



# CAYUCOS SANITARY DISTRICT

200 Ash Avenue  
P.O. Box 333, Cayucos, California 93430-0333  
www.cayucosd.org  
805-995-3290

## APPLICATION FOR SEWER WILL-SERVE LETTER

Please provide all information requested. Failure to complete this form in its entirety will delay the processing of your Will-Serve Application and issuance of your Will-Serve Letter. **PLEASE NOTE: Applicants must have a permit number assigned to their project in order to qualify for a Will-Serve Letter. Applications that do not reference a permit number are rejected and returned to the applicant.**

Your Will-Serve Letter will be valid for one year from the date of issuance. The District allows a one-year extension of the Will-Serve, subject to review of a Will-Serve Extension Application and payment of a \$50.00 Will-Serve Extension Fee.

If it is determined that the cost of completing the plan check and reviewing the proposed project exceeds your Will-Serve Application Fee, the additional costs shall be billed to and paid by the owner prior to issuance of a Final Will-Serve Letter.

If the project involves the demolition of an existing structure, the sanitary connection (lateral) must be capped off in order to qualify for the Interrupted Service Fee (ISF) rate of \$46.00 per month. It is the sole responsibility of the property owner to cap the connection, and subsequently, contact the District to schedule the mandatory inspection of the capped connection. Upon completion of a successful inspection, a temporary billing reduction may be granted. If granted, the ISF rate will become effective the next billing cycle following the inspection. In no case will billing adjustments be retroactive. Once the lateral reconnection has been inspected by District staff, the billing rate will automatically revert to the Sewer Use Fee rate of \$98.00 per month per EDU.

### SECTION 1: PROJECT ID AND CONTACT INFORMATION

Permit Number (REQUIRED; please provide complete number including prefix): \_\_\_\_\_

Project Address: \_\_\_\_\_ Project Type: \_\_\_\_\_

Owner Name: \_\_\_\_\_ APN: 064 - \_\_\_\_\_ - \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Agent Name: (Optional; provide to have an agent CC'd in communications regarding your project) \_\_\_\_\_

Agent Email: \_\_\_\_\_ Agent Phone: \_\_\_\_\_

### SECTION 2: APPLICATION FEE DETERMINATION Select one; payment required upon submittal of application

**For Digital Will-Serve Application Submissions** (through the District's website):

For a single-family residence project with no sewer easement on the property: **\$125.00**

For a single-family residence project with a sewer easement on the property: **\$250.00**

For all other projects (commercial buildings, mixed-use buildings, multi-family residences, etc.): **\$250.00**

**For Hardcopy Will-Serve Application Submissions** (includes Digitizing Fee):

For a single-family residence project with no sewer easement on the property: **\$225.00**

For a single-family residence project with a sewer easement on the property: **\$350.00**

For all other projects (commercial buildings, mixed-use buildings, multi-family residences, etc.): **\$350.00**

**SECTION 3: REQUIREMENTS FOR CONSTRUCTION PLANS** The following must be included within the plans you submit. If you feel the information requested is not applicable to your project, explain below. Please check off items as verified.

One set of clear and legible plans, signed and dated by the engineer/architect, including:

Floor plan for each floor

Exterior elevations

Grading plan (site plan)

All sewer easements located on the property are shown on the plans (if applicable)

Drainage plan – *If you have a "DRC" project #, you are not required to provide at this time*

Foundation plan – *If you have a "DRC" project #, you are not required to provide at this time*

Show the relationship between the elevations of the lowest plumbing fixture and nearest upstream manhole – *If you have a "DRC" project #, you are not required to provide at this time*

If you are not providing a required item from the list above, explain justification:

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**SECTION 4: SEWER EASEMENTS** If a sewer easement exists on the property, the following items must additionally be included with your Will Serve Application. Please check off items as verified.

There is no sewer easement on the property (*skip to Section 5*)

Identify, locate and describe the easement on the plot plan

Show foot print of all structures and appurtenances, and show their relationship to the easement on the plans

Provide an engineer's report that verifies the proposed structure and appurtenances will not damage or place additional loadings on the District's existing facilities (pipes, manholes, etc.)

Provide an engineer's report that verifies the proposed structure will not be damaged when the District's entire easement is excavated to a depth of one foot below all sewer structures

**DISCLAIMER: SEWER EASEMENT ENCROACHMENT RESTRICTIONS**

- A. Encroachments (aerial or surface) into or upon sewer easements, including but not limited to eaves, decks, flooring, fences, and drainage facilities, shall not be allowed without formal District approval
- B. Drainage facilities that direct to or create ponding or leaching of water into soils that cover the District's facilities shall not be constructed
- C. Non-permitted encroachments found to exist will cause revocation of the Conditional and/or Final Will-Serve Letter

**SECTION 5: LEGAL DECLARATION**

I have completed this form accurately and declare that all statements herein are true.

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_