

WILL SERVE LETTER POLICY

Adopted by the Board of Directors on October 27, 2014

Bella Vista Water District (the “District”) provides water services within the District’s Service Boundary in Shasta County, California. Periodically, the District receives from a property owner requests for the District to provide to a regulatory agency a “Will Serve Letter.” A Will Serve Letter provides notification to the regulatory agency and the applicant that the District has sufficient water and facilities available to serve the property/properties and that the District will serve the real property/properties owned by the applicant subject to this policy and conditions contained in the Will Serve Letter. Will Serve Letters will be considered by the District upon receipt of a complete application and will describe the location, type of service and the specific conditions under which the District will provide service. Residential Developments of four (4) or fewer parcels may be approved by the District’s General Manager. Subdivision and Commercial Developments must be approved by the Board of Directors. This Will Serve Policy adopted by the Board of Directors of the District sets forth the policies of the District with respect to the issuance of Will Serve Letters.

The District’s General Manager will report on any Will Serve Letters issued by the District at the next regularly scheduled Board of Directors meeting.

Additionally, the District’s General Manager will provide a report annually on the status of all issued and unexpired Will Serve Letters during the planning process for the upcoming fiscal year.

Section 1 - Will Serve Letters

1. District Will Serve Letters are issued to regulatory agencies consistent with this policy and on behalf of an applicant to provide an indication of the District’s willingness and ability to provide domestic water service to real property/properties within the District’s Service Boundary. A Will Serve Letter outlines the general conditions under which the District will provide such water service. It is the District’s conditional commitment to provide domestic water service to new customers.
2. The District will not issue a Will Serve Letter for real property which is not within the District’s Boundary at the time of the request for the Will Serve Letter.

Section 2 - Eligibility & Criteria

1. Applications for Will Serve Letters requesting water service outside of the District’s then existing Service Boundary will only be processed upon approval of an annexation of the affected real property by the District’s Board of Directors in accordance with the District’s adopted Annexation Policy and contingent upon completion of the annexation of the real property into the District’s Service Boundary through the Shasta County

Local Agency Formation Commission, and obtaining Bureau of Reclamation approval for inclusion of the real property within the District's Service Area, at the applicant's sole cost and expense.

2. A Will Serve Letter issued by the District to an applicant shall terminate at the sooner to occur of ten (10) years after the date of the Will Serve Letter or (unless connection to the District water system has been made prior to the termination or expiration of any use permit, tentative map or parcel division approval) upon the termination or expiration of any building permit issued to the applicant for construction of improvements on the real property which is the subject of the Will Serve Letter.
3. Connection of water services as provided in a Will Serve Letter shall be contingent upon the District, at the time of request for connection, having sufficient water based upon their contractual entitlements and owned water, and shall further be contingent upon the District having sufficient treatment and delivery capacity to comply with all laws and regulations concerning the delivery of domestic water. All District commitments to deliver water shall, during shortage conditions, be subject to the provisions of the then current Water Shortage Contingency Plan and/or adopted Water Shortage Emergency Measures.

Section 3 - District Fees and Costs

1. Applicants for Will Serve Letters shall be responsible for payment or reimbursement to the District as provided in this policy of all District fees and costs in existence on the date that a request by the applicant for connection to the District's water system is made. Connections to the District's water system will be made only to real property which has, at the time of the request for connection, a valid building permit.
2. The District establishes and periodically updates fees, charges and cost reimbursements which are applicable to connection of water service to real property being developed in the District. The fees established by the District which are applicable to a Will Serve Letter for which an applicant will be responsible are as set forth on **Exhibit "A"** attached hereto.
3. District fees and costs are normally updated not more frequently than annually although additional fees and costs may be adopted by the District's Board of Directors at any time. An applicant for a Will Serve Letter shall be responsible at the time that such fees are to be collected to pay to or reimburse the District for all fees and costs in existence on the date of the request for connection.

Section 4 - Application for Will Serve Letter - Form

1. Any person or entity requesting a Will Serve Letter from the District shall fully complete and submit to the District an "Application for Will Serve Letter" in the form

attached hereto as **Exhibit “B”**. The application will not be considered received by the District until such time as all information required thereon has been provided and the form has been duly executed as provided in the form.

2. An applicant will be required to pay at the time of the submission of the Application for the Will Serve Letter those District administrative fees then in effect for the submissions of an Application for Will Serve Letter together with any deposits required for engineering fees and attorneys’ fees, all as provided on **Exhibit “A”** hereto.
3. Following receipt by the District of a complete Application for Will Serve Letter, together with any fees or costs required at the time of the filing of the application, the District will have up to 21 days to review the request. During the review process the District may require the applicant to furnish the District with such other and further information as the District deems pertinent to review and process the application. If during the District’s initial review of the application, the District determines that there are additional fees or costs which are required to evaluate and process the application, the District will provide an estimate of these additional fees and costs in writing to the applicant. The District requires collection of all fees and costs at the times provided in **Exhibit “A”** hereto. Will Serve requests that must be approved by the District’s Board of Directors will be presented to the Board for their consideration at their next regularly scheduled meeting following the completion of the review process.
4. The District will not provide water service to any property in the event of non-payment of any applicable fees or costs.

Section 5 –Development Agreement

1. Applicants who request a Will Serve Letter from the District to supply water to a proposed development which requires the construction of new or additional District water distribution system improvements in order to provide water service requested, will be required to enter into a Development Agreement between the applicant and the District.
2. The Development Agreement will set forth all terms and conditions of water service for the applicant by the District and will describe in detail the responsibilities of the applicant and the District with respect to the construction of and payment for any required District water distribution system improvements.
3. In the event that a Development Agreement is required for the applicant’s proposed development, the applicant will be responsible to execute and deliver the Development Agreement prior to approval of project improvement plans by the District’s General Manager and to pay or to reimburse the District for fees and expenses incurred by the District for its District engineer and attorney in the preparation of the Development Agreement.

Will Serve Policy adopted by the Bella Vista Water District on _____ and
last amended on _____.

The undersigned, an applicant for a Will Serve Letter from the Bella Vista Water District
acknowledges receipt of the Will Serve Policy this ____ day of _____,
20____.

Authorized Signature

Date

Name (print)

EXHIBIT “A”

WILL SERVE LETTER FEE SCHEDULE October 28, 2014

Administrative Fees

Administrative Fees are to be paid at the time an application for a will serve letter or application for connection to the District is received, whichever first occurs.

- (a) District Administrative Overhead Filing
& Research\$ 50.00
(or as superseded in the District Policy Manual “Appendix A – Schedule of Rates and Charges”)
- (b) Projects requiring an “Agreement for Water System Improvements” shall first execute a Reimbursement Agreement setting forth the terms and conditions to reimburse the District for all project related expenses including staff, engineering and legal expenses associated with the project and preparation of the Off Site Improvements/Development Agreement.

Engineering and Attorney Fees

For subdivisions that will create more than 4 parcels and commercial/industrial projects that will require review by the District’s Engineer and/or Attorney a deposit of \$500.00 (or as superseded in the District Policy Manual “Appendix A – Schedule of Rates and Charges”) each for engineering and attorney fees is to be collected at the time the District receives an application. After the District’s receipt of a complete application, applicants will be provided with an estimate of all District Engineering and Attorney fees to be incurred. Estimated Engineering and Attorney fees in excess of the initial deposit are to be paid upon receipt of the estimate. Engineering and Attorney fees in excess of the deposits will be billed to the applicant by the District upon receipt of the bills thereafter, and are payable immediately. Deposits in excess of final billing will be refunded to the applicant.

Connection Fees

Connection fees are to be paid at the time the real property is connected to the District water system. Connection fees include the following fees and costs pursuant to District’s Policy as amended: Capital Improvement Fees, Water Meter Set Fees and Service Line Installation Fees.

EXHIBIT "B"
APPLICATION FOR WILL SERVE LETTER

Date: _____

APPLICANT INFORMATION

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Fax #: _____

E-Mail: _____

PROPERTY INFORMATION

Location of Property(s): _____

Legal Description: _____

(Include Section, Township and Range)

Assessor's Parcel Number (APN) of lot(s) to be served: _____

Service address of parcel(s) served: _____

Planning Department Development Number: _____

Type of Use:

- | | | | | |
|--|-----|--------------------------|----|--------------------------|
| a) Single Family Residence | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| b) Multi Family Residence | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| c) Residential Development
(Including Residential Subdivisions) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| d) Commercial/Industrial | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

Number of Units: _____ Type: _____

THE FOLLOWING ITEMS MUST BE SUBMITTED

1. Notarized "Request for Will Serve Letter" Form.
2. Multi-Family, Residential and Commercial/Industrial Developments must supply plans.
3. Check payable to the Bella Vista Water District for all fees associated with the Request for Will Serve Letter Form.
4. **Please Note:** Payment for Will Serve Letter fees and the Request Form will not be accepted until all required items have been submitted.

WILL SERVE LETTER ADDRESSEE INFORMATION

This Will Serve Letter needs to be sent to:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Fax #: _____

E-Mail: _____

Property Owner(s) Name, Address and Phone Number:

Name: _____ Address: _____ Phone #; _____

I (We) the undersigned applicant(s) do hereby request a Will Serve Letter from Bella Vista Water District for the real property(s) described in this application. The undersigned certifies under penalty of perjury that I (we) have the authority to make this request and have provided correct information. I (we) understand and agree that I (we) will be responsible for and will pay all fees and costs associated with the Will Serve Letter as provided for in the Will Serve Policy of the Bella Vista Water District.

Dated this _____ day of _____ 20_____

(Notarial Acknowledgement Required)

Exhibit “C” – Standard Will Serve Letter

{Date}

City of Redding	or	Shasta County Department of Resource Management
Building Department		Planning Division
P.O. Box 496071		1855 Placer Street, Suite 103
Redding, CA 96049-6071		Redding, CA 96001-1759

Re: {Project Name and (Parcel Map, APN, or Proponent)}

This is to inform you that the above referenced real property lies within the Bella Vista Water District's current contract boundary.

Water service by the District to this project will be provided contingent upon compliance with all rules, regulations, policies, resolutions, fees, and specifications that are in effect at the time connection to the District’s water system is requested.

The District requires receipt of and an opportunity to comment on:

1. Tentative maps for the real property or use permit applications as the case may be;
2. Review and acceptance of improvement plans for construction of needed water system improvements; and
3. Review and acceptance of completed water system improvements whether on site or off site and which are associated with this property

{And, if applicable}

- {4. Completion of the conditions as set forth in an “Agreement for Water System Improvements” for the proposed project. (Note: This project will require an Agreement for Water System Improvements between the applicant and the District with terms and conditions as provided by the District.)}

Connection of water service as provided in a Will Serve Letter shall be contingent upon the District, at the time of request for connection, having sufficient water based upon their contractual entitlements and owned water, and shall further be contingent upon the District having sufficient treatment and delivery capacity to comply with all laws and regulations concerning the delivery of domestic water. All District commitments to deliver water shall, during water supply shortage conditions, be subject to the provisions of the then current District Water Shortage Contingency Plan and/or Adopted Water Shortage Emergency Measures.

This Will Serve Letter shall terminate at the sooner to occur of either ten (10) years after the date of the Will Serve Letter or upon the termination or expiration of any building permit issued to the applicant for construction of improvements on the real property which is the subject of the Will Serve Letter (unless connection to the District water system has been made prior to the termination or expiration of any use permit, tentative map or parcel division approval).

City of Redding (or Shasta County Department of Resource Management)
(Date)
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Should you require additional information, please contact the District office.

Sincerely,

General Manager or District Engineer

cc: File