

2014 Implementation Guidelines for
Water Distribution Systems

ATTACHMENT 3



**PLEASE READ BEFORE SUBMITTING
REQUEST for EXEMPTION
for a Water Distribution System
Prepared May 21, 2014**

A permit from the Monterey Peninsula Water Management District (MPWMD) is needed for any new or amended Water Distribution System (WDS), unless it meets the criteria for an exemption. For MPWMD Rules, please visit www.mpwmd.net and click on "Rules and Regulations" (see Rules 20, 21 and 22).

An exemption means that the system does not need a WDS Permit because it meets one or more of the criteria specified in MPWMD Rule 20-A or 20-C. Examples include:

- Replacement wells or other exemptions listed in Rule 20-C;
- New wells located more than 1,000 feet from the Monterey Peninsula Water Resource System** (MPWRS) and serving fewer than four parcels (e.g., Carmel Valley Upland, Jacks Peak area);
- New wells located 1,000 feet or less from the MPWRS and serving fewer than four parcels, and can demonstrate lack of hydrogeologic connectivity or impact to the MPWRS;
- New Seaside Groundwater Basin wells that produce less than 5.0 acre-feet per year (AFY) and serve only one parcel;
- Natural spring in Fractured Rock that provides non-potable supply for onsite landscape irrigation on one parcel;
- Onsite rainwater collection system serving one parcel (Exemption Request is not required);
- Mobile WDS trucked from a source outside MPWMD for use on 3 or fewer parcels, with documentation showing the supply is lawful (Exemption Request is not needed if less than 55-gallon containers).

For detailed guidance, please visit the District website at:
<http://www.mpwmd.dst.ca.us/pae/wds/wds.htm> (click on "2014 Implementation Guidelines").
For staff assistance, contact 831-658-5621 or henrietta@mpwmd.net.

REQUIRED ATTACHMENTS: Before submitting your Exemption Request, please provide the following documentation, as applicable (see Sections 1.0 and 2.0 of 2014 Implementation Guidelines for details):

- Map with Assessor's Parcel Numbers, location of water facilities (e.g., wells) and parcels served;
- Monterey County Environmental Health Bureau Well Construction Permit (one for each well);
- State Dept. of Water Resources (DWR) Well Completion Report (one for each well);
- Monterey County Health Department certification of adequate quantity/quality (for drinking water);
- MPWMD Well Registration form for each well (\$25 fee if new well or owner);
- MPWMD Well Meter Inspection Form signed by District staff for each well;
- Grant Deed or similar recorded property ownership documentation;
- Water rights documentation, if applicable (e.g., Carmel Valley Alluvial or Seaside Basin wells);
- Environmental review, if applicable (typically performed by City or County);
- For Mobile WDS, authorizing letter from agency governing source of supply;
- **\$1,000 initial fee; check made out to "MPWMD". See separate handout on fees.**

** The Monterey Peninsula Water Resource System is comprised of the Carmel Valley Alluvial Aquifer, Carmel River and its named tributaries, and the Seaside Groundwater Basin

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FEE DEPOSIT SCHEDULE FOR WDS PERMIT LEVELS Effective May 21, 2014

The Monterey Peninsula Water Management District (MPWMD or District) has enacted Rules & Regulations that govern Water Distribution Systems (WDS), and has prepared Implementation Guidelines that explain four possible permit pathways. For more information, consult the District website at: <http://www.mpwmd.dst.ca.us/pae/wds/wds.htm> (click on "2014 Implementation Guidelines")

Each application entails an initial application fee (deposit). The current fee schedule is as follows:

PERMIT LEVEL	INITIAL FEE	NOTES
Exemption	\$1,000	Estimate based on 7 staff hours, 1 hour of Counsel review, plus other direct costs.
Level 1 WDS Permit	\$1,200	Estimate based on 10 staff hours, 1 hour of Counsel review, plus other direct costs .
Level 2 WDS Permit	\$1,200	Estimate based on 10 staff hours, 1 hour of Counsel review, plus other direct costs.
Level 3 WDS Permit	\$3,000	Estimate based on 20 staff hours, 3 hours of Counsel review, plus other direct costs. If a public hearing before the MPWMD Board is involved, or consultant review is needed, total costs will likely exceed \$3,000.

If actual costs exceed the initial application fee, the applicant must pay the overage before the Confirmation of Exemption or WDS Permit is finalized. The District provides an accounting of costs to each applicant. If total costs are less than the application fee, a refund is provided. Current fees are based on rates as of May 2014 (\$95/hour for staff and \$215/hour for Counsel). Rates and fees are subject to change pursuant to Board Resolution (Rule 60) or contracts with Counsel or consultants. The County Clerk/Recorder also amends their fees annually.

In unusual cases, the actual time to process an application may greatly exceed the initial fee due to legal complexities, the need for additional hydrogeologic testing, or more detailed environmental review. In these situations, staff will review the cumulative total of hours and expenses accrued each quarter (January, April, July and October). The applicant will be billed if the quarterly unpaid total is more than \$500 over the initial fee. The applicant must pay the overage within 30 days of the invoice for staff to continue processing the application. This quarterly billing policy also avoids a significant fee at the end of the permit process. The Confirmation of Exemption or WDS Permit is not signed and recorded until all fees are paid.

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REQUEST for CONFIRMATION OF EXEMPTION for a Water Distribution System or Mobile WDS

Revised May 21, 2014

For detailed guidance, please visit the District website at:
<http://www.mpwmd.dst.ca.us/pae/wds/wds.htm> (see "2014 Implementation Guidelines").
 For staff assistance, contact 831-658-5621 or henrietta@mpwmd.net.

Form + \$1,000 fee received on _____ by _____.
 ID# EX- _____

Please complete the table below (attach extra sheets as needed):

	QUESTIONS	FILL IN ANSWERS BELOW
1	System Name	
2	Assessor's Parcel ## (3 or less for Exemption)	If multiple parcel, identify APN for well/facility location and APN of parcels receiving water from WDS or Mobile WDS.
3	Physical Address or Location	
4	Name of Applicant	
5	Mailing Address	(Street or PO)
6	City, State, Zip	
7	Phone/fax/email:	
8	Agent (if applicable)	(i.e., person who may receive paperwork on behalf of applicant/owner)
9	Agent mailing address	
10	Agent City, State, Zip	
11	Agent phone/fax/email	
12	Is this a Mobile WDS	YES or NO. If yes, go to Row 30
13	Is this a water well?	YES or NO. If no, describe water facility, then go to Row 18.
14	Is this a new well?	YES or NO.
15	Is this a replacement well?	YES or NO. If yes, identify previous MPWMD permit #, if any. # _____ Are any substantive changes planned? If yes, describe.
16	MCEHB ¹ Permit # and issuance date	(One for each well)

¹ MCEHB= Monterey County Environmental Health Bureau

17	DWR Well Completion Report # and date	(One for each well)
18	Name the water source area	(e.g., CV alluvium, CV upland, river/tributary, Seaside Basin, other)
19	>1,000 ft. MPWRS²?	YES or NO (consult District staff if unsure; see definition in footnote)
20	≤1,000 ft. MPWRS?	YES or NO (consult District staff if unsure; no exemption if potential impact)
21	Total acreage served	(Break out acreage of each parcel served)
22	Estimated production	(Use must be < 5.0 AFY in Seaside Basin to be Exempt)
23	Type of water use?	(e.g., drinking water, irrigation only)
24	Type of land use?	(e.g., residential, commercial, agriculture)
25	In CAW³ service area?	YES or NO
26	Active CAW service?	What is currently served by Cal-Am (e.g., home or business)?
30	Mobile WDS source outside MPWMD?	YES or NO. Source must be outside of MPWMD to be Exempt. Describe source.
31	Source agency approval	Identify source agency with authority. Attach written approval documentation to export to serve applicant.
32	# Parcels served?	Exemption applies to 3 or fewer parcels served.
33	Describe intended use	Mobile WDS may only be non-potable (e.g., irrigation, pools only) to be Exempt.
40	Other relevant information? List attachments.	Refer to Question #. Attach explanatory sheets if needed.

This Request for Exemption must be signed by the person who is identified in a recorded Deed as the owner of the parcel on which the well or other water producing facility is located. If multiple owners, at least two must sign.

Under penalty of perjury, I verify that the above information is accurate to the best of my knowledge and understanding.

Signature of Applicant/System Owner

Date

Printed name of Applicant: _____

Signature of Applicant/System Owner

Date

Printed name of Applicant: _____

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² MPWRS= Monterey Peninsula Water Resource System (i.e., Carmel Valley Alluvial Aquifer, Carmel River/tributaries, and Seaside Basin)

³ CAW = California American Water Company