



# CAYUCOS SANITARY DISTRICT

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

## APPLICATION FOR SEWER WILL-SERVE LETTER

Please fill out and 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.

Your Will-Serve is 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 renewal application and payment of an extension fee.

If it is determined that the cost of completing the plan check and review of the proposed development exceed your application fee, the additional costs shall be billed and paid by the owner prior to issuance of the Final Will-Serve Letter.

If the project involves the demolition of an existing structure, the sanitary connection **must** be capped off in order to qualify for a temporary reduction in monthly billing. It is the sole responsibility of the property owner to cap the connection, and subsequently, contact the District office to schedule the mandatory inspection of the capped connection. Upon completion of a successful inspection, a temporary billing reduction may be granted. The reduced rate will become effective **the next** billing cycle following the inspection. **In no case will billing adjustments be retroactive.**

**PROJECT ADDRESS:** \_\_\_\_\_ **PROJECT TYPE:** \_\_\_\_\_

**PROJECT NUMBER: DRC-** \_\_\_\_\_ **OR PMT-** \_\_\_\_\_

**OWNER NAME:** \_\_\_\_\_ **APN: 064 -** \_\_\_\_\_ - \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**AGENT NAME (Optional):** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**I. FEES (SELECT ONE):** Payment required upon submittal of application.  
**CHECK OR EXACT CHANGE ONLY**

**A.** Is the project site a single-family residence **without** a sewer easement?

**Yes - Your application fee is \$75.00.**

**B.** Is the project site a commercial or a multi-use building, **or** a single-family residence **with** a sewer easement?

**Yes - Your application fee is \$200.00.**

**II. SUBMITTAL OF PLANS:** The following information is required with the submission of your application. If you feel the information requested is not applicable to your project, please explain below. Check off items as verified:

One (1) set of clear and legible plans which are to be signed and dated by the engineer or architect and shall include:

Yes / N/A

Contact information for the designated person(s) responsible for compliance with the District's conditions

Statement of intended use of building

Floor plan for each floor

Drainage plan

Foundation plan

All easements are shown (refer to section III)

Finished floor elevations (grading plans)

Show the relationship between the elevations of lowest plumbing fixture and nearest upstream manhole

If any N/A above, please explain:

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**III. SEWER EASEMENTS:** If a sewer easement exists on the project site, all of the following items must be provided in conjunction with your application. Please check off items as verified:

There is no easement on the project site. *(Skip to Legal Declaration)*

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 plan.

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

Provide an engineer's report which verifies that 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.

**ENCROACHMENTS OF SEWER EASEMENTS:**

- A. Encroachments (aerial or surface) into or upon the sewer easements, including but not limited to eaves, decks, floorings, fences and drainage facilities shall not be allowed without formal District approval.
- B. Drainage facilities that direct to, create ponding or leaching of surface or other water on top of or into soils over 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 letters and the District will not serve your project.

**LEGAL DECLARATION**

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

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