



Extension of Facilities Application

If you have questions regarding this application or the requirements for your project, please contact Development Services at (530) 642-4028 or services@eid.org.

Requirements for Plan Submittal

1. A current Facility Improvement Letter (less than three years old) and/or a Facility Plan Report, if required, which conforms to the proposed development.
2. A completed Extension of Facilities Application.
3. Plan/Profile checklists for water, wastewater and/or recycled water, as applicable.
4. Environmental documentation for this project (if applicable).
5. A check payable to EID for the Extension of Facilities Application deposit. Please reference the District's current [Fee Schedule](#).
6. Submit plans:
 - a. Two sets of plans for commercial projects.
 - b. Three sets of plans for all other projects.

Project Name: _____
Assessor's Parcel Number(s): _____
General Location of Parcel/s – Cross Streets: _____

Property Owner

Name: _____
Address: _____

Phone: _____
Email: _____

Agent*

Name: _____
Address: _____

Phone: _____
Email: _____

Engineering Firm

Name: _____
Contact Person: _____

Phone No.: _____
E-mail address: _____

*NOTE: If this application is being completed by an agent on behalf of the property owner, please be advised that the owner, as reflected on County records, must execute any applicable Extension of Facilities Agreement(s) and/or easement(s) associated with the project.



DISTRICT LINE EXTENSION PROCESS

The following is a brief overview of the District's line extension process. If you have any questions, please contact Development Services at (530) 642-4028 or services@eid.org.

- Submit a request for a [Facility Improvement Letter](#) (FIL) or [Facility Plan Report](#) (FPR) as required.
- Upon approval of the FIL and FPR, if applicable, submit the Extension of Facilities Application, along with the application deposit and initial plan check to open a project.
- Sign the Extension of Facilities Agreement(s) and remit the plan check/inspection deposit, the 11-month warranty inspection deposit, and a recycled water inspection deposit, if applicable.
- Provide Grant of Easement(s) if applicable.
- If required, provide a Bond for facility improvements. Please note that services cannot be sold and building permit(s) cannot be signed off prior to submittal and approval of the Bond. Please refer to [Bonding Requirements](#) for approved evidence of coverage.
- Upon plan approval, schedule a pre-construction meeting no more than 5 days prior to the commencement of work.
- Purchase applicable services for your project (water, wastewater, and/or recycled water). Please note that meters sized larger than 1- inch will require a [Large Meter Application](#) and approval from District Engineering and Operations staff. If the County requires a Meter Award Letter in order to final your map, it will be provided upon purchase of services.
- Upon completion of construction, submit record drawings, project costs, and a lien release from the contractor. Upon approval from onsite inspector and receipt of required documentation, the E-10 (Notice of Project Completion) letter(s) will be issued and the project closure process will begin. All meters purchased will be released for installation.
- Final billing for the plan check and inspection deposit is processed after the E-10 is issued. A final invoice or refund will be issued once all charges have posted to the deposit. If a refund is due, please allow 4-6 weeks after receipt of final bill for a refund to be issued. If the project was bonded directly with EID, the bond will be released.
- Approximately 11 months after project completion, the 11-month warranty inspection will be scheduled and performed by District staff. If any deficiencies are noted, a letter will be mailed to the applicant listing items that require attention. Upon correction, a re-inspection will be performed.
- Final billing for the warranty deposit is processed after the warranty inspection has been completed and any and all deficiencies noted have been corrected. Once all charges have posted to the warranty deposit, a final invoice or refund will be issued. If a refund is due, please allow 4-6 weeks after receipt of final bill for a refund to be issued.
- If a recycled water inspection deposit was paid, a final invoice or refund will be issued once all inspection charges have posted.