

Lake Canyon Community Service District

Request for Wastewater Service Process

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This process was originally discussed and documented during the March 2015 CSD Board meeting. The “*CSD Minutes 3-9-2015.doc*” can be found on the www.lakecanyon.com site.

1. The board reviewed and approved the “Request for Wastewater Service” process as follows:
 - a. The applicant submits an “**Application for Wastewater Permit**” form to the CSD General Manager (GM). The form can be found on the CSD website at <http://www.lakecanyon.com/>. The form must be accompanied by two sets of preliminary plot plans with elevations and a non-refundable check for \$150. These initial plans can be in draft form (pre-SCC approved plans) to expedite the process.
 - b. The CSD GM sends a set of the preliminary plans to Questa in order to get a pre-quote for new service engineering. Questa will return a preliminary quote to the CSD GM.
 - c. A final set of Santa Clara County (SCC) building department approved plans will be required by the CSD GM in order to issue the permit to connect to the wastewater system. This final set of SCC signed off plans will also be used by Questa to validate their original preliminary quote.
 - d. Prior to the issuance of the **Wastewater Collection System Connection** permit, which will allow the applicant to connect to the septic system, the applicant must pay the “Wastewater Collection System Connection Charge”.
 - e. The applicant will engage a contractor that has been pre-approved by the CSD to perform the connection work. If the applicant starts construction prior to receiving a permit from the CSD, the applicant assumes the risks of the CSD not signing off on the final inspection.
 - f. The **Wastewater Collection System Connection** permit is due prior to the completion of the following step.
 - g. The CSD GM will schedule a final inspection by the district’s engineer of the work that was performed by the applicant’s contractor. Once the inspection has been performed the CSD will inform the SCC building department of the successful service connection as part of the SCC signoff requirement.
 - h. Upon final SCC signoff of the applicants project the CSD will add the APN to the formal tax roll.