



# Water & Sewer Availability (WSA) Request Form

This water/sewer availability (WSA) worksheet application is required for any new connections, change in fixture units or potential impact to City of Bainbridge Island water and/or sewer facilities. See additional instructions and notes starting on page 4. The resultant final WSA letter is independent of the permitting process and will be provided to applicants for use in the subsequent land use and/or building permit applications.

Previously Received Binding Commitment?  Water  Sewer

Previous Case Number(s): \_\_\_\_\_ Date Received: \_\_\_\_\_

Has Information Changed Since Previous Submittal(s)?  Yes  No

### APPLICATION PURPOSE (FOR DEFINITIONS SEE THE APPLICATION NOTES ON PAGE 5)

<b>WATER</b>	<input type="checkbox"/> Information	<b>SEWER</b>	<input type="checkbox"/> Information
	<input type="checkbox"/> Non-binding Commitment		<input type="checkbox"/> Non-binding Commitment
	<input type="checkbox"/> Binding Commitment		<input type="checkbox"/> Binding Commitment
	<input type="checkbox"/> Approval to Connect		<input type="checkbox"/> Approval to Connect
	<input type="checkbox"/> South Island Sewer Annual "Open Call"		

### PROJECT INFORMATION

Project Name: \_\_\_\_\_

Associated Permit Number(s): \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_

Site Address: \_\_\_\_\_

Project Description:

Current Use(s):  Single Family Residence  Multi-Family Residence  Commercial/Industrial  Vacant Land  
 ADU  Irrigation  Other \_\_\_\_\_

Is this an LID Area?  Yes  No  Don't Know

Subject to Latecomer's Agreement?  Yes  No  Don't Know

Forecasted Connection Date? (MM/YYYY) Water \_\_\_\_\_ / \_\_\_\_\_ Sewer \_\_\_\_\_ / \_\_\_\_\_

### APPLICANT INFORMATION

<b>OWNER</b>	Name: _____
	Address: _____
	Phone: _____ Email: _____
<b>AGENT</b>	<b>Please Attached Notarized Owner/Applicant Agreement Form</b>
	Name: _____ Agency: _____
	Address: _____
	Phone: _____ Email: _____

**CURRENT CONNECTION INFORMATION**

<b>WATER</b>	System: <input type="checkbox"/> COBI – Winslow <input type="checkbox"/> COBI – South Island Sewer <input type="checkbox"/> KPUD <input type="checkbox"/> Well <input type="checkbox"/> Don't Know <input type="checkbox"/> Other <input type="checkbox"/> None Type(s): <input type="checkbox"/> Single Family Residence <input type="checkbox"/> Multi-Family Residence(s) <input type="checkbox"/> Commercial/Industrial <input type="checkbox"/> Irrigation <input type="checkbox"/> ADU <input type="checkbox"/> Other _____ Commercial/Industrial Use Type: _____ Number of Buildings: _____ Units/Building: _____ Total Units: _____ Number of Meters: _____ Meter Size(s): _____ Backflow Prevention? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know Separate Fire Protection Water Main Tap <input type="checkbox"/> Yes <input type="checkbox"/> No      Separate Irrigation Meter/System <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>SEWER</b>	System: <input type="checkbox"/> COBI – Winslow <input type="checkbox"/> COBI – Rockaway Beach <input type="checkbox"/> KCSD 7 <input type="checkbox"/> Septic <input type="checkbox"/> Don't Know <input type="checkbox"/> Other <input type="checkbox"/> None Type(s): <input type="checkbox"/> Single Family Residence <input type="checkbox"/> Multi-Family Residence(s) <input type="checkbox"/> ADU <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial (See Below) <input type="checkbox"/> Other _____ Commercial/Industrial Use Type: _____ Total Number of Connections: _____ Total Number of ERUs: _____ (From Attached Table)

Existing Utility Account Number(s): \_\_\_\_\_

**PROPOSED CONNECTION INFORMATION**

<b>WATER</b>	System: <input type="checkbox"/> COBI – Winslow <input type="checkbox"/> COBI – South Island Sewer <input type="checkbox"/> KPUD <input type="checkbox"/> Well <input type="checkbox"/> Don't Know <input type="checkbox"/> Other <input type="checkbox"/> None Type(s): <input type="checkbox"/> Single Family Residence <input type="checkbox"/> Multi-Family Residence(s) <input type="checkbox"/> Commercial/Industrial <input type="checkbox"/> Irrigation <input type="checkbox"/> ADU <input type="checkbox"/> Other _____ Commercial/Industrial Use Type: _____ Number of Buildings: _____ Units/Building: _____ Total Units: _____ Number of Meters: _____ Meter Size(s): _____ Backflow Prevention Required? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know Separate Fire Protection Water Main Tap <input type="checkbox"/> Yes <input type="checkbox"/> No      Separate Irrigation Meter/System <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>SEWER</b>	System: <input type="checkbox"/> COBI – Winslow <input type="checkbox"/> COBI – Rockaway Beach <input type="checkbox"/> KCSD 7 <input type="checkbox"/> Septic <input type="checkbox"/> Don't Know <input type="checkbox"/> Other <input type="checkbox"/> None Type(s): <input type="checkbox"/> Single Family Residence <input type="checkbox"/> Multi-Family Residence(s) <input type="checkbox"/> ADU <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial (See Below) <input type="checkbox"/> Other _____ Commercial/Industrial Use Type: _____ Total Number of Connections: _____ Total Number of ERUs: _____ (From Attached Table)
<b>CROSS CONNECTION CONTROL</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No      Has there been or will there be another source of water on your property other than the service connection to the public potable supply (i.e., private well, lake, stream, pond, etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No      Will there be an irrigation system on your property? <input type="checkbox"/> Yes <input type="checkbox"/> No      Will there be any facilities (such as a booster pump, elevated tank, etc.) to increase the water pressure above the supply pressure presently provided by the public potable supply? <input type="checkbox"/> Yes <input type="checkbox"/> No      Will there be any toxic or non-toxic chemicals used in your operation? <input type="checkbox"/> Yes <input type="checkbox"/> No      Will any of your facilities provide medical, dental, or laboratory services? <input type="checkbox"/> Yes <input type="checkbox"/> No      Will any of your facilities have non-residential food preparation areas? <input type="checkbox"/> Yes <input type="checkbox"/> No      Will your facility have any water features like a pond, fountain, or pool? <input type="checkbox"/> Yes <input type="checkbox"/> No      Will there be any ejectors, aspirators, or pumps used in your operation? <input type="checkbox"/> Yes <input type="checkbox"/> No      Will water be recycled during the operation of your heater, air conditioner, radiant flooring, or other equipment in your plant or building? <input type="checkbox"/> Yes <input type="checkbox"/> No      Will there be any water supply lines submerged in tanks, vats, etc.? <input type="checkbox"/> Yes <input type="checkbox"/> No      Will there be any backflow prevention devices installed in any part of your piping? <input type="checkbox"/> Yes <input type="checkbox"/> No      Will there be a fire standpipe or fire sprinkler system installed in your building? <input type="checkbox"/> Yes <input type="checkbox"/> No      Will any building have more than two stories? <input type="checkbox"/> Yes <input type="checkbox"/> No      Will there be any other conditions present which could allow water to flow in a direction that is opposite to normal flow? (If yes, please provide details below) _____

**MULTI-FAMILY RESIDENTIAL UNITS**

Building/Unit Number \_\_\_\_\_  
 Dwelling Units Per Building: \_\_\_\_\_  
 Total Units: \_\_\_\_\_

**NON-RESIDENTIAL FIXTURE UNITS (NOT REQUIRED FOR SFR/ADU)**

Fixture Type	Fixture Unit Value	Bldg./Unit* # _____			Bldg./Unit* # _____							
		Previous or Existing within Commercial Space		New/Added Fixtures within Commercial Space	Total Fixture Count		Previous or Existing within Commercial Space		New/Added Fixtures within Commercial Space	Total Fixture Count		
		QTY	Fixture Units**	QTY	Fixture Units**	QTY	Fixture Units**	QTY	Fixture Units**	QTY	Fixture Units**	QTY
Bathtub and/or Shower	4	___	___	___	___	___	___	___	___	___	___	___
Dental Units or Lavatory	1	___	___	___	___	___	___	___	___	___	___	___
Dishwasher (Commercial)	4	___	___	___	___	___	___	___	___	___	___	___
Drinking Fountain Heads	1	___	___	___	___	___	___	___	___	___	___	___
Hose Bib or Sill Cock	5	___	___	___	___	___	___	___	___	___	___	___
Laundry Tub or Clothes Washer	4	___	___	___	___	___	___	___	___	___	___	___
Sink: Bar or Lavatory	2	___	___	___	___	___	___	___	___	___	___	___
Sink: Clinic, Flushing	10	___	___	___	___	___	___	___	___	___	___	___
Sink: Kitchen	4	___	___	___	___	___	___	___	___	___	___	___
Sink: Other	4	___	___	___	___	___	___	___	___	___	___	___
Sink: Wash, Circle Spray	4	___	___	___	___	___	___	___	___	___	___	___
Urinal: Flush Tank	3	___	___	___	___	___	___	___	___	___	___	___
Urinal: Pedestal	10	___	___	___	___	___	___	___	___	___	___	___
Urinal: Wall or Stall	5	___	___	___	___	___	___	___	___	___	___	___
Water Closet, Tank	5	___	___	___	___	___	___	___	___	___	___	___
Water Closet, Flush Valve	10	___	___	___	___	___	___	___	___	___	___	___
Other: _____		___	___	___	___	___	___	___	___	___	___	___
<b>Total Fixture Units:</b>		___	___	___	___	___	___	___	___	___	___	___
<b>Total ERUs***:</b>		___	___	___	___	___	___	___	___	___	___	___

\* For additional buildings/units please use additional sheets as needed.  
 \*\* Fixture Unit Value x Quantity = Fixture Units  
 \*\*\* 20 Fixture Units = 1.0 Equivalent Residential Units (ERU) rounded to the nearest 1/100 ERU

**INDUSTRIAL WASTEWATER**

The discharge of industrial wastewater (other than domestic wastewater) into municipal sewerage systems which could interfere with, pass through, or otherwise be incompatible with such systems or which would contaminate the sludge will not be permitted. WAC 173-216

Will industrial or commercial wastewater (other than domestic wastewater) including wastewater from restaurants, food processing facilities, and chemical processing facilities be discharged into the City of Bainbridge Island's (City) wastewater treatment plant?  Yes  No

Will industrial or commercial wastewater (other than domestic wastewater) including wastewater from restaurants, food processing facilities, and chemical processing facilities be discharged into the Kitsap County Sewer District 7 (SD7) wastewater treatment plant?  Yes  No

Applicants submitting a request for sewer connections where industrial or commercial wastewater (other than domestic wastewater) will be discharged in the City or SD7 wastewater treatment plants shall provide engineering data in a form determined by the City Engineer or designated representative to establish pretreatment requirements.

## ADDITIONAL SUBMITTAL REQUIREMENTS

**Site Plan:** Must include existing and proposed utility connections including water and sewer mains, manholes, service lines, connection points, cleanouts, fixtures, meters, etc. The site plan must be legible, easily understood, and draw in a recognized scale.

Show surrounding rights-of-way with proposed connection points to City infrastructure, meter and fixture locations, cleanout locations, manholes, and right-of way features.

Construction details for all materials and layouts.

The site plan must be legible, easily understood, and drawn in a recognized scale.

Information and sample site plans are available in the [Administrative Manual for Planning Permits](#)

**Other specifications or engineering as required.**

## APPLICATION NOTES & INFORMATION

The purpose of the water/sewer availability process is to identify if the subject parcel is located within water and/or sewer service area boundaries, proximity of existing infrastructure, availability and/or requirements to connect, detail site specific conditions, requirements, and any additional permitting requirements. This application will be reviewed based on submitted materials. All utility design and layouts are subject to engineering review under associated building permitting. If there are any changes in plumbing fixture counts, ERU counts, or meters requested, a revised application shall be submitted, and this availability is subject to adjustment, including, but limited to, conditions and fee amounts.

Once a binding commitment has been issued, all conditions must be met, fees paid in full, and additional permitting (as required) issued before approval to connect will be granted.

All work performed in or adjacent to the right-of-way shall require a right-of-way permit.

All connections to City infrastructure shall be observed by COBI Engineering staff. A minimum of 72 hours advance notice when work is to be performed.

Please provide 7-10 business day advance notice for water meter installation.

When the City of Bainbridge Island issues a binding commitment for water or sewer system capacity, and service main extensions or other capital facility improvements are not required, the City of Bainbridge Island shall provide water and/or sewer service pursuant to the requirements and conditions stated in the binding commitment letter. When the City of Bainbridge Island issues a binding commitment for water or sewer system capacity, and service main extensions or other capital facility improvements are required, the owner shall enter into a Utility Extension Agreement with the City of Bainbridge Island at their own expense pursuant to the requirements and conditions stated in the binding commitment letter, and BIMC 13.32.

At the time of payment of fees and the receipt of a binding commitment, the owner is acknowledging and agreeing to comply with all codified regulations and rules now in existence or which may be established from time to time by the City of Bainbridge Island governing the operations of its public water and sewer systems. The owner specifically agrees to install all plumbing systems in accordance with the conditions stated in the binding agreement and maintain at all times their plumbing system(s) in compliance BIMC15.04 and the City of Bainbridge Island Design and Construction Standards and Specifications as they pertain to the prevention of water contamination, prevention of pressure surges, and thermal expansion in their water and sewer piping. Further, the applicant agrees at the time of final payment and receipt of a binding agreement for connection not to make a claim for damages against the City of Bainbridge Island or its agents or employees for damages and/or loss of production or sales or service caused by the disruption of water or sewer service for system repair, routine maintenance, power outages, and other conditions normally expected in the operation of a water or sewer utility.

**DEFINITIONS**

**Information** – A basic determination of whether a parcel is within water and/or sewer service area boundaries and if connection is feasible. No formal documentation is issued.

**Non-Binding Commitment** – If parcel is located within water and/or sewer service area boundaries and connection is feasible, a non-binding commitment letter will be issued that states that the City has available water or sewer system capacity as of the date of the letter and that the subject parcel would be eligible for connection to the City’s water and sewer systems contingent upon available capacity at the time of application of binding commitment, all conditions being met within permitting processes, and all connection and participation fees being paid in full. This does not guarantee the future availability of water or sewer system capacity.

**Binding Commitment** – If parcel is located within water and/or sewer service area boundaries and connection is feasible, a binding commitment letter will be issued that states that the City has available water or sewer system capacity and that, upon payment of all applicable system participation fees set forth in BIMC 13.16.040 and all conditions being met within permitting processes, the City shall reserve water and/or sewer system capacity, and shall allow connection to the City’s water and/or sewer systems in perpetuity. The letter will detail site specific conditions, requirements, and additional permitting requirements. Full payment of system participation and associated fees are required within 30 days of letter issuance to establish a binding commitment. A binding commitment does not expire.

**Approval to Connect** – If a previously issued binding commitment has been obtained but connection not made, an approval to connect letter will be issued that will detail site specific conditions, requirements, and additional permitting requirements.

**South Island Sewer Annual “Open Call”** – The City will open a 30 day “call for sewer connections” annually on June 1 of the subject year. Following the open call period, City Staff will review the applications, clarify any questions with applicants, and finalize applications. Staff will then prepare an evaluation and prioritization of the received application forms and provide a summary along with recommendations to City Council for consideration of approval at a Regular Business meeting.

**SIGNATURE**

**Should an agent submit this application, a *notarized* [Owner/Agent Agreement](#) must accompany the application.**

*I, the undersigned, certify that the information submitted on this form is truthful and based upon the best available information known at the time of submittal. I also affirm that I am the owner or designated agent of the subject site. Further, I grant permission to any and all employees and representatives of the City of Bainbridge Island and other governmental agencies to enter upon and inspect said property as reasonably necessary to process this application. I agree to inform the City of any and all changes in the information submitted, and to any change in use with the resubmittal of this form prior to final payment of fees and connection to the City’s water or sewer systems.*

_____	_____	_____
Print Name (Owner)	Signature (Owner)	Date
_____	_____	_____
Print Name (Owner)	Signature (Owner)	Date
_____	_____	_____
Print Name (Owner)	Signature (Owner)	Date
_____	_____	_____
Print Name (Owner)	Signature (Owner)	Date