



San Benito County Water District

Recycled Water User Information Bulletin

PERMIT APPLICATION PROCESS

Application (Form A1)

The *Recycled Water Permit Application* includes the following information:

- Site address, assessor's block and lot numbers, or property metes and bounds.
- Applicant's name and address, owner's name and address (if different). Applicant's relationship to the subject property as legal owner, tenant, or lessee.
- Description of planned recycled water use on the property.
- Total irrigated area, expressed in appropriate units (square feet, acres).
- Estimated annual flow and peak flow at point of connection, gallon per minute.
- Designation of Customer's On-site Recycled Water Supervisor, including address and 24-hr phone number.
- Other items that could be of concern when using recycled water.
- Type of land use on the property
- Identification of other governmental entities that may have regulatory jurisdiction over the re-use site related to on-site water use, drinking water, food handling or public health issues, such as USDA, State Food and Drug, State Licensing and Certification, etc.

On-Site Recycled Water Service Plan (Form A2)

The *On-Site Recycled Water Service Plan* must clearly show the following information on the site plan:

- All residences and other buildings on the site.
- The boundaries of the intended use area.
- Adjacent streets.
- Locations of all major improvements on the site.
- All facilities supplied with recycled or potable water service. Facilities include, but are not limited to, drinking fountains, restrooms, outdoor eating areas, decorative fountains and showers.
- If there are no facilities located in the defined use area, then a note on the plans must indicate that no facilities exist.
- Any wells, lakes, ponds, reservoirs, storage tanks or other water impoundments located on-site or within 100 feet of the site must be shown on the site plan.
- Proposed location and type of signage.
- Description of what will be irrigated (e.g., landscape, specific food crop, etc.).
- Method of irrigation (e.g., spray, flood, or drip).

- Location of potable water pipelines and domestic water supply wells in or adjacent to the use area.
- A description of site containment measures.
- Direction of drainage and description of the area to which the drainage will flow.
- Protection measures of drinking water fountains and designated outdoor eating areas, if applicable.
- Proposed irrigation schedule (if public access is included).
- Measures to be taken to exclude or minimize public contact.
- Any other relevant items.

In addition, proposed uses that include impoundment must include:

- Purpose of the impoundment.
- Description of the degree of public access.
- Conditions under which the impoundment can be expected to overflow and the expected frequency.
- Direction of drainage and description of the area to which the drainage will flow.

The *On-Site Recycled Water Service Plan* must also show the following information on the piping plan (or on the site plan if space permits):

- The complete recycled water systems
- The potable system in the vicinity of the recycled water connection
- Horizontal and vertical distance between the recycled and potable system in locations where they cross
- All sources of recycled water and potable water
- The location and type of all existing and new backflow prevention devices and water meters (recycled water and potable water)
- The location of outdoor hose bibs, quick couplers and other points of ready access to recycled or potable water systems
- The location of irrigation controllers, timers, valve and fixtures (sprinklers, bubblers, etc.)

For existing facilities converting to recycled water use piping plan must indicate:

- Which piping and other devices are existing
- Which piping and other devices will be installed as part of the retrofit work
- The proper separation requirements between potable and recycled water lines (for new piping). Where practical this means a separation of ten (10) horizontal feet when lines run parallel, and where lines cross, the potable service shall be no less than one foot above the recycled service. The District may approve reduced separation distances if these preferred separation distances cannot be achieved.
- How potential cross-connections will be avoided
- Detail drawings of areas where special installation or retrofit procedures are required, such as cutting and capping to separate potable and recycled systems, installation of backflow prevention devices, special construction where pipe separation criteria cannot be met, etc.

SBCWD may offer assistance with many of the steps in the application process. This assistance will include coordination with applicable State and local agencies, and may include assistance with design of modifications, preparation of the On-Site Recycled Water Service Packages, construction and testing. Contact SBCWD for more information on assistance that may be available.

Permit Renewal

Permits are issued for periods of one water year (March 1 through February 28) each year. Applicants must file a renewal request form annually.

If a change in owner, lessee or site plan has occurred, a new permit application must be filed by the owner and applicant.

Renewals are subject to compliance with all monitoring and testing requirements.

The purpose of this information bulletin is to provide additional information to aid Customers in implementing specific sections of the Rules and Regulations for Recycled Water Customers.

Reference: Section 7.0 Rules and Regulations for Recycled Water Customers, April 1, 2015

Date: June 1, 2015

**SAN BENITO COUNTY WATER DISTRICT
RECYCLED WATER USE PERMIT APPLICATION AND PERMIT**

SITE WHERE USE IS PROPOSED		(District Use Only)	
Turnout Number:		Date Received	/ /
Ranch Name or Description:		Date Distributed	/ /
List ALL parcels that will receive Recycled water by Assessors Parcel Number:		Date of Determination	/ /
Specify Location or Address:		<input type="checkbox"/> Accepted	<input type="checkbox"/> Returned <input type="checkbox"/> Rejected
		Customer Number:	
		Notes:	
CUSTOMER BILLING - APPLICANT - INFORMATION			
Applicant is <input type="checkbox"/> Owner <input type="checkbox"/> Lessee <input type="checkbox"/> Other (describe)			
Billing Name		Title	
Billing Address		Telephone No.	
City	State	Zip Code	
Email Address			
OWNER INFORMATION (If Different From Applicant)			
Owner's Name			
Contact Person			
Address		Telephone No.	
City	State	Zip Code	
Email Address			
CUSTOMER'S DESIGNATED ON-SITE RECYCLED WATER USER SUPERVISOR (See Note 1)			
Relationship to Applicant: <input type="checkbox"/> Same <input type="checkbox"/> Partner <input type="checkbox"/> Permanent Employee <input type="checkbox"/> Other:			
Name		Title	
Address			
City	State	Zip Code	

The Customer's On-Site Recycled Water Supervisor must be reachable at all times in case of emergency.
All numbers are for District use only.

Telephone number during regular business hours: _____

EMERGENCY NUMBERS: ☐ Evening: _____ ☐ Pager: _____

☐ Cellular: _____ Email: _____

PROPOSED WATER USES (Check all that apply)

☐ Agriculture, Orchard: Approx. area _____ (Acres) ☐ Agriculture, Row Crop: Approx. area _____ (Acres)

☐ Ag, Other (specify)

Briefly describe the proposed use checked above. Include types of plants to be irrigated, etc.

TYPE OF LAND USE ON SITE

**GOVERNMENT AGENCIES WITH JURISDICTION
(See Note 2)**

☐ Agricultural

☐ Residential

☐ Industrial

☒ City of Hollister

☒ California Division of Drinking Water

☒ Regional Water Quality Control Board

☒ San Benito County Water District

☐ US Department of Agriculture

☐ State Food and Drug Administration

☐ County Ag Commission

☐ _____

☐ _____

WATER DEMAND ESTIMATES

ON SITE WELLS

Estimated Annual Use ☐ Ac-Ft ☐ Gallons

Is there an On Site Well that is operational? _____

Peak Use in Gallons/Minute (GPM)

List All On Site Wells by SBCWD Well Number:

Hours of Use

1) _____

Days of Use

2) _____

☐ Dry Season Only ☐ Year-round

3) _____

OFF SITE WELLS OR OTHER WATER SOURCES

Is there an Off Site source of Water? _____

If So, Please Describe:

CUSTOMER'S ON-SITE IRRIGATION SUPERVISOR SIGNS	APPLICANT SIGNS
<p>I have read and understand the San Benito County Water District's <i>RULES AND REGULATIONS FOR RECYCLED WATER CUSTOMERS</i>. I will operate the recycled water system in compliance with all conditions of the Recycled Water Use Permit.</p> <p>Print _____</p> <p>Signature _____</p> <p>Date _____</p>	<p>By signing this application, I hereby certify that I have read and understand the San Benito County Water District's <i>RULES AND REGULATIONS FOR RECYCLED WATER CUSTOMERS</i> and the <i>ADDITIONAL TERMS OF SERVICE</i>, as amended from time to time (attached hereto), and that I agree to be bound by all of the terms and conditions set forth therein during the effective dates of this permit and any subsequent renewal thereof. I hereby designate the person I named at the left as the Recycled Water User's Supervisor in accordance with the <i>RULES AND REGULATIONS FOR RECYCLED WATER CUSTOMERS</i>. I hereby certify that the information contained in this application is true and correct to the best of my knowledge.</p> <p>Print _____</p> <p>Signature _____</p> <p>Date _____</p>
OWNER SIGNS (If Different From Applicant)	PERMIT APPROVAL (TO BE COMPLETED BY SBCWD STAFF)
<p>By signing on the space below, I hereby certify that Applicant has submitted this Application with my knowledge and consent, and that I have read and understand the San Benito County Water District's <i>RULES AND REGULATIONS FOR RECYCLED WATER CUSTOMERS</i> and the <i>ADDITIONAL TERMS OF SERVICE</i>, as amended from time to time (attached hereto), and that I agree to be bound by all of the terms and conditions set forth therein during the effective dates of this permit and any subsequent renewal thereof.</p> <p>Print _____</p> <p>Signature _____</p> <p>Date _____</p>	<p>By signing on the space below, I hereby certify that Applicant has satisfactorily completed the steps required to receive recycled water service. This permit is effective for the dates noted below and subject to renewal for continued recycled water service.</p> <p>Operator Signature _____</p> <p>General Manager Signature _____</p> <p>Permit Number _____</p> <p>Dates Effective _____ to _____</p> <p><i>Site Specific Requirements Attached</i></p>
<p>Note 1: Customer's On-Site Recycled Water User's Supervisor: It is responsibility of the Customer to provide surveillance and supervision of the water system in a way that assures compliance at all times with current regulations. In order to accomplish this, the Customer shall designate, with the approval of the District, an On-site Recycled Water User's Supervisor (User Supervisor) to provide liaison with the District. This person may represent the owner, tenant, or property manager as appropriate; however, he/she must be a permanent employee responsible for the Recycled Water System at the site who is available at all times and has the authority to carry out any requirements of the Agency's <i>RULES AND REGULATIONS FOR RECYCLED WATER CUSTOMERS</i>.</p> <p>Note 2: List those governmental entities that may have regulatory jurisdiction over the irrigated site related to on-site water use, drinking water, food handling or public health issues.</p> <p>Copies: _____ Field Inspector _____ File (Original)</p>	

San Benito County Water District
ADDITIONAL TERMS OF SERVICE
Attachment to Recycled Water Application and Permit
Effective May 2016

Applicant and Owner agrees with the following terms of service, in addition to those terms contained in the Rules and Regulations for Recycled Water Customers, The District Act (Water Code Appendix 70-1 et seq.) and this Permit, and any renewal thereof.

1. Recycled water shall be allocated weekly to land in the service area based upon acreage and availability of water from the reclamation plant. The initial weekly allocation shall be a maximum of .025 acre feet per acre.
3. Water must be ordered consistent with District scheduling guidelines.
4. No more than 1 week's worth of water may be ordered during a 7 day period (Monday through Sunday) unless unused capacity and water are available at any given time, as determined by the District.
6. Applicant and Owner shall be financially responsible for all water used on his/her land but lessee may order/schedule water.
7. Landowners receiving service shall pay a minimum annual charge of \$700. This charge is intended to recover the cost to the District for installing a turnout and meter on landowner's property. The annual charge shall also entitle the landowner to \$700 dollars worth of water, calculated at \$700 divided by the then current per acre foot charge.
8. Recycled water is supplemental to groundwater supplies and is subject to availability or interruption in service. Applicant and Owner agrees to indemnify, defend and save the District harmless from any and all damages or claims, including reasonable attorneys' fees, should recycled water service be interrupted or recycled water become unavailable for any reason.
9. Applicant and Owner agrees to comply with all monitoring and reporting requirements as set forth in the California Division of Drinking Water and the California Regional Water Quality Control Board, which requirements are on file at the District office for your information.
10. Any amendments to the "Rules and Regulations for Recycled Water Customers" and the "Additional Terms of Service" shall be posted on the District's website at www.sbcwd.com.

AUTHORIZATION TO SCHEDULE WATER

OWNER: Name _____
 Company _____
 Address _____

LESSEE/OPERATOR: Name _____
Company _____
Address _____

The undersigned acknowledges the above and agrees to be bound by the rules and regulations of the District governing the allocation, purchase, payment, use, transfer and other conditions for service from the Recycled Water Distribution System.

Date _____