

SECTION 3
STANDARD DOCUMENTATION PROCEDURES
WILL SERVE AND COST LETTERS

3.0 WILL SERVE AND COST LETTERS

Upon completion of the approved Water System Hydraulic Analysis (report), SBMWD shall prepare 'Will Serve' and 'Cost' letters for distribution to the Developer. SBMWD shall first determine if a 'Will Serve' letter is required for the project. A 'Cost' letter may be sufficient if the Developer has furnished the required data in the Approved Water System Hydraulic Analysis.

SBMWD will field review the project site to verify existing facility locations and that facilities are in good working order and shall note all field observations on Gate Book and/or distribution sheets for the files, and research files to determine if any previous 'Cost' or 'Will Serve' letters have been sent.

Each 'Will Serve' letter shall consist of the following:

3.1 WILL SERVE LETTER

- Specifically state the Project location.
- State that SBMWD will adequately serve the project based on the recommendations provided in the Water System Hydraulic Analysis Report.
- State the project is entirely within the boundaries of SBMWD's service area.
- State the Department pressure zone or zones that will serve the project.
- State locations of existing improvements that may be used for service to the project including the type, size, and age of existing system improvements.
- Include fire flow test results as an attachment.
- State static water pressure at connections to the existing system.

- Identify required off-site improvement requirements.

A guideline for 'Will Serve' letters can be found in Appendix 'H'.

3.2 COST LETTER

Upon written request by the Developer, Staff shall prepare a cost letter pertaining to a service, appurtenance, main extension, or a project in its entirety. The cost letter generally provides costs for services, fire hydrants, main extensions and special improvements. If a 'Cost' letter is required, it shall:

- List main frontage reimbursement fees.
- List plan check and inspection fees. Use available forms for fee calculations (\$0.25/ft. Plan Check and \$1.00/ft. Inspection). If plan check and inspection is to be performed by an SBMWD contracted consultant, then the plan check and inspection fees must equal the fees charged by the Consultant plus 25 percent to cover SBMWD internal administrative costs.
- Determine easement fee (\$350.00/easement).
- List estimated facility quantities and related construction cost. Use appropriate forms for smaller or larger projects. Verify estimates with Department staff.
- Determine special off-site infrastructure research fee (\$1,000.00) if required.
- List acquisition of service charge fees.
- List sewer capacity fees.
- List materials and appurtenances required to be purchased by SBMWD (i.e., service kits, meters, specialized or custom-made equipment).

A guideline for Cost Letters can be found in Appendix 'I'.