



WATER SERVICE CHECKLIST

Welcome to the customer's step-by-step guide to the water service application process. Follow this checklist to obtain a new water service, upgrade and/or relocate an existing water service, or purchase or transfer water entitlement.

HOW TO APPLY FOR NEW WATER SERVICE -OR- UPGRADE AND/OR RELOCATE EXISTING SERVICE

- Step 1:** Obtain the [Project Information Forms](#) available at the Engineering Services counter or at marinwater.org.
- Step 2:** Complete and return the [Project Information Forms](#) in person to the Engineering Services counter, online at marinwater.org, or by mail.
- Step 3:** The requirements for your project will be provided to you by email or in person by appointment. You will be provided with all necessary forms and fee information at that time.

Requirements for your new, upgraded, and/or relocated water service will include some or all of the following:

- **Meter [installation charges](#):** Based on meter size (see website for current charges).
- **[Connection fees](#):** Applicable to development of vacant property, second units, changes in type of use, etc.
- **Additional deposit for surface restoration:** Your local public works department may require additional paving of the roadway beyond MMWD typical surface restoration. Contact the public works department directly to determine if a paving moratorium is in effect for your road.
- **Installation of a [backflow prevention assembly](#):** Protects the public water system from contamination (assembly to be purchased from outside source for additional cost). A field inspection may be required.
- **[Landscape plan review](#):** Ensures landscape projects meet water conservation standards. For details visit marinwater.org. A field inspection may be required.
- **Installation of a [graywater recycling system](#):** Reuse the maximum practicable amount of graywater on site. For more information see our [graywater information sheet](#).

Step 4: Submit your Water Service Application Package to the Engineering Services counter. The package will include some or all of the following (see your Requirement Summary Sheet for applicable items.)

- Water Service Application
- Second Unit Information Sheet
- Meter sizing confirmation letter from sprinkler contractor (3/4" upgrades only)
- Copy of the project's building permit
- Check written to MMWD for required fees*
- Graywater Sign-Off Form completed by the local building inspector
- Documentation from public works department confirming status of road moratorium

Step 5: MMWD will contact you to confirm approval of your application and provide you with copies of all relevant documents, a work order number for your future reference, and contact information related to installation of the water meter.

Step 6: MMWD crew supervisor will contact you to schedule your meter installation.

Step 7: MMWD crews install meter.

* Please note, if you placed an additional deposit for surface restoration due to a road moratorium condition, a refund of unused funds or balance due may apply.

HOW TO PURCHASE OR TRANSFER WATER ENTITLEMENT

Step 1: Obtain the [Project Information Forms](#) available at the Engineering Services counter or at marinwater.org.

Step 2: Complete and return the [Project Information Forms](#) in person to the Engineering Services counter or online at marinwater.org.

Step 3: The requirements for your project will be provided to you by email or in person by appointment. You will be provided with all necessary forms and fee information at that time.

Requirements for your water entitlement purchase or transfer will include some or all of the following:

- **[Connection fees](#):** Applicable to second units, changes in type of use, or to increase the property's water entitlement commensurate with demonstrated consumption.
- **Installation of a [backflow prevention](#) assembly:** Protects the public water system from contamination (assembly to be purchased from outside source for additional cost). A field inspection may be required.
- **[Landscape plan review](#):** Ensures landscape projects meet water conservation standards. For details visit marinwater.org. A field inspection may be required.
- **[Indoor efficiency requirements](#):** Ensure all water-using fixtures meet conservation standards. For details visit marinwater.org. A field inspection may be required.

☐ Step 4: Submit your Water Service Application Package to the Engineering Services counter including:

- Water Service Application
- Second Unit Information Sheet (if applicable)
- Copy of the project’s building permit (if applicable)
- Check written to MMWD for all required fees

☐ Step 5: MMWD will contact you to confirm approval of your application and provide you with copies of all relevant documents. MMWD records will be updated to reflect the updated water entitlement.

WHO TO CONTACT IF YOU HAVE QUESTIONS

Questions	Department	Phone
About new meters About new development	Engineering	415-945-1530
What is backflow prevention? Why do I need to install a backflow prevention assembly?	Backflow and Reclamation	415-945-1488
About landscape plan review About indoor efficiency standards	Water Conservation	415-945-1497 415-945-1520
About your bill	Customer Service	415-945-1400