



**NEW BUSINESS APPLICATION FOR NEW OR MODIFIED SERVICE**

UPDATED JULY 2023

Project classifications (See Submittal Requirements for more information)

Residential Service	Subdivision or Multi-family	Commercial Service	Commercial With Main or Main only	Hardship Letter
Annexation	Discovery Level 1 or 2	Tentative NAC Acknowledgment Letter	Fire Service or Hydrant only	

Do you have Water Rights? Yes \_\_\_\_\_ No \_\_\_\_\_ Unknown \_\_\_\_\_

Is Project in TMWA's Service Territory? Yes \_\_\_\_\_ No \_\_\_\_\_ Unknown \_\_\_\_\_

**Owner/Applicant Information:** (Legal Name and Address for Owner)

Name \_\_\_\_\_ Attn: \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ Email \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Phone \_\_\_\_\_ Cell \_\_\_\_\_

**Contact Information:** (If different than Owner information)

Name \_\_\_\_\_ Attn: \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ Email \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Phone \_\_\_\_\_ Cell \_\_\_\_\_

**Engineering Firm**

Firm Name \_\_\_\_\_ Contact \_\_\_\_\_  
 Phone \_\_\_\_\_ Email \_\_\_\_\_

**Project Information:**

Service Address \_\_\_\_\_ City \_\_\_\_\_  
 Assessor Parcel # (APN) \_\_\_\_\_  
 Number of units \_\_\_\_\_ Sq. footage of building/dwelling \_\_\_\_\_  
 Location Description \_\_\_\_\_

Is this within Nevada Department of Transportation Right of Way? Yes No Unknown



**Requested Services/Meters:**

**Domestic:**

Meter Size \_\_\_\_\_ Quantity \_\_\_\_\_  
Meter Size \_\_\_\_\_ Quantity \_\_\_\_\_

**Irrigation:**

Meter Size \_\_\_\_\_ Quantity \_\_\_\_\_  
Meter Size \_\_\_\_\_ Quantity \_\_\_\_\_

**Is Re-vegetation Required?**

Yes \_\_\_\_\_ No \_\_\_\_\_

**Internal Fire Service(s):**

Size \_\_\_\_\_ Quantity \_\_\_\_\_

**Fire Hydrant(s):**

Quantity \_\_\_\_\_

Will any pumps be installed (i.e. sewer pump, booster pumps, hydronic heating with chemical additives, etc.)? In accordance with NAC 445A.67195 appropriate backflow protection will be required.

Yes \_\_\_\_\_ No \_\_\_\_\_ Unknown \_\_\_\_\_ Type \_\_\_\_\_

**Brief Project Description (Include any project phasing):**

WATER RIGHTS DEDICATION – Applications for Residential Service, Subdivision/Multi-family, Commercial Service and Commercial With Main may require Applicant to dedicate water rights or purchase Will Serve Commitments before service will be provided.

A change of ownership during the application process will require a new application form for the new owner with proof of ownership. Additional fees may be required. Timelines will be evaluated at time of new application.

**As TMWA is subject to Nevada's public records act, TMWA is required to provide non privileged public records to third parties upon request. TMWA will determine in its sole discretion whether the public records act applies to documents specific to any future requests.**

**Owner understands and acknowledges that TMWA will forward this request and the findings or results of this request to the Owner of Record for the afore referenced parcel(s).**

**Owner's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**TMWA Representative** \_\_\_\_\_

**Complete Submittal Date** \_\_\_\_\_

**Submittal Requirements ALL SUBMITTALS ARE TO BE IN DIGITAL FORM** Partial submittals will not be accepted (updated APRIL-2024)

Required (X)	Annexation	Discovery Level 1 <sup>2</sup>	Water Service Acknowledgement	Residential Service <sup>3</sup>	Commercial Service	Commercial with Main	Subdivision/ Multi-family	Fire Service Only	
Initial Review Fee <sup>1</sup>	\$5,100 <sup>4</sup>	\$4,500 <sup>2</sup>	\$400	\$600 <sup>4</sup>	\$2,000 <sup>4</sup>	\$3,500 <sup>5</sup>	\$5,300/phase <sup>4</sup>	\$800/service <sup>4</sup>	
Proof of Ownership (Copy of Deed or Title Report)	X	IF AVAILABLE		X	X	X	X	X	
Owner's Affidavit (ONLY if appointing third party agent)	X		X	X	X	X	X	X	
Tentative Map Plans per City <sup>6</sup> / County Requirements			X						
Official Plat or Parcel Map <sup>6</sup>	IF AVAILABLE						X		
Full Civil Set <sup>6</sup>				X	X	X	X		
Approved Fire Hydrant Locations, Demand & Duration				X	X	X	X	X	X
Landscape & Irrigation Plans with Separate Irrigation Demands <sup>6</sup>					If Applicable	X	X	X	
Water Design (W-1) <sup>6</sup>				X	X	X	X	X	X
AutoCAD Files of Civil Set				X	X	X	X	X	
Plumbing, Architectural Floor & Mechanical Plans <sup>6</sup>							X	X	Required for all Multi-family

**Notes:**

- 1 Check, Cash or Money Order only. Final project costs will be assessed at time of Water Service Agreement issuance in accordance with TMWA's current Rate Schedules.
- 2 Discovery findings are preliminary in nature and are based on the quantity and accuracy of the data received. Contact Project Coordinator for fee determination. Level 1 fees are reflected above. Level 2 fees are \$7,000. Additional information will be required for Level 2.
- 3 Applies to a single parcel with no more than two (2) dwelling units, example: 1 single family home, 1 single family home with a "mother-in-law" unit, or 1 duplex. All others will be Commercial Service applications.
- 4 Includes both initial Engineering and Lands Fee.
- 5 An additional \$400 Lands Research/Easement establishment fee will be required if main is located on private property.
- 6 Must be stamped and digitally signed. See Nevada Board of Professional Engineers and Land Surveyor's digital signature guide found at <http://www.nvbpels.org>.
  - All Water Facility plan sets shall be 36" x 24" or 34" x 22". Plans plotted on larger formats will not be accepted.
  - All CAD files shall follow industry standard layer controls and include the following, at a minimum:
 

○ Property Lines	○ Limits of Paving (curb/gutter/sidewalk)	○ Building Footprints
○ Easements	○ Curb and Building Pad Elevations	○ Proposed Utility Piping
- Above requirements are minimums. Additional information may be necessary depending upon the project complexity.
- Projects that include a Pressure Regulating Station must include \$3,200 per station for Engineering and Lands Fee with initial submittal.

STATE OF \_\_\_\_\_ )  
 : ss  
COUNTY OF \_\_\_\_\_ )

## AFFIDAVIT OF OWNERSHIP

I, \_\_\_\_\_, being duly sworn, depose and say:

1. That I am (a) the owner of record, or (b) an authorized agent acting in my capacity as \_\_\_\_\_ of \_\_\_\_\_, the owner of record, (hereinafter "Owner") of that certain real property identified as Washoe County Assessor's Parcel No. \_\_\_\_\_ (hereinafter "Property");

2. That Owner intends to develop the Property or is currently investigating the Property for potential development;

3. That Owner hereby authorizes and appoints \_\_\_\_\_ (hereinafter "Representative:") to assist Owner in its investigation and/or development of the Property;

4. That Owner hereby authorizes Truckee Meadows Water Authority (hereinafter "TMWA") to discuss water service relating to the Property with Representative, to accept information relating to Owner and the Property with Representative, and to treat Representative as the Owner of the Property for all purposes relating to the application for water service for the Property; and

5. That Owner acknowledges that any and all contractual agreements for water service and/or necessary grants of easements must be executed by Owner and not Representative, unless TMWA is provided with an acceptable Special Power of Attorney.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

OWNER:

By: \_\_\_\_\_

Subscribed and Sworn to this \_\_\_\_\_ day

Of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public