

Polnell Landing Water Association New Connection Checklist

1. Owner or Owner's Agent (Contractor) obtains a "Water Availability Verification Form" from the Island County Health Department & fills out the top of the section entitled "Public Water Systems, two or more connections"
2. The owner and/or contractor submits the form to the PLWA which completes the purveyor's section & returns it to the owner or contractor.
3. The owner or contractor submits the form to the county.
4. After the appropriate permits are issued, the owner or contractor contacts the PLWA, submits the "Application for Water Service" and pays the fees in effect at the time of application. This should be done at least 30, preferably 60 days in advance of when water is required at the construction site. Fees include
 - a. An access fee which goes into the capital reserve of the association. Under certain conditions, this may be paid in advance.
 - b. A deposit to cover the labor and material cost to physically hook into the system. The owner will be billed any amount in excess of the deposit. Refunds will be issued for any excess deposits.
 - c. Prorated water service fee for the remainder of the current billing period.
5. The owner or contractor supplies the PLWA with the size of the connection required. Typical connections are $\frac{1}{2}$ ", $\frac{3}{4}$ " or 1". The 1" connection is typically used for residences with fire protection systems while $\frac{3}{4}$ " is more common.
6. PLWA arranges with their contractor to make the physical connection & install a water meter.
7. The owner or contractor is responsible for connection from the meter to the residence and the actual turn on of water to the residence. The owner or contractor is also responsible for the location of all electrical, gas and other underground utilities when connecting from the meter vault to the residence.

Notes:

- The process of locating the meter vault or tap location for a particular property can be time consuming and add to the labor cost of installation. It is suggested that the owner obtain this information in advance. For lots in Cheleek, contact the association secretary. In many cases, however, the vaults are clearly visible. For lots not in Cheleek, it may be best to ask the neighbors.
- The date service is required depends on the particulars of the site and design. For example, residences with fire protection systems require service sooner since the contractor must measure the water pressure prior to rough in.
- Contractors typically do not include the association's hookup fees in their cost estimates, or they underestimate them.