirements of the most current laws.
 2. Liability Insurance - The contractor shall provide a certificate(s) of insurance showing that he has Liability Insurance Coverage in limits not less than the amounts set forth below. The Liability Insurance coverage shall include each of the following types of insurance:
 - a. General Liability
 1. Comprehensive Form
 2. Premises – Operations
 3. Explosion and Collapse Hazard
 4. Underground Hazard
 5. Products/Completed Operations Hazard
 6. Contractual Insurance
 7. Broad Form Property Damage Including Completed Operations
 8. Independent Contractors
 9. Personal Injury
 - b. Automobile Liability
 1. Comprehensive Form Including Loading & Unloading
 2. Owned
 3. Hired
 4. Non-Owned
 - c. EVMWD named as Additional Insured in the following amounts

Bodily Injury	<ul style="list-style-type: none">• \$1,000,000 per person, one accident• 3,000,000 more than one person, one accident (District Proj.)• 2,000,000 more than one person, one accident (Developer Proj.)
Property Damage	<ul style="list-style-type: none">• \$1,000,000 each occurrence• 1,000,000 aggregate

EVMWD

Procedures to Construct Water and Sewer Facilities Checklist

- C. **The developer shall submit Prior to Construction Items A and B as one submittal package to the Engineering Department before the required pre-construction meeting will occur.** The contractor or developer must notify EVMWD's Project Manager at least **48 hours** prior to a pre-construction meeting. Contractor must coordinate a pre-construction meeting with the agency (City, County or State) that issued the encroachment permit, and have representative of that agency attend the pre-construction meeting.
- D. The contractor must also notify EVMWD's Engineering Department at least **48 hours** prior to final sewer/water inspection.
- E. The contractor must notify Underground Service Alert (USA Dig Alert) at 1-800-227-2600 for all utility marking at least 3 working days prior to digging.
- VII. During the course of construction, the contractor and engineer are responsible for keeping accurate As-Built notes and drawings to be added to the original mylars.
- VIII. When the work is completed and **prior to issuance of occupancies**, the engineer shall check out the original mylars from the District and add all As-Built information to the Mylars. The word "**AS-BUILT**" shall be stamped on each sheet in ½ inch high bold block letters. **(NOTE: THESE MYLARS MUST BE PHOTO REPRODUCED. AMMONIA MYLARS ARE NOT ACCEPTED BY EVMWD).**
- IX. The preliminary reimbursement agreement (if applicable) that was signed by the General Manager will be revised after final invoices and cancelled checks have been submitted to order to determine the reimbursement amounts.
- X. When the developer is ready to request a refund of the Inspection fee deposit, the following items shall be submitted by the Developer to the Engineering Department:
 - C. Photo Mylars stamped "AS-BUILT"
 - D. A recorded Notice of Completion of work between the contractor and the developer.
 - E. Easement Deeds, fully executed (if applicable).
 - F. Written request to the Finance Department for any unused inspection fees. Please include the tract number, name, and location along with your return address, phone and fax numbers.
 - G. Copies of paid invoices for contractor's work and all other project related costs.
- XI. EVMWD inspectors will review the "AS-BUILT" mylars, and the inspection fee refund request to determine if the project is completed based on EVMWD specifications and standards.
- XII. Upon satisfactory submittal review by the Inspectors, the Finance Department will be authorized to refund the unused balance of the inspection fees. If actual inspection costs exceeds the 8% deposit, EVMWD will bill the developer for the outstanding balance.
- XIII. The inspection fee work order is closed and EVMWD assumes operation and maintenance of the facilities.

Procedures to Construct Water and Sewer Facilities Checklist

**ELSINORE VALLEY MUNICIPAL WATER DISTRICT
WILL SERVE & CONNECTION FEE APPLICATION FORM**

Please complete the information requested below in order for the District to determine the availability of water and/or sewer service to a parcel or project.

Owner / Developer		Owner/Developer Representative (or) Engineering Firm (if applicable)	
Date of Request			
Name			
Mailing Address			
City, State, Zip			
Phone	()	()	
Fax	()	()	
Contact Person			
Contact Phone/Fax	Phone: FAX:	Phone: FAX:	

Parcel / Project

Requesting Party: City, County, Owner/Rep	
Assessor Parcel Number(s)	
Situs Address	
Parcel Acreage	
Plan Reference: Tract, parcel map, plot plan	
Number of Lots	
Zoning: Circle One	Residential / Commercial / Industrial
City, County, Project name, or Permit reference	

Sewer Service (Indicate Below)		Water Service (Indicate Below)					
Single Family:	No. of Home(s)	Meter Size: Domestic Circle Size(s) Required					
Multi-Family:	No. of Unit(s)	3/4"	1"	1-1/2"	2"	3"	4"
Commercial:	No. of Bldg(s) or unit(s)	Meter Size: Irrigation Circle Size(s) Required					
Square Ftg:	Bldg(s) or unit(s)	3/4"	1"	1-1/2"	2"	3"	4"
Restaurant:	Seating Capacity	3/4"	1"	1-1/2"	2"	3"	4"

The fee is based on the total acreage of the parcel or project as follows.

<u>Parcel Size (Acres)</u>	<u>Fee</u>
≤1	\$75.00
2 – 9.99	75.00 + \$3.00/over 1 acre
10 – 99.99	105.00 + 1.50/acre over 10 acres
100 - 499	240.00 + 0.40/acre over 100
>500	400.00 + 0.25/acre over 500

Mail application form with appropriate fee to: EVMWD, P.O. Box 3000, Lake Elsinore, CA 92531-3000. Questions, please contact Cher Quinones at (951) 674-3146 ext. 8427.

CONTRACTOR'S QUALIFICATION DATA

**ALL CONTRACTORS MUST HAVE A CLASS "A" LICENSE
OR
APPROVED C-34 OR C-42**

NAME:

LENGTH OF TIME IN BUSINESS UNDER THIS NAME:

LICENSE NO.:

INSURANCE

- 1. Workmen's Compensation Insurance - Date of Expiration:**
- 2. General Contractor's Insurance**

Firm:

Amount:

List the last three projects installing water mains and/or sewer, including the following information: Client, Client's Address and Telephone Number, Contract Amount

1.

2.

3.

REIMBURSEMENT AGREEMENT

APPLICANT CHECKLIST

- I. COMPLETE THE FOLLOWING REIMBURSEMENT APPLICATION FORM (if applicable).
- II. SUBMIT THE FOLLOWING INFORMATION ALONG WITH THE APPLICATION FORM AT THE MYLAR SIGNATURE STAGE:

- A. Engineer's cost estimate with separate bid items of reimbursable facilities.
- B. Applicant's engineer to prepare a narrative of the proposed project, project's reimbursable facilities, and the method of calculating the reimbursement.
- C. Reimbursement map must:
 - 1. Not exceed 11" X 17"
 - 2. Be to scale
 - 3. Show all benefited parcels
 - 4. Show reimbursable facilities
 - 5. Show front footages of lot fronting facilities
 - 6. Show APN's on parcels (if scale permits). Otherwise, attach a separate exhibit with APN's and cross reference to map.

NOTE: If a preliminary agreement is not completed and approved by the Board of Directors prior to signature of mylars, the District will terminate any further processing of the reimbursement application.

- III. SUBMIT THE FOLLOWING INFORMATION PRIOR TO THE INSPECTOR'S APPROVAL OF IMPROVEMENTS:

- A. Copy of contractor's contracts with separate itemized bid item(s) for reimbursable facilities in addition to:
 - 1. Copies of invoices
 - 2. Copies of canceled checks
 - 3. Copies of approved change orders
- B. Copies of invoices for all engineering, and other associated expenses
- C. Final narrative, description, changes and revised figures with calculations for reimbursement
- D. Updated or revised map (if applicable)

NOTE: The final agreement must be completed and approved prior to the occupancies of the project.



PLAN CHECK APPLICATION FORM

Project: _____
Engineering Firm: _____
Engineer of Work: _____
Phone No.: _____
Fax No.: _____
Email: _____

- ___ 1. Four (4) sets of the water and sewer facilities design drawings
- ___ 2. One (1) set of street improvement plans
- ___ 3. One (1) set of storm drain or drainage improvement plans
- ___ 4. One (1) set of grading plans
- ___ 5. One (1) set of irrigation plans
- ___ 6. One copy of the tentative tract or parcel map indicating phasing schedule
- ___ 7. One copy of the final tract or parcel map
- ___ 8. One copy of Conditions of Approval
- ___ 9. One copy of the area study and design calculations for sizing of the water and sewer improvements
- ___ 10. Letter of Fire Flow Requirements for Fire Department
- ___ 11. Private Engineers cost estimate for all public water and sewer facilities (EVMWD unit prices)
- ___ 12. Copy of check and receipt for plan check fee paid
- ___ 13. Legal description, plat map showing all easements, and grant of easements form for each easement
- ___ 14. Signed checklist for improvement plan preparation
- ___ 15. Meeting minutes or Technical Memorandums from meetings or discussion with District

No work shall be performed until all of the items listed above have been submitted.

We have reviewed the submittal requirement checklist in detail, the attached checklist for improvement plan preparation, and verify that this submittal meets all the requirements specified in Elsinore Valley Municipal Water District's Standard Specifications for the Construction of Water and Sewer Facilities, General Conditions.

Design Engineer's Authorized Signature

Date



Minimum Requirements for Improvement Plan Preparation

Please place a check mark in the space provided

General

- _____ Standard Title Sheet to include: project title, sheet title, design engineer (name, rce, company name), District signature block, pressure zone, District Revision box
- _____ Master Plan compliance. (Tentative Map, Water Study, Sewer Study)
- _____ Location Map 1"=2000' or similar
- _____ Index Map (Key Map) 1"=200' or similar with proper format (includes pipe sizes, manholes, fire hydrants, valves, etc.)
- _____ Construction Notes: complete and referencing current District Standard Dwg. Nos.
- _____ Scale: plan view 1"=40' minimum, profile should be 1"=4' or 8'
- _____ North Arrow: oriented generally toward the top of the sheet
- _____ Basis of Bearings
- _____ Bench Mark (call out as NAD 29 or NAD 88)
- _____ Separate street curve data table
- _____ Elevations on both sides of the profile
- _____ Street dimensions
- _____ Existing and proposed utilities shown and referenced
- _____ Street Names: No alpha designations accepted for final review. Street names to agree with Final Tract Map.
- _____ Use District legend, complete consistent
- _____ Show Quantities in drawing for cost estimation
- _____ Abbreviations are complete and alphabetized
- _____ Proper Agency Signature Blocks (Riverside County Road, Fire Dept., etc.)
- _____ EVMWD Disclaimer Note on cover sheet (see EVMWD General Conditions)
- _____ Agency and Emergency phone numbers (EVMWD, Electrical, Telephone, etc.)
- _____ Driveway for each lot shall be screened back
- _____ Lot numbers to agree with Final Tract Map
- _____ Show Pad elevations for each lot

Water / Recycled Water

- _____ Separate curvilinear water data table – with "comments" column, including pipe information
- _____ Pipe crossings shown in profile: give elevation at top of bottom pipe and bottom of top pipe at crossing point
- _____ Water services table on separate sheet after the plan and profile sheets
- _____ Each lot served
- _____ Existing and proposed surfaces in profile

- _____ Minimum pipe cover: 8" pipe 3.5-feet (Domestic) to top of pipe
 12" pipe and larger transmission mains -
 4-feet (Domestic) to top of pipe
- _____ Note: Recycled water shall be a minimum of one foot deeper than domestic main in same street
- _____ Dimensioning of waterline to curb (7-feet from curb on the south or west side of street)
- _____ Valve spacing per District specifications
- _____ Pipe deflection at all grade breaks (X.XX°)
- _____ Pipe Slopes. Negative signs where necessary
- _____ Blow-Off (or modified fire hydrant with special detail) at all system low points
- _____ Air and Vacuum Assembly at all system high points
- _____ Separation from sewer: 10' horizontal, 1' vertical at crossings (outside pipe to outside pipe)
- _____ Standard easement call outs (see EVMWD "General Conditions")
- _____ Water meter locations. Services at right angles to mainline (written District authorization should accompany submittal if services not at right angles). Size and pipe material shall be listed on plans
- _____ Pipe invert labeled as "Invert Elevation"
- _____ All dead end mainline shall have provisions for flushing (e.g. fire hydrant, blow off, AVA)
- _____ Fire hydrant location and spacing per Fire Department. At intersections, hydrants shall be 7' back from BCR or ECR. Locate Hydrants between lots when possible
- _____ Graphic Detail for all tie-ins to existing pipeline. Call out all couplings, fittings and pipe used.
- _____ High deflection couplings shown where needed for PVC pipes
- _____ Calculate and call out bearing and angles
- _____ Calculate and call out vertical deflection angles in profile
- _____ All mainline valves on maximum 6% pipeline slope
- _____ Call out for waterline data including material and pressure class
- _____ Water services 5 feet minimum distance to sewer laterals and manholes
- _____ 5 foot minimum distance between services and pipe fittings
- _____ Dash proposed water shown on sheets but not used to build on that sheet
- _____ End connection information for fittings (tees, couples, bends)
- _____ Check for conflicts with street poles, catch basins, etc.
- _____ Minimum pipe radius per EVMWD standards
- _____ All valves to be flange x flange w/flange x push-on adaptors for pipes
- _____ BC, EC, PCC and horizontal bends for waterline to be called out in plan and profile view along with associated station and invert elevations
- _____ All horizontal and vertical bend fittings mainline valves, tees, crosses and fire hydrants to have ductile iron pipe restrained sections
- _____ Ductile iron pipe (as alternate material) to be also included in construction notes
- _____ All irrigation services to have back flow preventers

Sewer

- _____ Sewer laterals shown in profile at the point they cross the water main, recycled water main or storm drain where top of sewer is within 2 feet of bottom of other utility
- _____ Separate curvilinear sewer data table with "comments" column for pipe information
- _____ Pipe crossings shown in profile: give elevation at top of bottom pipe and bottom of top pipe at crossing point
- _____ Pipe size, lengths, slopes material and rating should be shown in profile
- _____ Sewer lateral table on separate sheet after the plan and profile sheets
- _____ Dimensioning of sewerline to street centerline (6-feet from street centerline north or east)

Sewer (continued)

- _____ Manhole spacing (every 400 feet for straight and 300 feet for curvilinear sewer)
- _____ Drop across manhole (0.1 feet minimum for through runs and 0.2 feet for bends), for slopes less than 7.5%. Use EVMWD formula for slopes equal to or greater than 7.5%.
- _____ Minimum depth is 7 feet to top of pipe.
- _____ Special manhole (Drop or shallow) with District permission
- _____ Separation from other utilities (1 foot outside pipe to outside pipe)
- _____ Call out invert elevations
- _____ Manhole Rim Elevations and depths
- _____ No cleanouts allowed along mainline
- _____ Manholes at all changes in slope, pipe size or alignment and at all intersections of mainline sewer
- _____ 5-foot manhole where depth exceeds 12 feet or when more than two mains or laterals connect to the manhole
- _____ No deep cut risers or chimneys used for deep sewer
- _____ Service laterals shall be perpendicular to main (written District authorization is required if laterals are not perpendicular)
- _____ Each lot served
- _____ Backflow valve required on lots where necessary
- _____ Standard easement call outs (see EVMWD "General Conditions")
- _____ Sewer lateral minimum 3 feet away from manhole; 3 foot minimum between laterals
- _____ Check deflection angles
- _____ Dash proposed sewer shown on sheets but not used to build on that sheet
- _____ Accessibility to remote manholes
- _____ BC, EC, PCC for sewer line in plan and profile views
- _____ Minimum pipe radius per EVMWD standards
- _____ Check for conflicts with street poles, catch basins, etc.
- _____ Graphic detail for tie-ins to existing sewer or manhole. Call out needed materials
- _____ In plan view, sewer section lengths shall be from manhole center to manhole center
- _____ In profile view, sewer section lengths shall be from manhole invert to manhole invert



**CONSTRUCTION COST ESTIMATE
FOR ON-SITE IMPROVEMENTS**

WATER/RW IMPROVEMENTS

Project:

Prepared by:

QUANTITY	UNIT	ITEM	UNIT COST	AMOUNT
	LF	4" PVC Water Main	\$ 16.00	
	LF	6" PVC Water Main	18.00	
	LF	8" PVC Water Main	24.00	
	LF	10" PVC Water Main	26.00	
	LF	12" PVC Water Main	33.00	
	LF	16" PVC Water Main	54.00	
	LF	18" PVC Water Main	76.00	
	LF	20" PVC Water Main	96.00	
	EA	4" RW Gate Valve	500.00	
	EA	6" RW Gate Valve	600.00	
	EA	8" RW Gate Valve	900.00	
	EA	10" RW Gate Valve	1,200.00	
	EA	12" RW Gate Valve	1,500.00	
	EA	16" Butterfly Valve	4,000.00	
	EA	18" Butterfly Valve	5,000.00	
	EA	20" Butterfly Valve	6,200.00	
	EA	24" Butterfly Valve	7,500.00	
	EA	Fire Hydrant (6") Super	2,700.00	
	EA	Fire Hydrant (6") Standard	2,200.00	
	EA	Adjust Water valve to Grade	200.00	
	EA	Relocation of Blowoff	1,000.00	
	EA	1" Water Service	600.00	
	EA	2" Water Service	900.00	
	EA	1" Air/Vac Assembly	1,500.00	
	EA	2" Air/Vac Assembly	2,800.00	
	EA	4" Air/Vac Assembly	4,500.00	
	EA	4" Blowoff	2,200.00	
	EA	6" Blowoff	2,800.00	
	IN/LF	Steel Casing	12.50	
	EA	1' Sample Point	900.00	
	LS	Traffic Control	n/a	
			Subtotal	
			20% Contingency	
			Total	

1. Unit prices for steel or ductile iron pipeline shall be 35% greater than PVC in size 4-16 inch diameters and 20% greater than PVC in sizes 18-24 inch diameters. PVC will not be considered in sizes above 24-inch.

2. Unit prices are for average depth and normal soil conditions. Unit prices shall increase where rocky soils, excavation through rock formations or extra depth occur.

**ELSINORE VALLEY MUNICIPAL WATER DISTRICT
REIMBURSEMENT APPLICATION**

I APPLICANT INFORMATION

- A. Owner/Applicant _____
Address _____
Telephone Number _____
- B. Contact Person _____
Telephone Number _____
- C. Engineering Firm _____
Address _____
Telephone Number _____

II. PROJECT DESCRIPTION

- A. Project or Tract Name _____
- B. Tract or Parcel Map Number _____
- C. Assessor's Parcel Number(s) _____
- D. Location _____

 - 1. Attach copy of Thomas Bros. Map _____
 - a. Show project area _____
 - b. Show estimated area of benefit _____
 - 2. Thomas Brothers map page no. _____
Reference Grid No. _____
- E. Number of Units _____
- F. If Industrial or Commercial, Square Footage of Buildings and Usage _____
- G. Area and/or Acreage _____
- H. Project Narrative (Give brief project description in paragraph form).

III. PROJECTS REIMBURSABLE FACILITIES

A. Narrative of Reimbursable Facilities (Give brief description of project's reimbursable facilities. Define area of benefit and method of spreading the cost over the area of benefit).

B. Reimbursable Facilities

- 1. Water lines _____
- 2. Sewer lines _____
- 3. Tank _____
- 4. Other _____

C. Approximate Size of Facility

D. Approximate Length and/or Capacity

- 1. Total lineal feet _____
- 2. Number of units benefited _____
- 3. Pumping or storage capacity _____

E. Costs

- 1. Attach cost estimate with the following details:
 - a. Itemized cost estimate by reimbursable facility
 - b. Estimate to include:
 - 1. Design Cost
 - 2. Plan Check Cost
 - 3. Construction Cost
 - 4. Inspection Cost

IV. REIMBURSABLE PROJECTS FACILITIES DATES:

A. Estimated date of improvement plan mylars _____

Date

B. Estimated construction start date _____

Date

**ELSINORE VALLEY MUNICIPAL WATER DISTRICT
DOMESTIC WATER/SEWER SERVICE APPLICATION FORM**

Today's Date

Service Start Date

Property Description - Required Information for Service

Property Address	City	Zip
Mailing Address (if different from above)	City	Zip
Assessor Parcel Number		

Customer Information (please print)

Name	Spouse's Name
Driver's License No./State (Photo Copy Needed)	Driver's License No./State (Photo Copy Needed)
Social Security No. or Tax I.D. No.	Social Security No.
Name of Employer	Name of Employer
Home Phone No.	Home Phone No.
Work Phone No.	Work Phone No.

The undersigned applicant(s) accepts responsibility for payment of all charges for water and/or wastewater services provided by the Elsinore Valley Municipal Water District and agrees to comply with all District regulations governing such services as stated in the District's Administrative Code, Rules and Regulations Governing Water Service, Section 3201 et seq. The applicant acknowledges liability for payment for water used and applicable service charges until the District is notified in writing or by phone to cancel service. Unless credit-worthiness with the District has previously been established, a deposit may be required. Credit bureau information may be obtained by the District to determine credit-worthiness of applicant(s). The District is not responsible for running water on customer's side of the meter.

**New account set up fee billed on the first bill \$10.00 for advanced notice
\$60.00 for same day service
\$100.00 for after hours turn on (after 2:30)**

\$	Run TRW	Auto Pay min 24 mos. (Must appear In person)	Letter of Credit will be voided check to be received in 10 day or deposit to be billed.
Bill Deposit monthly or in full (Please circle one and initial)			received within 10 days from start date or I agree that the deposit will be billed to my account

Signature of Applicant

Signature of Coapplicant

**ELSINORE VALLEY MUNICIPAL WATER DISTRICT
COMMERCIAL WATER/SEWER SERVICE APPLICATION FORM**

Today's Date

Service Start Date

Property Description

APN Number	Check if Owner <input type="checkbox"/>	Check if Tenant <input type="checkbox"/>
Doing Business As (Please Print)	City	Zip
Property Address	City	Zip
Mailing Address for Bill (If Different from above)	City	Zip

Business Information (please print)

Name of Person responsible for Billing	
Type of Business	
Tax ID Number	Driver's License No./State (Photo Copy)
Contact Phone #	Fax #
Contact Person	
ATTACH COPY OF BUSINESS CARD OF CONTACT PERSON	

The undersigned applicant(s) accepts responsibility for payment of all charges for water and/or sewer services provided by the Elsinore Valley Municipal Water District and agrees to comply with all District regulations governing such services; furthermore, the applicant acknowledges liability for payment for water/sewer used and applicable service charges until the District is notified in writing to cancel service. **A deposit is required for all commercial and multifamily accounts.** The District is not responsible for running water on customer's side of the meter.

Bill Deposit monthly or in full
(Please circle one and initial above)

Signature of Applicant (Please Print)

Signature of Applicant

RECORDING REQUESTED BY:

Name
Street
Address
City &
State

AND WHEN RECORDING MAIL TO:

Elsinore Valley Municipal Water District
P.O. Box 3000
Lake Elsinore, CA 92531-3000

SPACE ABOVE THIS LINE FOR RECORDER'S USE

NOTICE OF COMPLETION

Notice pursuant to Civil Code Section 3093, must be filed within 10 days after completion.

Notice is hereby given that:

1. The undersigned is owner or corporate officer of the owner of the interest of estate below in the property hereinafter described:
2. The full name of the owner is _____
3. The full address of the owner is _____

4. The nature of the interest or estate of the owner is; In fee.

(If other than fee, strike "In fee" and insert, for example, "purchaser under contract of purchase," or "lessee")

5. The full names and addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

NAMES

ADDRESSES

6. A work of improvement on the property hereinafter described was completed on _____ . The work was:

7. The name of the contractor, if any, for such work of improvement was _____

(If no contractor for work of improvement as a whole, insert "none.")

(Date of Contract)

8. The property on which said work of improvement was completed is in the city of _____,

County of _____, State of California, and is described as follows: _____

9. The street address of said property is _____

(If no street address has been officially assigned, insert "none.")

Dated: _____
Verification for Individual Owner

D. James Lauaghlin
Elsinore Valley Municipal Water District General Manager

VERIFICATION

I, the undersigned, say: I am the _____ the declarant of the foregoing
(“President of,” “Manager of,” “A partner of,” “Owner of,” etc.)
notice of completion; I have read said notice of completion and know the contents thereof; the same is true of my own knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, 19____ at _____, California.

Personal signature of the individual who is swearing that the contents of this notice is true

<p>RECORDING REQUESTED BY</p> <p>Name</p> <p>Street</p> <p>Address</p> <p>City &</p> <p>State</p> <p>AND WHEN RECORDING MAIL TO:</p> <p>Elsinore Valley Municipal Water District</p> <p>P.O. Box 3000</p> <p>Lake Elsinore, Ca 92531-3000</p>	
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SPACE ABOVE THIS LINE FOR RECORDER'S USE

APN:

QUITCLAIM DEED

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,

does hereby REMISE, RELEASE AND FOREVER QUITCLAIM TO THE ELSINORE VALLEY MUNICIPAL WATER DISTRICT, all its interest in and to the water and sewer pipelines and appurtenances located within the real property described as:

State of California)
 County of Riverside) ss. :

On _____
 before me the undersigned, a Notary Public in and for
 said State, _____, personally
 appeared _____,
 known to me (or proved to me on the basis of satisfactory
 evidence) to be the person whose name is subscribed to the
 within instrument and acknowledged to me that he executed
 the same in his authorized capacity and that by his signature on the
 instrument the person, or entity upon behalf of which the person
 acted, executed the instrument.

WITNESS my hand and official seal

 Signature of Notary Public