



1355 Capital Boulevard

P.O. Box 30013

Reno, Nevada 89520

(775) 834-8000

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

**Project classifications requiring water rights dedication**

<input type="checkbox"/> Single Family Residential Service	<input type="checkbox"/> Subdivision Design and Final NAC	<input type="checkbox"/> Commercial Service	<input type="checkbox"/> Commercial With Main and Final NAC	<input type="checkbox"/> Tenant Improvement Only
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**Project classifications NOT requiring water rights dedication**

<input type="checkbox"/> Annexation	<input type="checkbox"/> Discovery Level 1 or 2	<input type="checkbox"/> Tentative NAC/Acknowledgment Letter	<input type="checkbox"/> Main Only and Final NAC	<input type="checkbox"/> Hardship Letter
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**Do you have Water Rights?** Yes \_\_\_\_\_ No \_\_\_\_\_ Unknown \_\_\_\_\_

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

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

Name \_\_\_\_\_ Attn: \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ E-Mail \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ Fax # \_\_\_\_\_

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

Name \_\_\_\_\_ Attn: \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ E-Mail \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Phone # \_\_\_\_\_ Cell # \_\_\_\_\_ Fax # \_\_\_\_\_

**Engineering Firm**

Firm Name \_\_\_\_\_ Contact \_\_\_\_\_ Phone # \_\_\_\_\_  
 Fax \_\_\_\_\_

**Billing Information (if different than Applicant Information):**

Contact Name \_\_\_\_\_ Tax ID#/SSN \_\_\_\_\_ Phone# \_\_\_\_\_  
 Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Project Information:**

Service Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Assessor Parcel # (APN) \_\_\_\_\_ # of units \_\_\_\_\_  
 Sq. footage of building/dwelling \_\_\_\_\_ Sq. Footage of Lot \_\_\_\_\_  
 Location Description \_\_\_\_\_  
 Custom Home(s) Yes \_\_\_\_\_ No \_\_\_\_\_ Proposed Use/Zoning Density \_\_\_\_\_

**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):**

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

***Brief Project Description:*** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Are there auxiliary water sources on the project site?***

Well on Property: Yes \_\_\_\_\_ No \_\_\_\_\_ Auxiliary/Reclaimed Water: Yes \_\_\_\_\_ No \_\_\_\_\_  
Ditch or Runoff: Yes \_\_\_\_\_ No \_\_\_\_\_

***Are you aware of any of the following: (These may delay construction of your project)***

- Environmental Issues \_\_\_\_\_
- Federal Land Issues \_\_\_\_\_
- BIA/Tribal Land Issues \_\_\_\_\_
- Right of Way/Easement Issues \_\_\_\_\_
- State Highway and/or NDOT Issues \_\_\_\_\_
- Railroad Issues \_\_\_\_\_

**WATER RIGHTS DEDICATION** – Applications for Single Family Residential Service, Subdivision Design and Final NAC, Commercial Service, Commercial With Main and Final NAC, and Tenant Improvement require Applicant to dedicate water rights or purchase Will Serve Commitments before service will be provided. As to these types of applications only, upon acceptance of a complete application by TMWA’s Project Coordinator, Applicant will be placed in the TMWA queue to establish priority for purchasing Will-Serve Commitments from TMWA’s Will-Serve Commitment Inventory. Placement in the queue does not establish eligibility. Applicant’s eligibility to purchase Will-Serve Commitments will be determined independently under TMWA Rules.

**Applicant Signature** \_\_\_\_\_  
**Date** \_\_\_\_\_

**TMWA Signature** \_\_\_\_\_  
**Complete Submittal Date** \_\_\_\_\_

**Complete Submittal Requirements\* (Partial submittals will not be accepted):**

Required (X)	Annexation	Tentative NAC		Tenant Improvement	Single Family Residential Service	Commercial Service	Commercial with Main Requiring a NAC Report	Subdivision Design Requiring a NAC Report	Main Only Requiring a NAC Report
		Discovery Levels 1 & 2	Acknowledgment Letter						
Initial Engineering & Resource Review Fee (Minimum Fee)**	\$1,500.00	\$720.00	\$100.00		\$150.00	\$300.00	\$1,100.00	\$1,500.00	\$1,100.00
Proof of Ownership (Copy of Deed and/or Title Report)	X	<b>If Available</b>			X	X	X	X	X
Owner's Affidavit (ONLY if appointing third party agent)	X		X		X	X	X	X	X
Official Plat Map								X	
Existing Easements									
Title Sheet			X					X	X
Phasing/Timing Requirements							X	X	X
Building Footprints and Driveway Locations						X	X	X	X
Site Plan & Street Layout (Including ROW) W/ Vicinity Map	X		X	X			X	X	X
Full Plan and Profile								X	X
Full Utility Plan within ROW			X				X	X	X
Grading Plan			X					X	X
Approved Fire Hydrant Locations, Service Demand & Duration					X	X	X	X	X
Irrigation Plans & Separate Irrigation Demands – Including Temporary Irrigation (Jurisdictional Agency's letter if using reclaimed water)					X		X	X	X
W-1 Water Design – W/Building footprints						X 3 copies	X 3 copies	X 3 copies	X 3 copies
CAD Drawings (See individual project requirements listed)	X Site Plan & Street Layouts			X Items listed above		X W-1 Only	X Full Civil Set	X Full Civil Set	X Full Civil Set
Meets & Bounds Legal Description W/Map	X								
Plumbing Plans/Mechanicals				X 1 Copy		If Req'd 1 Copy	If Req'd 1 Copy		

**Notes:**

- All civil and landscape drawings, including landscape demands, must be wet stamped.
- Applicant must provide two wet-stamped copies of the full Civil Set for Commercial, Commercial W/Main, Subdivision NAC & Main Only job classifications.
- If change of ownership occurs during the application process, the new owner will be required to submit a new application form and all applicable fees and timelines will be re-evaluated.
- Discovery findings are preliminary in nature and are based on the quantity and accuracy of the data received.
- All CAD files should comply with current Base Map Committee Standards.
- Check, Cash or Money Order Only.

\* Above requirements are minimums. Additional information may be necessary depending upon the project complexity.

\*\*All remaining project costs will be assessed at time of contract issuance in accordance with TMWA's current fee and rate schedules.

## Water Rights Queue

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

**Applications for Single Family Residential Service, Subdivision Design and Final NAC, Commercial Service, Commercial with Main and Final NAC & Tenant Improvement Only require Applicant to dedicate water rights or purchase Will Serve Commitments before service will be provided. Upon acceptance of a complete application by TMWA’s Project Coordinator, Applicant will be placed in the TMWA queue to establish priority for purchasing Will-Serve Commitments from TMWA’s Will-Serve Commitment Inventory. Placement in the queue does not establish eligibility. Applicant’s eligibility to purchase Will-Serve Commitments will be determined independently under TMWA Rules.**

**Applications for Annexation, Discovery Levels 1 & 2 , Tentative NAC, Main Only and Final NAC, and Hardship Letter do not require dedication of water rights nor do they qualify Applicant for placement in TMWA’s queue to establish priority for purchasing Will Serve Commitments.**

**Applicant’s Acknowledgement \_\_\_\_\_**

**Date \_\_\_\_\_**