

WILL SERVE APPLICATION INSTRUCTIONS

Revised 08/17/2021

- Submit application to the CCSD via email to engineering@cambriacsd.org. Applications will not be processed until the deposit is received. Applications **must** be submitted with **all** required documentation:
 - One set of plans (before and after, where applicable) 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 via check 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 e-mail engineering@cambriacsd.org. See *CCSD Municipal Code Sections 4.20.030 and 6.04.040*.

- When reviews have been completed, CCSD will contact you with your final invoice amount, less deposit, for plan review and impact fees for additional/new water fixtures. Please refer to the District's [schedule of fees](#) for more information.

- Upon receipt of payment of fees, CCSD Administration will provide via email 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.