

## Water Service Checklist

*A step-by-step guide to the water service application process*

When initiating a construction project, a variety of requirements related to water service may need to be undertaken. These requirements are established and administered by Marin Water. This checklist is intended to help you prepare for the steps involving water service that may be necessary for your project.

### Apply for a new water service –OR– upgrade and/or relocate an existing service

- ☐ **Step 1:** Complete the Project Information Form online at [marinwater.org/PIF](https://marinwater.org/PIF). Please allow 10-14 business days for review by Marin Water staff.
- ☐ **Step 2:** Receive requirements for your project from Marin Water, which will be provided by email or in person by appointment. Marin Water will provide all necessary forms and fee information at that time.

Requirements for your new, upgraded and/or relocated water service will include some or all of the following:

- **Meter installation charges** based on meter size.
- **Capacity charge** based on meter size, applicable to new water services, certain accessory dwelling units and water meter upgrades.
- **Additional deposit for surface restoration.** As a result of the adoption of the *Uniform Construction Standards* by the cities in Marin and the County of Marin, Marin Water will collect an additional deposit of \$16,000 for surface restoration on every service installation or upgrade that requires an excavation in a public street. Any unused funds will be reimbursed to the applicant; however, the applicant will be responsible to pay for any additional paving costs above the deposit amount. The applicant may elect to use their own paving contractor in lieu of placing the additional deposit with Marin Water. A copy of the encroachment permit clearly indicating the applicant's responsibility for surface restoration will be required as part of the application package.
- **Installation of a backflow prevention assembly** prevents the water system from contamination (assembly to be purchased from outside source for additional cost). A field inspection may be required.
- **Landscape plan review** ensures landscape projects meet water conservation standards. A field inspection may be required.
- **Compliance with [District Code Title 13](#)**, which includes installation of water fixtures that meet the CalGreen Tier 1 efficiency standards and installation of a swimming pool cover if property will have or has a pool.

- ❑ **Step 3:** Submit your Water Service Application package to Engineering Services. The package will require some or all of the following (see your Requirements Summary Sheet provided by Marin Water for applicable items).
  - Water Service Application
  - Meter sizing confirmation letter from sprinkler contractor (3/4" upgrades only)
  - Copy of the project's building permit
  - Check written to Marin Water for required fees \*
  - Documentation from public works department confirming status of read moratorium
  - Master meter plumbing plan (for projects that contain a structure with two or more residential units)
- ❑ **Step 4:** Look for an email from Marin Water with your work order number and contact information for any questions related to the work. Keep this information for reference.
- ❑ **Step 5:** Schedule your meter installation when contacted by a Marin Water crew supervisor (1" or 1 ½" only).
- ❑ **Step 6:** Prepare site for meter installation by Marin Water crew.

*\* Please note, if you placed an additional deposit for surface restoration due to a road moratorium condition, a refund of unused funds or balance due may apply.*

## Additional questions?

### **New / Upgraded Meters, New Development, Will Serve / Water Availability Letter**

Begin application process: [marinwater.org/PIF](http://marinwater.org/PIF)

Contact: 415.945.1530 / [engineeringservices@marinwater.org](mailto:engineeringservices@marinwater.org)

### **Recycled Water**

View recycled water service area map: [marinwater.org/RecycledWater](http://marinwater.org/RecycledWater)

Contact: 415.945.1488 / [recycled@marinwater.org](mailto:recycled@marinwater.org)

### **Backflow Prevention**

Contact: 415.945.1488 / [backflow@marinwater.org](mailto:backflow@marinwater.org)

### **Indoor Efficiency Standards**

Review current standards: [hcd.ca.gov/building-standards/calgreen](http://hcd.ca.gov/building-standards/calgreen)

Contact: 415.945.1520 / [conservation@marinwater.org](mailto:conservation@marinwater.org)

### **Landscape Plan Review**

Review application process: [marinwater.org/LandscapePlanReview](http://marinwater.org/LandscapePlanReview)

Contact: 415.945.1497 / [plancheck@marinwater.org](mailto:plancheck@marinwater.org)