



**ENGINEERING DIVISION**  
701 Laurel Street/Menlo Park, CA 94025-3483  
(650) 330-6740/Fax (650) 324-5403

## **WATER SERVICE CONNECTION PERMIT PROCEDURES**

(6/28/07)

The following procedures were developed to assist property owners in obtaining a new water service connection. This includes both non-metered fire service and metered domestic, commercial, industrial and irrigation services.

It is important that the procedures be followed carefully to ensure that a timely determination is made for all permit requests.

### **1. APPLICANT'S PRELIMINARY PROCEDURE TO OBTAIN A PERMIT**

- Determine if address is within the Menlo Park Municipal Water Service District (use website map or directory at <http://www.menlopark.org/departments/pwk/mpmwd.html>).
- Review the Application for Water Service Connection Permit, attached, and City Standard Details which are available at the City's permit counter. All work shall be done according to City Standards.
- Note that separate permits are required for each separate type of service to be installed, i.e., domestic, irrigation, fire service.
- Complete the Application Form. Homeowner, contractor, developer or any other person may complete the form.
- Submit the application form to the Municipal Water Department Engineer along with four (4) copies of the Plan Drawings (approved by Fire District) of the proposed work. Plans should include the following:
  1. Location of proposed tap into City main. Show measured distances from existing facilities in the field to assist City in locating the desired site of the tap.
  2. Show size, pipe material and location of City main.
  3. Show existing and proposed curb, gutter, sidewalk, parking strip and property line.
  4. Show location of proposed new meter. Use dimensions from existing facilities.
  5. Estimate linear feet of curb, gutter and sidewalk to be removed and replaced.
  6. Estimate square footage of pavement to be removed and replaced. (See City of Menlo Park Standard Details, ST-9A, ST-9B, ST-16.)
  7. Comply with all City of Menlo Park Standard Details.
  8. If a backflow prevention device is to be installed on site, show make and model and include the following comment on the plans: "BACKFLOW PREVENTER SHALL BE TESTED UPON INSTALLATION AND A COPY OF THE TEST REPORT SHALL IMMEDIATELY BE SENT TO MENLO PARK WATER DISTRICT. BACKFLOW PREVENTER SHALL BE TESTED ANNUALLY THEREAFTER."

- 9. Plans for new fire service connections shall have written approval stamp from the Menlo Park Fire District, 300 Middlefield Road, (650) 688-8400.
  - 10. If possible, use 8 ½" x 11" sized paper. This makes it easier to fax and speeds up the process of obtaining a quote from the City-approved water contractor.
- Note that the City's Contractor will be required to obtain an Encroachment Permit (street opening permit) to complete work in City right of way. The developer/owner may have already paid this fee if the work is part of a redevelopment project.

## 2. CITY'S PERMIT PROCESSING PROCEDURE

- Engineering and Maintenance Staff review Fire Department approved drawings. If plan is not acceptable, comments are returned to the applicant for correction.
- Once plans are approved, Engineering forwards them to the City-approved contractor for development of a quote. The City will attempt to obtain a price quote within ten (10) working days or less from the date of plan approval.
- Once the contractor price quotes have been received, Engineering staff determines all fees and then calculates the "total cost" for each water service connection. This includes:
  1. Construction Cost Installation Fee (the contractor quote),
  2. Engineering and Administration Fee which is 25% of the contractor quote,
  3. Capital Facilities Fee based on the size of the meter (See the City's Master Fee Schedule at: <http://www.menlopark.org/departments/fin/masterfeesched.pdf> [page 3]), and
  4. Fire Service Fee of \$1,000 if the plans include sprinklers or if not, \$3,500.
- Engineering requests payment from the applicant for the "total cost."
- Upon receipt of payment, Engineering issues a "Notice to Proceed" to the City-approved contractor.
- The City Construction Supervisor, conducts inspections on the open trench, backfill, compaction and final repaving. The Water Maintenance Supervisor conducts the inspection on the water service connection itself. The water may not be turned on at the new service until both inspectors have completed and approved installation.
- Upon completion of the work by the City's Contractor, the Water Maintenance Supervisor will furnish and install the water meter. He or she then completes a "Change Meter or Dial Order" form and forwards it to the City's Finance Department and California Water Service Company to begin billing.
- Upon receipt of an invoice from the City's contractor, Engineering staff arranges for payment.

