

Appendix B

Requirements and Procedures for Request of Availability Letter

Requirements and Procedures for Requests of Availability Letters

Items Needed for Availability Letters

1. Letter requesting availability with information regarding type of project.
2. Advance payment of Deposit determined by the District for processing request.
3. Tentative Tract, Parcel Map or Plot Plan or Assessor's Parcel Number and two (2) copies of a map showing area and boundaries of property requiring water and/or sewer service.
4. Proof of Property Ownership/Grant Deed or Title Report.

Procedures for Availability Letter Request

1. Developer submits a request for an Availability Letter using the Request of Availability Letter Template along with all of the items specified above to Jurupa Community Service District (District).
2. All items are transmitted to the District's Consultant Engineer.
3. The district's consultant engineer writes the Availability Letter and completes the Riverside County Health Department's Sanitation "53" form and then transmits them to the District.
4. The District's Engineering Development Representative will then schedule the request for the next available board meeting for consideration of approval by the Board.
5. **Note: Because of State of California Brown Act which governs advance notification to the public of Board meeting agendas, the request may not be scheduled for the next calendar Board meeting.**
6. After Approval of the Board of Directors the District will write the appropriate cover letter and transmit it to the Developer along with the Sanitation "53" form.

Water Supply Assessments

1. Developments that fall under the criteria of a "project" as defined under Senate Bill (SB) 610 will be required to provide a Water Supply Assessment (WSA) prior to the issuance of an availability letter. SB 610 provides the legal requirements for confirmation of water supply sufficiently as a condition of approval for development projects.