



CITY OF GIG HARBOR INSTRUCTIONS FOR WATER CAPACITY RESERVATION CERTIFICATE (CRC) APPLICATION

GENERAL INFORMATION

1. A water capacity reservation is required for all properties that are within the City water service area both inside and outside the City limits and within the Urban Growth Area (UGA).
2. Applications for connection to City water service are only available to properties located within the City's Water Service Area. Exceptions to this requirement may be granted to projects outside this area if they are supported by prior contracts to provide water service.
3. Reservation of City water is required to assure that water service is available.
4. Reservation of City water requires payment of appropriate Water System Hook-up and Meter Installation Charges (Water System Charges) for each Tap or Equivalent Residential Unit (ERU), prior to reservation. The ERU is defined in Chapter 13.32.060 of the Gig Harbor Municipal Code.
5. Water main extensions require design by a licensed Civil Engineer.
6. Ordinance 1044 establishes that concurrency for water shall be valid for the duration of the underlying development permit or as otherwise provided in GHMC 19.10.020, or as set forth in the outside City limits utility extension agreement.
7. A water hydraulics report must accompany all CRC applications except those for an individual single family residence. The layout of the water hydraulics report is available from the City in an outlined format.

HOW TO PROCEED

An application for a CRC and the application for the underlying development permit shall be accompanied by the water hydraulics report and the requisite fee, as determined by City Council Resolution. An applicant for a CRC shall submit to the Planning/Building Department the standard City form together with a development application.

Submit completed application to: City of Gig Harbor, Community Development Department, 3510 Grandview Street, Gig Harbor, WA 98335.

FEES AND CHARGES

1. The fee for a Commercial Project Water CRC is \$90.00. There is no fee for single family residences.

1. If City of Gig Harbor performs the work on a State highway or County roadway, additional fees may apply for a State or County right-of-way permit.
2. Water System Hook-up and Meter Installation charges will be adjusted annually to keep pace with inflation and the charge will be the fee in effect at the time of approval of the water reservation.
3. Water system hook-up and meter installation charges are based on meter size, capacity factors, within or outside the City limits. The current hook-up fee for a single-family residence, within the City limits, $\frac{3}{4}$ " meter, is \$6,180.00 and outside City limits is \$9,270.00. (These fees change annually, please verify) For additional charges and a more complete breakdown, see City of Gig Harbor Utilities Service Application.
4. Ordinance 1044 establishes that concurrency for water shall be valid for the duration of the underlying development permit or as otherwise provided in GHMC 19.10.020, or as set forth in the outside City limits utility extension agreement or if the property owner does not pay the required fees and submit a request to the City for a hook-up/connection to the City water service to the property within such time period.

TO PURCHASE A METER

1. Hook-up fees must be paid prior to meter installation.
2. Provide the service address of the property to be served, unless previously provided on the water reservation application.

TO HAVE YOUR METER INSTALLED

1. Once the meter is purchased, allow 2-3 weeks for installation.
2. Stake the location where you want the meter installed (just outside the property line in the right-of-way). The City will attempt to accommodate the property owner's preferred location. The City crew will not install the meter if it is not clear where to place it which may cause a 2-week delay. Call the Operations Department at 851-6170, when ready for installation.