



New Service Connections & Changes to Existing Service Connections

If the property is not already served by the District, owner must request a [Will Serve Letter](#) and pay the \$125 fee. If the property is already served by the District, a Will Serve Letter is not required.

Steps Following the Will Serve Letter

1. Owner will submit the following to the District
 - a. [Service Application](#) (SA) Proof of an active building permit from the City of Scotts Valley, or the County of Santa Cruz may be required
 - b. Site Plans (unless already provided to the District by the City of Scotts Valley)
 - c. Service Application deposit
 - \$350 for fire service upgrades, accessory dwelling units, tenant improvements and small developments
 - \$500 for single family residential
 - \$1000-\$5000 for large developments
2. District will
 - a. Review plans in accordance with the District's [Potable Water Standard Specifications](#) & [Recycled Water Standard Specifications](#)
 - b. Provide comments, including but not limited to
 - Determination on type of supply, water meter size and connection fees (based on outdoor usage and water supply fixture units)
 - [Cross Connection Control & Backflow Prevention](#)
 - Fire suppression system requirements
 - c. Inform if a main extension is required. If a main extension is required, the District will investigate and make a recommendation of the water system infrastructure facilities to be installed. The Board of Directors will consider the recommendation, and may reject, amend, or approve the service application. The District will develop the Main Extension Agreement (MXA)
 - d. Approve project plans after all District comments have been addressed inform the City of Scotts Valley or the County of Santa Cruz of approval and provide the owner stamped approved plans
 - e. Issue Notice to Proceed upon receiving the items below
 - Parts submittal that is approved by the District
 - Certificate of Liability Insurance for the contractor performing any water system related work
3. Owner will
 - a. Start and complete construction
 - b. Contact the District to schedule inspection(s) a minimum of 2 business days in advance
 - c. Pay connection fees
 - d. Complete start service application with the District
4. District will
 - a. Install water meter(s)
 - b. Refund remaining SA deposit
 - c. Send owner a letter of completion (SA) or water system acceptance letter (MXA)

For questions or additional information, contact the District Engineering Technician at engineering@svwd.org. All forms can be found at our website www.svwd.org/resources-information/forms.