



NEW METER INSTALLATION REQUIREMENTS

1. Submit the Assessor's Parcel Number (APN) to Customer Service for verification of service availability
2. A County Assigned Service Address must be provided (If you need to obtain a service address, please refer to the Address Assignment Instructions page)
3. Complete a signed Application for Water Meter Installation
4. Complete a basic plot drawing that includes the location of the septic tank and the desired location of the water meter
5. Complete the Application for Residential Water Service (included)
6. Complete the Agreement initial page
7. Complete the Water Use Questionnaire
8. Advise Agency staff if there is a fire sprinkler system located on the property.
If yes,
 - a. Provide the type of system
 - b. The Agency will determine if a backflow prevention device is required.
9. Advise Agency staff if there is a well on the property
 - a. If yes, you will be required to install a backflow device or provide documentation certifying a cross-connection hazard does not exist.
10. Provide a copy of your photo ID
11. Provide Proof of Ownership (i.e. Final Closing Statement or Recorded Deed)
12. Submit the required fees/charges in the total of **\$15,764** (see breakdown of fees below)
 - a. New Account Set Up Fee **\$35**
 - b. Guarantee Deposit **\$100**
 - c. Service Line Installation **\$1,475**
 - d. Basic Facilities Charge **\$14,154**
 - e. Excavation Permit Fee (*If required*) **TBD**

PLEASE COMPLETE, SIGN AND DATE ALL PAGES

PLEASE SUBMIT PAYMENT WITH PACKET



BIGHORN-DESERT VIEW WATER AGENCY

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

APPLICATION FOR NEW WATER METER INSTALLATION

Parcel No: _____ Account No. _____

County Service Address: _____

Applicant Name: _____

Home Phone No: _____ Email Address: _____

IMPORTANT NOTICE

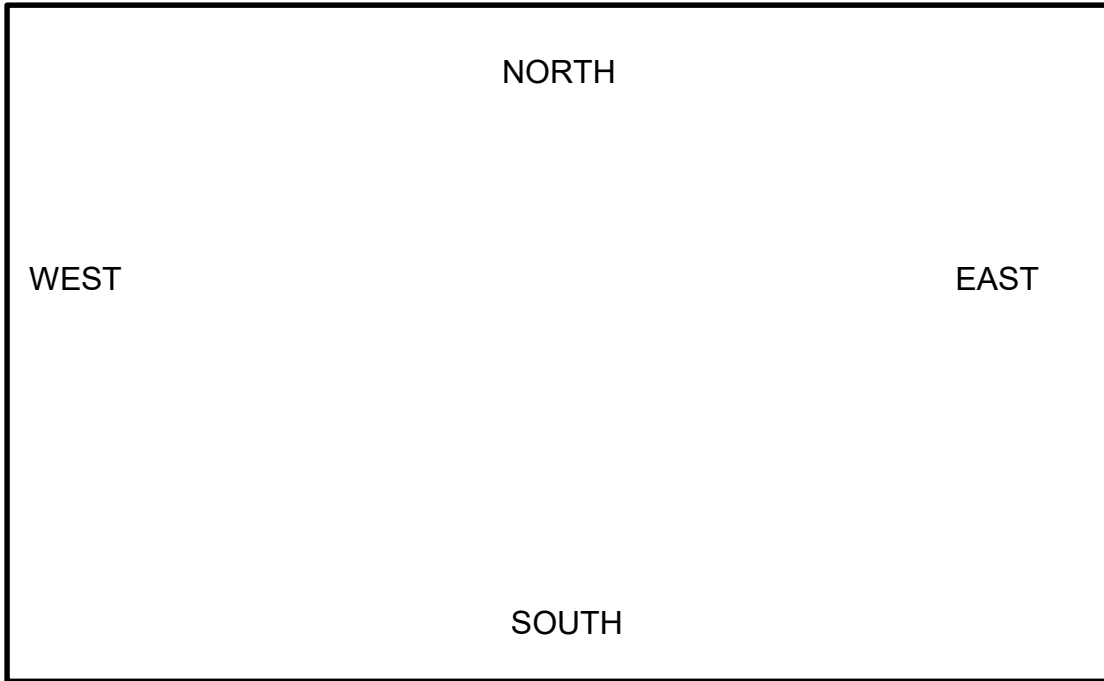
By signing this application the applicant agrees to observe all Agency Rules and Regulations now in effect or hereafter adopted that relate to water service. Note that it is the responsibility of the applicant to consult with a real estate attorney to determine the need to obtain easements. It is the responsibility of the applicant to obtain necessary easements. In the event of a disagreement between property owners with regard to use of easements, should it be necessary to install a service line at an alternate location, the Agency will not be responsible for any expenses incurred and the applicant shall pay the full cost of the installation. Via this notice, Owner/Tenant is made aware that the Agency may, from time to time, terminate water service for nonpayment 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 from any claims arising out of any such circumstances.

Applicant Signature

Date

Service Line Installation Fee (0141000)	\$1,475.00	Receipt No.
Basic Facilities Charge (0141001)	\$14,154.00	Receipt No.
Excavation Permit Fee <i>If required- ask for more information</i> (015411401)	TBD	Receipt No.
Important Questions????	Service Order No.	
Application Packet Complete	Yes No	
Fire Sprinkler System	Yes No	
Cross-Connection Hazard on Premises (such as a well or fire sprinklers)	Yes No	
Date of hazard removal:	Date of last backflow test:	

PLOT DRAWING FOR NEW METER INSTALLATION



Assessor's Parcel Number (APN): _____

Please indicate where the septic system is located on the parcel and the desired location of the meter.

Note: The Agency reserves the right to determine the ultimate location of the meter.

Customer Name (Printed): _____

Customer Signature: _____

Date: _____



BIGHORN-DESERT VIEW WATER AGENCY

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

APPLICATION FOR RESIDENTIAL 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: _____

BILLING 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) \$ 35	RECEIPT # _____
<input type="checkbox"/> BACKFLOW CURRENT <input type="checkbox"/> FIRE SPRINKLER SYSTEM <input type="checkbox"/> OWNER/TENANT AGREEMENT ON FILE <input type="checkbox"/> OWNER REQUEST FOR DUPLICATE TENANT'S BILL	



Bighorn-Desert View Water Agency

622 SOUTH JEMEZ TRAIL YUCCA VALLEY, CA 92284
PHONE 760.364.2315 FAX 760.364.3412 www.BDVWA.ORG

This agreement is made on this _____ day of _____, _____ by and between Bighorn-Desert View Water Agency of San Bernardino County, State of California, with its headquarters at Yucca Valley, California, herein designated as the "District" and Customer located at (home address) _____ hereinafter designated as the "Customer", Telephone: _____.
Whereas, Customer is planning a water meter installation located at (parcel address) _____ within the County of San Bernardino, State of California, as: Assessor's Parcel Number: _____

_____ Initial The Agency recommends you have your land surveyed to determine the property corners and easements as the District will have final authority as to the placement of your water meter per Article 4.4 BDVWA Rules and Regulations. The Agency assumes no responsibility and/or liability for facility misplacement.

_____ Initial The Agency takes great care not to disturb existing plants and vegetation when possible; however, during the installation of the meter, vegetation/plants, trees and shrubs may be removed and/or disturbed. Please advise an Agency Representative of any plants that you do not want disturbed and every effort will be made to comply with your request or we will give you the opportunity to move them.

_____ Initial During the meter installation the meter valve will be placed just below the existing gradient. If your "finish" grade calls for the addition or removal of dirt near the site of the meter you must make prior arrangements with an Agency Representative so the meter be installed at the finish grade. If arrangements are not made prior to installation and the final grade creates a safety hazard or causes our facilities to be exposed "too high" or buried you will be responsible for associated costs of relocating the facilities.

Customer: _____ District Representative: _____



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.



ADDRESS ASSIGNMENT INSTRUCTIONS
YOU MUST HAVE AN ADDRESS ASSIGNED TO PROPERTY IN ORDER
TO HAVE A METER INSTALLED

The application for address assignment is found at
<http://wp.sbcounty.gov/ezop/>

- ◆ You will need to create an account
- ◆ Once you have registered an account, you will need to login
- ◆ Select the 'Building' tab
- ◆ Under the 'Building' tab you will need to select 'Create an Application'
- ◆ Then select 'Addressing - New'

The current fee for a new address assignment is \$158.00

FOR ANY QUESTIONS REGARDING ADDRESS ASSIGNMENT
PLEASE CONTACT SAN BERNARDINO COUNTY
(909) 387-4244

Bighorn-Desert View Water Agency

ARTICLE 4.0 of Rules and Regulations for Water Service

Installation of New and Change in Existing Meter Service Facility

4.1 Design Standards, Standard Construction Drawings and Specifications.

Meter service facility installation shall meet all requirements of the Agency water system design standards and in conformance with Agency standard construction drawings and specifications.

4.2 Customer Options. All residential units, including each multi-tenant unit, must be individually metered.

The Agency reserves the right to require additional meters or to impose conditions in special or unusual circumstances, such as for heavy landscaping or for widely separated buildings on large parcels.

In accordance with Article 7.0, an approved backflow prevention device(s) may be required. Backflow prevention devices where required shall be installed and maintained by the owner, at the owner's expense (as set forth in Article 7.0).

The meter size, as required for any particular development, shall be determined by the Agency, at the Agency's sole discretion, based upon information provided by the applicant and investigation by the Agency. In the case of more than one service to the same development, the total charge shall be the sum of the appropriate individual charges. The Agency reserves the right to require an increase in meter size at any time. The owner-applicant must, at that time, pay any additional fees due.

All commercial, public, industrial, and agricultural units, including each multi-tenant unit, must be individually metered. There shall be at least one separate meter for each separate septic system. There shall be a separate meter to each customer, for which a backflow prevention device is required. There shall be a separate meter for each culinary establishment; each commercial/industrial establishment which uses water as a part of its commercial or industrial business or process; each medical and dental office; each veterinary clinic and animal grooming or boarding or sales establishment; each grocery and food handling or sales establishment; and as otherwise required by the Agency at its sole discretion; whether or not such establishments are in separate freestanding buildings and whether or not such establishments require backflow prevention devices. There shall also be a separate meter for all commercial and industrial establishments that contain fifty or more fixture units per Uniform Plumbing Code.

Applicants/customers may request a larger customer service facility than the Agency minimum size determination requires (subject to Agency approval), but the

Bighorn-Desert View Water Agency

applicant/customer shall pay all charges and fees applicable to the larger service. Meter service facilities greater than 1" will generally not be allowed for residential customers.

4.3 Meter Service Facility Size Requirements. The Agency will determine the minimum required size of the meter service facility and the size and type of meter required for all types of water service. The size of the meter service facility shall be based on the Agency's evaluation of the applicant's need and use as determined from the data presented by the applicant. The meter service pipeline must be equal to or greater than the size of the meter in all cases.

The meter size shall be based on the range of maximum, minimum, and continuous duty water flow. The customer's flow requirements must be within the range of minimum and maximum flow for the meter size furnished by the Agency, and the average flow rate during the 16 hours of highest daily use shall not exceed the continuous duty flow rate of the meter. Unless the Agency's evaluation of the applicant's needs indicates a special requirement, the meter will be sized in accordance with the Uniform Plumbing Code.

All meter service facilities 2" and larger require a compound type meter.

4.4 Meter Service Facility Location. When a single new meter service facility is to be installed, a specific location may be requested by the applicant to fit in with the piping plans on their premises. Such special location of the meter service facility will be honored by the Agency unless it presents a problem in the installation and/or the reading of the meter. The Agency reserves the right to determine the final location of the facility. Unless unavoidable, the meter service facility shall be located within the public street right-of-way, adjacent to the mainline, and shall not be placed on the applicant's private property or behind a wall or fence or other structures or obstructions which limit the Agency's access to said meter. Large compound meter service facilities shall be located immediately behind the curb or immediately behind the sidewalk within the public right-of-way. Large compound meter service facilities shall be located in accordance with the applicant's request unless the Agency determines that such desired location is not the most desirable with respect to construction, operation and maintenance, and meter reading convenience. If any portion of the Agency's meter service facilities must be located on private property, the applicant shall dedicate an easement to the Agency (which shall be recorded with the County) to allow the Agency access to same for the purpose of operating, maintaining, repairing, replacing facilities, and/or reading meters in accordance with Article 3.29 prior to installation of the meter service facilities. The Agency will always have the right to make the final determination on the location of any meter service facility.

4.5 Components of the Meter Service Facility. The meter service facility shall consist of all of the necessary and required components. The meter is the end of the components of the meter service facility maintained by the Agency upon installation. The design, construction, operation and maintenance of the customer's on-site water

Bighorn-Desert View Water Agency

system shall be solely the customer's responsibility and shall begin with the customer's service valve.

In areas where the static pressure exceeds 80 psi, the meter service facility installation will include a pressure reducing valve downstream of the customer's service valve and this device will thereafter become the responsibility of the customer.

An applicant for service from a main through which prevailing water pressure is lower than the normal operating limit of 40 psi must, if service is granted by the Agency sign a low pressure agreement which shall be recorded with the County. The customer shall be responsible for installation and maintenance of a privately owned hydro pneumatic pressure pump, backflow device and/or other devices, as required to provide adequate pressure to the premises.

4.6 Cross-Connections. The Agency will determine in the process of reviewing the application whether the applicant's use of Agency's water service facility exposes the Agency's water system to a cross connection. If the Agency finds that protection against cross connection is required, it shall be provided in accordance with the requirements of Article 7.0.

4.7 Maximum Length of Meter Service Facility Meter service facility installations shall not be allowed if the applicant's property boundary is more than 700 feet away from an Agency water main unless a variance is granted as per Article 1.5.

If a meter service facility is requested for a property outside of the existing Agency Improvement District (e.g. ID 1, ID GM) boundary (inside or outside the Agency's sphere of influence) and the Agency agrees to provide water service to said property, then applicant shall be required to seek annexation through the San Bernardino Local Agency Formation Commission (LAFCO) and pay all applicable fees and charges for annexation proceedings. These fees would be in addition to the Basic Facility Capacity Fee and installation charges indicated in the Agency's current Rate Table.

4.8 Prohibition of Service to Other Premises. Each meter service facility is intended for the sole use of the specific property for which it was installed and shall not provide opportunity of service to neighboring property or premises. Service from a customer's pipeline to other properties or premises, except as approved by the Agency, shall be grounds for immediate termination of all water service.

4.9 County Permitting. Meter service facilities will not be installed until the applicant demonstrates to the Agency's satisfaction that the County of San Bernardino has issued all necessary permits for use of the specific property for which the facility is to be installed. At a minimum the applicant must provide a service address "assignment" for the property which is obtained through the County of San Bernardino. See Article 3.16.



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.

RESPONSIBILITY: Underlying property owners are responsible for keeping these easements in compliance with the intent of the dedication requirement road easements, which are to be used for general public access, or for future public road improvements. These are public rights that are protected by law and any obstructions that cause a denial of such public rights can be removed at the property owner's expense through civil action.

USE BY UNDERLYING PROPERTY OWNERS: It is strongly recommended that no encroachments are constructed within any public easement. Any permitted work activity (e.g. grading) or encroachment that is constructed at the property owner's own risk. Any work inside these easements may be subject to one or more permits including grading permits, building and safety permits, environmental permits and permission from other property owners. Failure to comply may subject the offender to civil actions.

1.3 Obstruction of Public Road Easement

Obstruction of any road easement may constitute a nuisance as defined in the California Civil Code:

"Anything which...unlawfully obstructs the free passage of use... of any Public Park, square, street, or highway, is a nuisance."

Property owners may be responsible for damages under provisions of the Civil Code. The California Penal Code also defines public nuisances in almost identical language (Section 370). The Penal Code goes on to say "Every person who maintains or commits any public nuisance, the punishment for which is not otherwise prescribed, or who willfully omits to perform any legal duty relating to the removal of a public nuisance, is guilty of a misdemeanor." (Section 372) The punishment for a misdemeanor is given in section 19: "Except in cases where a different punishment is prescribed by any law of this state, every offense declared to be a misdemeanor is punishable by imprisonment in the county jail not exceeding six-months, or by fine, not exceeding one thousand dollars (\$1000), or by both.

1.4 Use of Public Road Easement by Utility Agencies

Utilities placed in public right of way (maintained or not maintained) must demonstrate the right to be in public right of way via franchise agreement or previously acquired private utility easements. For non-maintained dedicated roads –no permit from DPW is required. As long as utility is a public utility and the utility doesn't impede the traveling public they are allowed to install facilities in the dedicated right of way.

For private utilities in a public right of way (maintained or not maintained) – a franchise agreement must be obtained, or the utility must be placed outside dedicated right of

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

vacation of an easement through the County Highway Planning Technical Committee (HPTC) by submitting an application and paying the applicable fees. Contact Design Division/Right-of-Way Section at 909-387-7951 for more details.

4. PAVING NON-COUNTY MAINTAINED ROAD EASEMENT FOR PURPOSE OF COUNTY ASSUMING MAINTENANCE

Any work on a non County maintained road shall follow DPW standards and be constructed according to plans prepared by a registered civil engineer. Prior to any work performed, the property owner shall obtain an encroachment permit from DPW. If a property owner wishes to pave within a non County maintained road easement and request that the County exercise its discretion to accept that road into the CMRS, the owner can consult the Permits Section of County DPW at (909) 387-7995.

C. GENERAL RESTRICTIONS OF ENCROACHMENTS AND WORK ACTIVITY INSIDE NON COUNTY MAINTAINED PUBLIC EASEMENTS

General restrictions include, but not limited to, the following:

1. Encroachments must not block the public right to pass thru the road easements.
2. Encroachments must not block, or cause restriction of, or divert drainage courses.
3. Structures (walls, drainage facilities, etc) are still subject to building and safety requirements and permit requirements and must be designed by a registered engineer and constructed accordingly.
4. Buildings, accessory structures, and homes are not allowed to be constructed in the easement area.
5. Encroachments must not interfere with utilities.
6. Applicable environmental permitting maybe required.
7. In some cases, easements, acquisitions and/or agreement letters must be signed by neighboring parcels affected by the work activity or encroachment.
8. No septic/leach lines, etc. are allowed in the public easement.
9. The encroachment or work activity must be maintained by the applicant/property owner.
10. Tree removal needs environmental approval and potential public input.

D. ENFORCEMENT (NON MAINTAINED PUBLIC EASEMENT)

1. All work activities or building of structures, inside a non County maintained public easement are subject to San Bernardino County Building Codes. Violations of County Building Codes are subject to the enforcement action by the Land Use Services Department.
2. Any permitted work activity or building of structures inside non County maintained road easement or drainage easement is done so at the property owner's own risk.

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.