

REDWOOD CITY—PUBLIC WORKS SERVICES DEPARTMENT

WATER UTILITY SERVICES DIVISION

Applying for a New Water Service Meter Or Meter Upgrade



Applicants for a new water service including new development or meter upgrades will find this information helpful in understanding the process. These charges and fees are presented only as guidelines for the estimation of costs. Final quotations will be issued by authorized Public Works Services Department personnel.

Quotations are valid on the date of issuance. Action by City Council or other action prior to payment may result in higher fees or additional fees.



PUBLIC WORKS SERVICES DEPARTMENT
WATER UTILITY SERVICES DIVISION
1400 BROADWAY
REDWOOD CITY, CA 94063
(650) 780-7464



Applying for Water Service

TO APPLY FOR WATER SERVICE
YOU NEED TO CALL
PHONE (650) 780-7464

INFORMATION YOU WILL NEED TO PROVIDE

- Customer Information
 - Name
 - Mailing Address
 - Phone and FAX
- Site Information
 - Site Address
 - Assessor's Parcel Number (APN)
- Usage Type for each meter requested
 - Residential
 - Commercial
 - Irrigation
 - Fire
 - Municipal or Other
- Size of Meter(s) Required

Application Process	Step	Responsible Party	Action
	1	Applicant	Provide information described above.
	2	Staff	Determine if there is an existing water main of sufficient size on the frontage of the parcel. Note: If no main exists or an existing main is undersized, applicant will be required to install a public water main extension.
	3	Staff	Complete Quotation Form and forward copy to Revenue Services Division.
	4	Applicant	Pay fees at <i>Revenue Services Division, 1017 Middlefield Rd. at (650) 780-7210 for payment information.</i>
	5	Staff	Installation of new services generally takes about three weeks following payment of fees.

Applying for Service

In most cases, it is not necessary for the applicant to visit the Public Works Services Department. A phone call is usually adequate for the purpose of submitting your request and providing the required information. If you wish to discuss your application in person, you may call (650) 780-7464 to schedule an appointment.

Fees for Service

The following list comprises the fees which apply to the typical Residential or Commercial customer:

- Meter Installation Fee
- Service Line Installation Fee
- Annexation Fee (Outside City Limits)
- Water Facilities Fee
- Fire Service Installation Fee
- Main Tapping Fee

If there are special circumstances pertaining to a customer's application for water service, there may be additional fees or credits not indicated here. The existence of special circumstances related to water service fees should be ascertained at the time the applicant submits a request for water service.

IMPORTANT: WATER MAIN EXTENSION REQUIREMENT

If there is no water main on the frontage of the property, or if any existing water distribution main is not at least 6 inch diameter, a new water main of at least 8 inch diameter must be installed to obtain a new meter or a meter upgrade. This water main must be connected to an existing main of sufficient capacity and extend from that main across the entire frontage of the property. The applicant is responsible for all costs associated with the water main extension.

IMPORTANT: If a water main extension is required, the applicant must contact the Engineering Division at (650) 780-7380. Fees for plan checking and inspection and bonding will be required.

Meter Fee	<u>METER SIZE</u>	<u>METER FEES</u>
	5/8" X 3/4"	\$150.00
	3/4"	\$175.00
	1"	\$200.00
	1-1/2"	\$350.00
	2"	\$450.00
	3"	\$725.00
	4"	\$1,400.00

It is the applicant's responsibility to specify the meter size. Fees for larger meters will be determined at the time of the application by City staff.

Service Line Installation Fee

The size of the service line depends upon the size of the meter.

<u>METER SIZE</u>	<u>SERVICE LINE SIZE</u>
5/8" X 3/4"	1"
3/4"	1"
1"	1"
1-1/2"	2"
2"	2"
3"	4"

Larger meters are generally the same size as the service size.

<u>SERVICE SIZE</u>	<u>INSTALLATION FEE</u>
1"	\$2,250.00
2"	\$3,300.00

Fees for 4" and larger service lines will be determined by City staff at the time of the application.

Annexation Fee

This fee applies to those properties not within the City Limits of Redwood City (excluding properties in San Carlos and Woodside). Payment of this fee annexes the property into the City's Water Service Area, not into the City. **The fee is set at \$500.00.**

Water Facilities Fee

This fee is based upon the meter's ability to use water as determined by the American Water Works Association. The "basic" meter is the 5/8" x 3/4" meter. The fees for the larger meters are calculated by multiplying the usage "ratio" times the fee for the basic meter.

<u>METER SIZE</u>	<u>AWWA FLOW</u>	<u>RATIO</u>	<u>FEE</u>
5/8" X 3/4"	20	1	\$1,787.00
3/4"	30	1.5	\$2,680.50
1"	50	2.5	\$4,467.50
1-1/2"	100	5	\$8,935.00
2"	160	8	\$14,296.00
3"	300	15	\$26,805.00
4"	500	25	\$44,675.00
6"	1,000	50	\$89,350.00

Fees for Installation of Fire Service and Main Tapping

Fees for installation of a Fire Service are for a dedicated water service line which will be used for fire protection (as in commercial, industrial and large multi-family buildings). The meter on this service will be installed on a bypass line attached to a privately-owned Detector Check Assembly behind the Right-of-Way Line. The purpose of this meter is to check for leakage or illegal water use. The meter will not measure the total water use, but it will show that there has been water flowing through the service..

The applicant may choose to have the service line installed by a contractor (with plan check and inspection by Engineering), but the tap must be performed by the City and the meter is supplied by the City. This is covered under "Partial Fee".

The "Full Fee" pays for the City crew to perform all excavation in the Right-of-Way, to provide and install the tapping tee and tapping valve, to tap the main, to install the Fire Service Line up to the Right-of-Way line, to install and compact all backfill material, to resurface the street and repair sidewalk, curb and gutter, as necessary, and to provide the meter. (Continued on Page 6)

Fee for Installation of Fire Service and Main Tapping Fee (Continued)

There is no Facilities Fee for a Fire Service Line.

One other type of applicant request is for a “tap-only” of the existing water main for the purpose of connecting a new main line, e.g. for a new subdivision.

Fees for the installation of a Fire Hydrant and service line in the public Right-of-Way by a City crew are to be established by the Water Section Supervisor when a request is submitted by the applicant.

The tapping fee for a 1” tap is the minimum, \$350.00.

<u>SERVICE SIZE</u>	<u>FULL FIRE SERVICE FEES</u>	<u>METER FEES</u>	<u>TAP FEES</u>
2"	\$3,750.00	\$150.00	\$350.00
4"	\$4,325.00	\$150.00	\$400.00
6"	\$4,800.00	\$150.00	\$410.00
8"	\$5,125.00	\$150.00	\$425.00
10"	(COST)	\$150.00	\$450.00
12"	(COST TO BE ESTABLISHED AT TIME OF REQUEST)		

When “unusual conditions” exist, additional charges will be assessed, including, but not limited to:

- Service Line Re-Alignment
- Meter Re-location
- Underground Utilities or Obstruction must be worked around
- Large Meters—4” or above
- Other Conditions that increase City cost

Sample Water Service Fee Calculation

A typical example of a new water meter installation quote would be calculated as follows:

1” Meter Fee	\$200.00
1” Service Line Installation Fee	\$2,250.00
Water Facilities Fee for 1” Meter	\$4,467.50
Total	<u>\$6,917.50</u>

For properties in the unincorporated county portion of the City’s Water Service Area, an additional \$500.00 would be included to total \$7,417.50.

NOTES:

Scheduling of new service installations depends upon work load and supply factors.

If an existing water meter is to be abandoned and replaced with a new meter, credits for the Meter Fee and the Facilities Fee may be included in the fee calculation.

The choice of meter size is the responsibility of the applicant. The applicant may be advised by an Engineer, Architect, or fire protection system designer to make this determination.

For a copy of Standard Detail W-13, Detector Check Valve, contact the City's Engineering Division.

Dedicated Irrigation Meter

Commercial Accounts

Commercial customers may wish to consider the installation of an irrigation meter separate from the meter used for domestic and/or process purposes. This may reduce overall costs because all water measured through commercial meters is used in the calculation of fees for monthly sewer charges. Water used through an irrigation meter is not subject to sewer fees.

If the sewer fees resulting from irrigation usage would be greater than the monthly service charge for the irrigation meter, this course of action may be advisable.

Residential Accounts

A dedicated irrigation meter for Single-Family homes is not permitted.

