



New Water Service Account Application Instructions

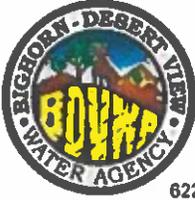
Owners of Property can open Water Service Accounts in their name or in a Tenants name. In order for Tenants to open a Water Service Account, there must be an active account in the Owner's name. Tenants will also complete an Application but the property Owner will submit a completed Owner/Tenant Agreement as well.

The Agency will require the following documents to open a New Water Service Account. The Agency will strive to OPEN water accounts within 2 business days of the initial notification. Documentation submitted prior to 2:30pm will prompt the account transfer to occur on the next business day or sooner, if possible.

- Completed Application and Special Conditions Letter (attached)
- Proof of Ownership – Proof of Ownership can be established several ways.
 - a. Screenshot from the "Property Info" Tab following a PIMS Parcel Inquiry within the Property Management Information System Internet Site - <http://www.sbcounty.gov/assessor/pims/recaptcha.aspx> (Note: the County of San Bernardino site has a backlog of data input so if the property was recently acquired it may not show yet); OR
 - b. Provide Escrow FINAL closing statement; OR
 - c. Provide Grant Deed or Quick Claim Title which has been recorded. Recordation is indicated by a Document Number Stamp in the upper right corner.
- Copy of Valid Identification for applicant and any co-applicants who desire to access the Water Service Account

It is incumbent on the Applicant to complete the required applications including all signatures and submit all required documents. Incomplete applications will delay the progress of opening the account and unlocking the water service.

Forms can be submitted back to the Office either in-person or via email to info@bdvwa.org. For further information, reach out to the Customer Service Staff at 760-364-2315.



BIGHORN-DESERT VIEW WATER AGENCY

622 SOUTH JEMEZ TRAIL, YUCCA VALLEY CA 92284 PHONE (760) 364-2315 FAX (760) 364-3412

APPLICATION FOR WATER SERVICE

PARCEL #: _____ ACCOUNT #: _____

TODAY'S DATE: _____ TURN ON DATE: _____ OWNER TENANT

COUNTY/SERVICE ADDRESS: _____

APPLICANT NAME: _____

DRIVER'S LICENSE #: _____ STATE: _____

CO-APPLICANT NAME: _____

DRIVER'S LICENSE #: _____ STATE: _____

MAILING ADDRESS: _____

PHONE #: _____ CELL PHONE #: _____

EMAIL: _____ I HAVE RECEIVED A COPY OF THE PUBLIC EASEMENTS
BROCHURE

IMPORTANT NOTICE

By signing this Application the Applicant agrees to observe all Agency Rules and Regulations now in effect or hereafter adopted that relate to water service, which includes maintaining easements. The Agency will attempt to collect all unpaid charges through mail contact. If this fails, the Agency may choose to pursue the matter in court, employ a collection agency, file a lien against the property, or use any other method allowed by law, currently or in the future, to collect the unpaid charges. The customer is responsible for the collection costs incurred. Guarantee deposits will be refunded once the Applicant has achieved "credit worthiness" or upon closure of the account and only after all outstanding water charges or penalties have been deducted. No interest will be paid on a guarantee deposit. Via this notice, owner/tenant is made aware that the Agency may, from time to time, terminate water service for non-payment of bills or for other reasons, which will result in any existing fire sprinkler system not functioning. Through the application process the owner/tenant has agreed to hold the Agency harmless for any claims arising out of any such circumstances.

APPLICANT SIGNATURE

CO-APPLICANT SIGNATURE

GUARANTEE DEPOSIT (0122550) \$100	RECEIPT # _____
ACCOUNT SET-UP FEE (0141700) \$ 40	RECEIPT # _____
<input type="checkbox"/> BACKFLOW DUE _____ LOT(SUB) _____	CYC. _____ RATE: <input type="checkbox"/> R <input type="checkbox"/> A <input type="checkbox"/> C
<input type="checkbox"/> FIRE SPRINKLER SYSTEM	
<input type="checkbox"/> OWNER/TENANT AGREEMENT ON FILE	ROUTE: _____
<input type="checkbox"/> OWNER REQUEST FOR DUPLICATE TENANT'S BILL	SEQ: _____



WATER USE QUESTIONNAIRE

THE QUESTIONNAIRE WILL BE USED TO DETERMINE THE CUSTOMER CLASS FOR BILLING PURPOSES AND AN ASSESSMENT OF CROSS CONNECTION CONTROL REQUIREMENTS

PLEASE MARK ALL THAT APPLY:

PLEASE CIRCLE YES or NO:

DOMESTIC

- | | | |
|--|--------|----|
| 1. Domestic/Residence | 1. YES | NO |
| a. New Single Family Residence to be built | a. YES | NO |
| b. Existing Residence | b. YES | NO |
| 2. Place of Public Assembly/Church/Non-Profit/
Community Center | 2. YES | NO |

AGRICULTURE

- | | | |
|---|--------|----|
| 1. Agriculture/Irrigated land/Livestock | 1. YES | NO |
|---|--------|----|

COMMERCIAL/INSTITUTIONAL

- | | | |
|---|--------|----|
| 1. Apartments/Multi-Unit Housing | 1. YES | NO |
| 2. Hotels/Motels | 2. YES | NO |
| 3. Educational Institution/School/Government | 3. YES | NO |
| 4. Restaurant/Food Service | 4. YES | NO |
| 5. Gasoline/Oil Facilities | 5. YES | NO |
| 6. Industrial/Commercial Business/Office Building | 6. YES | NO |

Signature: _____ Date: _____

Ph. #: _____ Acct #: _____ APN: _____

Project Address: _____

By signing this document, I am certifying that the statements above are true. I also understand that if at any time BDVWA staff discovers that these statements are incorrect then the correct customer class will be assigned and billing will be adjusted accordingly back to the start of service. Furthermore, that if it is determined that the actual use poses a health hazard I may have my water service terminated until such hazard is eliminated.



PUBLIC EASEMENTS

A PROPERTY OWNERS GUIDE

A. GENERAL

This brochure provides information for property owners regarding their responsibilities within areas of public easements on their properties. It is the responsibility of the property owner or agency to obtain all required construction, environmental and underground service (dig alert) permits.

B. UNDERSTANDING PUBLIC EASEMENTS

1. Road Easements

The purposes of road easements are to provide for current or future improved public roadways, to avoid land locked parcels, or for general public access. These easements are acquired through a number of ways. The most common are easements dedicated by property owner during the development process, court rulings, eminent domain, subdivision, by Patent Reservation, the exercise of prescriptive rights, and by voluntary action.

1.1 County Maintained Roads Easements

Easements for roads in the San Bernardino County Maintained Road System (CMRS) fall under the jurisdiction of the Department of Public Works (DPW).

RESPONSIBILITY: DPW is responsible for maintaining all roads accepted into the CMRS.

USE BY UNDERLYING PROPERTY OWNERS: It is preferred that no encroachments are constructed within any easement. However, if necessary, the underlying property owner shall apply for an encroachment permit and provide justification as to why the encroachment within the County easement is essential. Property owners can contact the Permits Section of County DPW at (909) 387-7995 or go online at http://www.sbcounty.gov/dpw/operations/permits_road.asp for more details.

1.2 Non County Maintained Road Easements- Road easements which are offered for dedication without County acceptance or are accepted by the County for public use but rejected for maintenance by the County are called non County maintained road easements.

way and a private easement must be obtained with adjacent property owners. No DPW permit is required if utility is outside road right of way or on a non-maintained dedicated public road.

For non-maintained roads with no dedication -these roads are considered private. No DPW permit is required. The utility must get private easements.

For maintained roads with no dedicated right of way - Road prescriptive right of way is typically to the edge of a disturbed area. Due to limited width of disturbance: Above ground utilities are to be placed beyond the disturbed area. It is strongly advised to contact DPW for the master plan right of way and place the utilities as close to the outside limit of the master plan right of way as possible to avoid future relocations if road is widened. The location may require a private utility easement from adjacent property owner. If above ground utility must be inside the disturbed limits, DPW will evaluate the location and determine if the obstruction will affect roadway maintenance and will issue a permit if maintenance will not be affected. Underground utilities require a permit from DPW if located within the disturbed limits.

2. DRAINAGE EASEMENTS

The general purpose of drainage easements are to maintain the historical flow and alignment of storm water runoff, or to provide building setbacks. These easements are most commonly acquired through dedication by the property owner during the development process. Drainage easements generally follow natural watercourses and are generally not maintained by the County.

RESPONSIBILITY: The underlying property owners are responsible for maintaining drainage easements. Drainage easements must follow the historic flow path and must not be blocked or their capacities reduced in anyway.

RESTRICTIONS OF USE BY UNDERLYING PROPERTY OWNERS: It is strongly recommended that no encroachments be constructed inside a drainage easement as it may cause drainage/flood damage to neighboring properties. Disputes among neighboring property owners or even civil cases may occur as a result of such encroachments. Property owners who divert or block the historical flows may be liable for any damages caused by their actions to downstream properties.

3. VACATION OF PUBLIC EASEMENTS

Under certain conditions, an existing public easement may no longer be necessary due to a variety of reasons such as changed conditions, topography, etc. The property owner can seek a

3. Non County maintained public easements, by definition, are not maintained by the County. The public and property owners are encouraged to resolve access and maintenance issues among affected parties.
4. If there is a complaint/report brought against a property owner regarding possible illegal encroachments on public easement, DPW staff will research the easement information and refer to the appropriate County department for action. Not all such complaints result in determinations of code violations and property owners are encouraged to seek resolutions acceptable to all involved parties.
5. Cases involving roads with no public dedication are private matters and property owners should be directed to pursue their legal rights as appropriate.

E. ENFORCEMENT (MAINTAINED PUBLIC EASEMENT)

1. Any work activity or building of structures inside a County maintained road easement requires a permit as described in the Section B.1.1 above.
2. If there is a complaint/report brought against a property owner regarding possible illegal encroachments within County maintained road easements, such complaints will be reviewed and evaluated by DPW staff. Notices will be mailed to subject property owners requiring proper remedial actions.