

WILL SERVE APPLICATION INSTRUCTIONS

Revised 02/01/2019

- Submit application to the CCSD Administration Office in person or via email to mbland@cambriacsd.org. Emailed applications will not be processed until the deposit is received. Application **must** be submitted with **all** required documentation:
 - One set of plans (before and after, where applicable) submitted in 11" x 17" format or electronically in PDF format
 - The plans submitted to the CCSD must be the same plans submitted to SLO County
 - Completed Agent Authorization form if you are acting on behalf of the property owner.
- Please pay deposit at time of application:
 - \$91 for ministerial projects (i.e. deck repair/replacement, siding, projects with **NO** change to water fixtures or square footage)
 - \$250 for all other projects
- **Please allow a minimum of one week for** the CCSD to review the application and plans. Review time can be extended due to limited staffing.
 - Engineering will review plans for impact to the water system and the Fire Chief will review plans for Fire Code compliance.
 - If you have questions regarding the status of your application, please contact Melissa Bland at mbland@cambriacsd.org. *See CCSD Municipal Code Sections 4.20.030 and 6.04.040.*
- CCSD will contact you when your water and fire will serve letters are available to be picked up. You will be required to pay any fees, less deposit, for plan review and impact fees for additional/new water fixtures at the time of pick-up. Please refer to the District's schedule of fees for more information.
- Upon receipt of payment of fees, CCSD Administration will provide fully executed/signed will serves entitled:
 - **"Confirmation of Water and Sewer Availability for Remodel or Transfer of Active Service"**
 - **"Fire Plan Review"**
- Applicant will take approval letters to San Luis Obispo County Department of Planning & Building to continue the county permitting process.
- Applicant must go online to schedule pre-construction and final inspections, if applicable. Visit www.cambriacsd.org/water to schedule your inspections.