



Rivergrove Water District

Steps for Applying and Installation of a New/Upgraded Water Service



Step One: Formal Application to the Board of the Rivergrove Water District

1. Applicant shall complete Water Connection Permit for Water Service.
2. Return the permit to the Rivergrove Water District Office with a **\$50.00 processing fee**.
3. **If necessary**, the application will be put on the agenda of the next regularly scheduled Board meeting.
4. **If engineering plan checks are necessary**, the applicant will complete the Development, Review, and Acceptance Permit and pay a **\$2,050.00 deposit** to the District at the time of application.
5. The Rivergrove Water District Board of Commissioners or the District Manager will: approve the application with recommendations or deny the application based on current rules and regulations of the District. The District will inform the applicant in writing of the decision.



Step Two: Pre-Application Conference and Procedures

- A pre-application conference **is required** for any major (2 or more services) development and any new (single service) development
- A pre-application conference is *recommended* for minor (existing, upsizing, or modifying service) development
- The conference has been developed to:
 - Thoroughly familiarize the applicant to the District's development ordinances and procedures to obtain water service
 - Review the applicant's preliminary proposal and to provide specific development information to the applicant as it relates to site limitations and the proposal
- The applicant will submit 3 collated sets of the following materials:
 - Pre-Application Form (to include a brief description of the proposed development)
 - Existing Features Map (i.e., structures, topography, trees, creeks, etc.)
 - Site plan drawn to scale
- This information shall be submitted by applicant at least 5 days prior to any scheduled meeting to allow the District sufficient time to review the materials for completeness. Incomplete pre-applications will not be accepted.
- A **pre-application conference fee of \$500.00** is required prior to the meeting
- A meeting with applicant will be scheduled once the District completes a preliminary review
- During the pre-application meeting:

- Applicant will present the proposal overview and introduce any supplemental material
- District will outline development ordinance references and requirements related to the proposal according to the standards checklist
- District summarizes any concerns and reviews formal application procedures
- Additional pre-application meetings requested by the applicant will require a fee



Step Three: Payment of System Development Charges and Account Deposit

1. **Once the application is approved, the applicant shall submit payment in full as outlined in the Water Connection Permit within 5 business days of approval.** System Development Charges will be assessed based on the size of the meter as outlined in the following table:

Meter size	Charge
1"	\$13,784
1 ½"	\$27,569
2"	\$44,110
3"	\$88,220
4"	\$137,843
6"	\$275,687

**Notes:*

1. *In accordance with Resolution 2015-1, the dollar amount of the System Development Charge rates shall be adjusted each year on January 1st. The adjustment factor shall be the most recent 12-month change in the Engineering News Record (ENR) Northwest 20-City Construction Cost Index. This System Development Charge Adjustment Factor shall be used to adjust the SDC rates, unless they are otherwise adjusted by the District based on either: 1) adoption of an updated methodology, or 2) other adjustments or modifications made in accordance with ORS 223.309(2).*
2. *The New Account Deposit fee is refundable upon termination of the account.*



Step Four: Installation of Water Service

➤ **The applicant is responsible for paying all costs for connecting to the District's water distribution system and will enter into a Development Agreement with the Rivergrove Water District. No water service shall be provided until all fees are satisfied.**

➤ **The Applicant or applicant's contractor must notify the Rivergrove Water District and provide proof of current insurance information to the District's Office BEFORE beginning work on dig in or tap. Applicant or applicant's contractor will notify the Rivergrove Water District 3-5 days in advance of the start date to ensure Rivergrove personnel are on site for any/all work exposing and connecting to the main. All parts and materials will be acquired by applicant and will meet City of Lake Oswego standards as amended by Rivergrove Water District Ordinance 19-01. All work performed exposing and connecting to the main, taps, and/or dig-ins will be observed and inspected by Rivergrove Water District personnel.**

