

APPLYING FOR DISTRICT INSTALLED WATER MAIN EXTENSIONS (Water Mains Under 1,000 Feet)

Effective July 1, 2014

Disclaimer Notice

The information in this brochure is intended to provide a general understanding of the water main extension process, according to the terms specified in EBMUD's Regulations and Schedule of Rates and Charges. In case of any inconsistencies between this brochure and EBMUD's Regulations and Schedule of Rates and Charges, the latter shall govern. All charges and policies stated herein are subject to change, as EBMUD's Schedule of Rates and Charges is amended from time to time by EBMUD's Board of Directors.

Introduction

This booklet is intended as a guide to Applicants who are developing one or more properties which require installation of new water mains.

You will find helpful information including:

- Checklist of information required from Applicant
- Description of the main extension process
- Instructions for requesting a water main extension cost estimate
- Requirements of fire protection districts

When is a Water Main Extension Required?

To be eligible for a standard water service, a property must have principal frontage on a public water main. If a property does not have principal frontage on a water main, a water main must be extended at least 10 feet beyond the property line before a standard water service can be installed.

Types of Water Main Extensions

There are two categories of water main extensions. The type of water main extension is dependent on the length of pipeline to be installed.

Length of Pipeline	Who Installs	Type
Up to 1000 feet	District Forces	Fixed rate per EBMUD's Schedule of Rates & Charges
1,000 feet and more	Applicant's Contractor	Fixed rate per EBMUD's Schedule of Rates & Charges

Important: See Applicant Installed Water Main Extensions brochure for water main extensions of 1,000 feet or more.

Fixed Rate Water Main Extensions

District installed water main extensions up to 1000 feet in length are installed on a “fixed rate” basis. Pre-established charges, as specified in EBMUD's Schedule of Rates and Charges, are used to determine the cost of the main extension. The charges are based upon the pipeline length, pipe size, material, and conditions of installation. Payments are due according to the following schedule:

Payment Due When...	Payment Type	Description
Application submitted	Water Service Estimate fee (non-refundable)	Covers cost of preliminary engineering.
Offer accepted	Design deposit	10% of preliminary cost estimate.
Ready to proceed with installation	Balance due (final payment)	Balance due is based on original cost estimate, less prepaid Design deposit.

Water Services

The costs to install water services on a new water main extension are in addition to the amount specified in the Water Main Extension Agreement. Please see our brochure entitled *Applying for Water Service with a New Main Extension* for more information.

Water Main Extension Process Overview – Less Than 1,000 Feet

Step		Responsible Party	Action	Time Line Estimates
1	Submitting an Application	Applicant	Submits Water Service Application, along with Water Service Estimate fee, tentative map and Hydrant / Fire Service Requirements form.	
2	Planning How to Serve	EBMUD	Determines how to serve property and prepares preliminary cost estimate.	6 – 8 weeks
3	Offer Prepared	EBMUD	Prepares Water Main Extension Agreement and forwards proposal to Applicant.	1 – 2 weeks
4	Accepting an Offer	Applicant	Accepts offer by returning signed agreement with deposit, final improvement plans, and final record map	1 – 2 weeks
5A	Detailed Pipeline Design	EBMUD	Prepares detailed construction drawings and work orders for construction. Obtains encroachment permit from appropriate agency.	14 – 16 weeks
5B	Easement Preparation	EBMUD	Prepares necessary grant of easement forms and forwards to Applicant for signature	Concurrent with Step 5A and 6
6	Final Payment	Applicant	Remits final payment for balance of Water Main Extension charge	1 – 2 weeks
7	Installation	EBMUD	Schedules and installs water main	6 – 8 weeks

District Time Line Estimates are based on normal conditions and thoroughness of application submitted with required supporting documentation and CADD files.

Applicant Time Line Estimates are suggested times which best allow for normal scheduling of your project. Failure to respond within these time lines will delay the installation of your project.

Submitting an Application

The following items are needed to begin a Water Service Estimate involving a water main extension:

- One (1) copy of tentative map, parcel map, or site map with hydrant locations marked (signed by local fire marshal)
- Improvement Plans (if available)
- Hydrant/Fire Service Requirements form (completed and signed by local fire marshal)
- Water Service Estimate Fee
- Water Service Application
- CADD disk (if available)
- A PDF version of the Project Improvement Plans

Note: Application materials should be submitted to:

East Bay Municipal Utility District
New Business Office, Mail Slot 104
375 – 11th Street
Oakland, CA 94607-4240

Planning How to Serve

Our Water Service Planning department will determine the most practical method of extending water service that is in compliance with EBMUD's regulations. This determination will establish water main specifications necessary to meet water flow required for both domestic use and fire protection, such as:

- Pipeline material required (plastic or steel)
- Size (diameter) of pipe required
- Length of pipeline required
- Approximate cost of main extension

Time Required: Allow 6 to 8 weeks for processing.

Survey and Basemapping Information

The following information is required on the improvement plans and CADD disk:

- A description, location, and elevation of benchmark used
- A statement of the horizontal and vertical control datums used
- Existing street survey monuments are shown
- At least three survey horizontal and vertical control points are shown and labeled with North and East coordinates, elevation and a description

CADD File Format

MicroStation

Microstation is the preferred format when producing Distribution System drawings. The District's Distribution System Drafting Unit produces all CADD drawing in MicroStation format.

Microstation files shall be submitted in either 2D or 3D.

AutoCAD

AutoCAD is the alternate CADD format. All files submitted to the District in AutoCAD will be converted to MicroStation format.

DXF File Format

CADD formats other than MicroStation and AutoCAD will not be accepted. Developers who have improvement plans in other CADD formats should translate their files to DXF format (Drawing Interchange Format) prior to submittal to the District.

CADD File Contents

To aid in the prompt production of your Water Main Extension Agreement design drawings, the CADD File Submittal of Improvement Plans should include a single CADD file for the plan view of the site, and additional CADD files for any profiles along streets. These CADD files should be full size and to scale, and should reflect the same information as shown on the hard copy of the Improvement Plans. The single CADD file for the plan should cover the full area affected by the Agreement, and should have information separated by CADD layers or levels that accurately depict the following information:

- Tract lines
- Property lines
- Lot lines with numbers
- Right of way
- Easements
- Streets with dimensions
- Sidewalks and other paved areas
- Areas with decorative paving
- Driveways
- Existing and proposed utilities (above and below ground) with labels
- North arrow
- Description, location and elevation of benchmark used
- Street control lines with stationing
- Structures that lie within the right of way
- Trees that fall within the right of way, and
- Proposed location of new hydrants
- Survey and base mapping information

All other information (contours, footprints of houses, landscaping, outside the right of way, etc.) should be deleted from this CADD file.

Offer Prepared

The New Business Office will prepare a Water Main Extension Agreement based upon the recommendations of our Water Service Planning department. The agreement will specify estimated main extension specifications and explain the obligations of both you and EBMUD, including:

- Approximate cost of main extension
- Terms for payment
- Pipeline material, size and length
- Number of fire hydrants required
- Easement requirements, if any
- Time limits for providing information or materials requested by EBMUD
- Change order provisions
- Requirements for clean-up of contaminated soils that may be present
- Any special conditions

Time Required: Allow 14 days for processing

Accepting an Offer

In order to accept an offer and enter into a Water Main Extension Agreement with EBMUD, the applicant will need to provide:

- Three (3) signed copies of the Water Main Extension Agreement
- Payment of the nonrefundable Design Deposit to begin detailed design of the water main extension
- Set of final improvement plans indicating location of all other underground utilities
- CADD disks, submitted in MicroStation or AutoCAD
- Copy of final map, to be filed with the County

Note: The contents of the CADD file should accurately reflect the information shown on the hard copy of the Improvement Plans, but should be formatted as outlined in the section “CADD File Contents”.

Time Required: An offer may be accepted within 90 days from the date the offer is mailed, after which time the offer will expire and revisions to the offer will be required to reflect current cost.

Detailed Pipeline Design

EBMUD will prepare detailed construction plans after an applicant has entered into a Water Main Extension Agreement. The design process will include:

- Survey and drafting required to prepare baseline design drawings
- Preparation of detailed design drawings showing pipeline alignment in accordance with EBMUD standard specifications.

- Procurement of any required encroachment permits from the appropriate city, county or state agency.

Time Required: Allow 14 weeks or more of processing.

Easement Preparation

If the water main extension is to be installed in private property, a Real Estate Representative will be assigned to work with you and your title company to prepare any property documents necessary to acquire the easement(s) for the water main installation. You are responsible for the purchase price of any third-party easement rights and all the title and escrow costs.

You can help expedite this process by providing the following information:

- The name of your preferred title company.
- Address and Phone Number
- Escrow officer, or other contact person

Time Required: Allow 8 to 12+ weeks for processing. (Most work can be performed concurrent with pipeline design.)

Final Payment

When the final design has been completed and EBMUD is ready to install the new water main, the New Business Office will request final payment and inform you of any outstanding items. Final payment is based upon the charges specified in Schedule G of EBMUD's regulations governing water main extension charges, as specified in the original Water Main Extension Agreement.

Time Required: The applicant will be allowed 90 days to remit the final payment from the date the request is mailed, after which time the offer will expire and revisions to the offer will be required to reflect current cost.

Installation

The new water main will be installed by EBMUD forces. The scheduling of the installation will be based upon prior commitments and overall scheduling requirements.

Note: the following requirements must be met by the applicant before EBMUD will install water main extensions or services prior to the installation of curbs and gutters, or in those instances where no curbs or gutters will be constructed:

1. The street must be rough graded to within 0.5 feet of subgrade.
2. The water main shall be installed as specified on the District's construction drawings.

3. The location and final elevation of the meter and meter box for each lot must be staked and lot number indicated. Meters may not be installed in driveways.
4. Spoil material from trench excavations will be spread on job site unless specified.
5. Should the street grade or alignment be changed for any reason after the main is installed, the cost of any relocation of mains and appurtenances will be borne the applicant.
6. The applicant will be held responsible for any damages to District facilities by his contractors and sub-contractors.

Hydrant / Fire Service Requirements

The Hydrant/Fire Service Requirements form must be completed and signed by both the applicant and the local fire marshal. The fire marshal will specify fire flow requirements, including:

- Fire sprinkler requirements (if any)
- Number of fire hydrants required
- Flow each fire hydrant is to provide

Tentative Map

A tentative map specifies the location of a subdivision and the number of lots to be served. A parcel map or site plan is used for smaller developments. The map submitted with the Water Service Application should indicate:

- Location of fire hydrants required by the local fire marshal, if any
- Approval by local fire marshal (signature-signed map)
- Topographical information (lot elevations)
- A PDF version of the project plans

Note: When possible, please submit your tentative map in a 1" = 100' scale.

Water Service Estimate Fee

The Water Service Estimate fee is due at the time an application is submitted. The fee is not refundable, not transferable, and not applicable to the cost of the water main extension.

Type	Water Service Estimate Fee
Residential Developments	The Water Service Estimate fee will be based upon the number of lots or dwelling units to be served: <ul style="list-style-type: none"> • \$2,484 for developments of up to 10 lots • \$663 for each additional increment of 10 units (or portion thereof) up to 200 units • Maximum charge of \$14612 for over 200 units
Commercial Developments	The Water Service Estimate fee will be based upon the size of the commercial development: <ul style="list-style-type: none"> • \$3,946 up to 10,000 square feet

	<ul style="list-style-type: none"> • \$664 for each additional increment of 10,000 square feet (or portion thereof) up to 100,000 square feet • Maximum charge of \$9,863 for over 100,000 square feet
Relocation/Replacement/Abandonment	The Water Service Estimate fee is a fixed charge of \$1,463

Important: If the applicant’s development plans change, and a revised Water Service Estimate must be prepared, the original Water Service Estimate Fee will be forfeited and payment of a new Water Service Estimate Fee will be required.

Surveys

There are different types of surveys which may be required as part of a water main extension. The most common types of surveys are:

Used For...	Description
Pipeline design	Survey providing roadway dimensions for preparation of baseline maps which are used during design of the water main extension. This type of survey is typically required for water mains installed on existing roads.
Easement preparation	Survey used to prepare a metes and bounds description of roadway, known as a legal description. This type of survey is required for water main installations in private property.
Pipeline construction	Survey performed at the construction site prior to installation of the water main, in which locations of critical checkpoints (or stations) are marked.

Type of Maps

There are different maps which an applicant for a water main extension will be required to supply. These may include any combination of the following:

Type	Description
Tentative map	Indicates the location and number of lots for a proposed subdivision. A tract or subdivision number is assigned by the County after the proposed tentative map is submitted for approval.
Parcel map	Indicates property lines for proposed or recently completed lot splits. Similar to a tentative map, but applies to smaller developments.
Improvement plans	Construction and grading plans which indicate the location of new underground utilities to be installed.

Topographic map	Indicates property elevation and shows lot contour map lines.
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Property Rights

EBMUD has the right to install water mains in public streets, but does not install water mains in private property without a legal right. When mains are installed in private property, the property owner must convey pipeline easement rights to EBMUD. If the water main must be routed through property owned by a third party, the Applicant must obtain a signed Grant of Easement from the third party. Appurtenant property rights are not sufficient for the installation of District pipelines which may serve beyond the Applicant's property and are not acceptable to the District.

Right of way must comply with EBMUD's requirement for access and appropriate width to maintain and repair mains and appurtenances.

Easements

Type of Easement	Description
Single party easements	The applicant owns all property through which the water main is to be installed. The applicant is able to grant the required easement to EBMUD.
Map dedication	An easement may be dedicated to EBMUD on a final map at the time the map indicating a subdivision or lot split is filed with the county. This is the simplest method to grant an easement, if an easement is not required from a third party.
Third party easements	A third-party owns property through which the proposed water main must be routed to reach the applicant's development. The applicant will be responsible for any costs associated with working with third-parties to procure the easement.

Change Orders

If changes in the scope of an applicant's development require that EBMUD supply services and/or materials not included in the original offer to extend a water main, the District will issue a change order to the applicant. The applicant is responsible for payment of the additional cost under the terms specified in the Water Main Extension Agreement.

Front Foot Charges / Refunds

When a premises not included by an Applicant to receive service from the main extension lies along the path of a new main, the Water Main Extension Agreement may include a provision for the collection of a front foot charge. The front foot charge will be collected before granting water service to that premises. The amount collected will then be

refunded without interest within 90 days to the Applicant for the water main extension as reimbursement for a share of the cost of installing the water main.

The front foot charge is determined by dividing the charge for the main extension by the front footage, or other equitable basis, of all premises which may be reasonably expected to be served from it.

Note: The provision for front foot charge refunds expires 20 years from the execution date of the Water Main Extension Agreement.

Service Installations

At the conclusion of the pipeline installation, and after the successful completion of all water sample testing, your water main extension(s) will be approved for installation of water services. Arrangements for installation of new services can be made through the New Business Office (NBO). NBO staff will prepare an *Application for Water Service Laterals in a Subdivision* for your project. Please refer to the District's brochure *Applying for Water Service with a New Main Extension* for installation charges and other required fees. Once all applicable fees have been paid, new services will be installed by EBMUD.

Note: Roadways must be unpaved until after water service taps and laterals have been installed.

Appointments

Scheduling appointments in advance will assure a New Business Representative will be available to see you and help avoid unnecessary delays. Appointments may be obtained calling (510) 287-1008.

Site Investigation for Groundwater and Soil Contamination Concerns

Before District crews are allowed to excavate for any new service or main extension, an investigation is done to determine if groundwater will be encountered during excavation and whether the soil or groundwater are contaminated. Applicants must submit any known or existing information regarding site soil and groundwater conditions with their application.

If it is determined by the District that sampling is necessary to adequately characterize soil and groundwater conditions, the Applicant will be responsible for the actual cost of sampling analyses unless the job is based on a fixed rate and no evidence of contamination is found. The Applicant will also be responsible for increased disposal costs due to the presence of groundwater within the maximum trench depth or due to contamination of soil or groundwater. If the contamination poses a threat to drinking water quality, water distribution system piping or appurtenances, or worker health and

safety, the Applicant will be required to remediate the site before mains or services will be installed.

Storm Water Pollution Prevention Requirements

The State of California has issued regulations to ensure that storm water runoff from construction sites does not pose a threat to water quality in local streams, San Francisco Bay or any other waters that receive discharges from storm drainage systems. All construction projects, including underground and aboveground pipeline installation projects that involve land disturbance of one acre or more are currently subject to these regulations. The regulations require the owner/operator of projects involving disturbance of one acre or more to complete and submit forms to the State Water Resources Control Board (SWRCB) notifying them of the project and to prepare a site-specific Storm Water Pollution Prevention Plan identifying the potential sources of storm water runoff contamination and the measures that will be implemented on the project site to minimize storm water pollution. The regulations require anyone engaged in construction activity to determine if their project is subject to these requirements.

Applicants are required to assess the total area of land disturbance for projects that require EBMUD forces to install services or mains (not just the area where the District will be installing services or mains) and indicate on the application form whether that area is one acre or large. Before the District begins any work on a construction site one acre or large, the applicant must submit the following:

1. Proof that the appropriate forms have been filed with the SWRCB and Regional Water Quality Control Board (RWQCB).
Submitting a copy of the Receipt of Notice of Intent from the SWRCB fulfills this requirement.
2. A copy of the Storm Water Pollution Prevention Plan (SWPPP) where District forces will be working.
Submit a complete and signed copy of SWPPP for the site where the District services are being requested.

Service Disruption Minimization

EBMUD strives to reasonably operate and maintain its existing water distribution system serving our customers with minimal service disruptions due to either planned or unplanned events. Certain new developments may have a high sensitivity to service disruption owing to the nature of the operation. In such cases, please contact the New Business Office staff to discuss any options that may be available.

Produced by New Business Office

For more information, visit our web site at www.ebmud.com.