

SEWER ANNEXATION PROCESS

Before a utility service can be provided to lands lying outside the boundaries of the Vallecitos Water District or improvement Districts, the lands must first be annexed to the Vallecitos Water District or Improvement District. The above-referenced land is not located within the Districts's sewer service area. Therefore, a letter requesting sewer annexation into the Vallecitos Water District must be addressed to the District's Board of Directors, and returned to the District's engineering department.

Procedure for letter requesting sewer annexation:

- 1). The letter must contain the property owners' name, address, and telephone number. Also, reference the subdivision's or tentative parcel map number (TSM or TPM), Assessor's Parcel Number, and number of acres.
- 1). All annexations require consent signatures of the owners of the property to be annexed.
- 2). The applicant is required to supply a Title Report of the property to be annexed with a legal description and current vesting of the property.
- 5) A plat map must accompany all applications.
- 3) A check payable to the Vallecitos Water District in the amount of \$300.00 will be required at the time the application is submitted. This amount is to cover administration fees. After Board approval, additional annexation fees will be determined and a letter will be mailed to the owner stating all terms and conditions of the annexation.
- 4) All applications and administration fees must be submitted at least 10 working days prior to a Board meeting to be considered at the next available meeting. The District's Board of Directors meets every 1st and 3rd Wednesday of the month at 4:30 p.m. Meetings that fall on a legal holiday are moved to the next working day.

- Note:
1. In-house annexations can be completed in about a one-month period of time.
 2. Additional costs (in addition to annexation fees) such as connection/capacity fees, construction of sewer or water mains, and installation of water services or sewer laterals may be required by the property. Current fee schedules are available from the Vallecitos Water District Engineering Department.