



Incline Village General Improvement District  
**WATER MANAGEMENT POLICY  
CUSTOMER HANDOUT**

This handout has been prepared by IVGID to address questions regarding the water rights dedication requirements and procedures for new developments within District boundaries. If you have any questions regarding this handout or water rights dedication policies or procedures, please contact Tim Buxton at 832-1246.

## **CONTENTS**

### **1. Water Management Policy**

The Water Management Policy was revised on January 1, 2008. It describes IVGID's policies for serving new developments within the District's service area. It outlines the qualifications whether a new project will be required to dedicate water rights.

### **2. Water Rights Dedication Procedures**

Describe process of obtaining a "Will Serve Letter."

### **3. Table 1 – Water Duty by Type of Use**

Use the table as a reference for completing the Multi-Family Residential or the Commercial Calculation Worksheet, whichever is applicable.

### **4. Multi-Family Residential Water Rights Calculation Worksheet**

Use the table to quantify the amount of water demand required for a new Multi-Family Residential project.

### **5. Commercial Water Rights Calculation Worksheet**

Use the table to quantify the amount of water demand required for a new Commercial project.

### **6. Application for Service**

Official request for water and sewer service.

### **7. Fixture Unit Count Table**

For use in completing Water Rights Calculation Worksheets. The table shows the fixture unit values associated with specific plumbing installations.

## CHECKLIST

- 1) Determine if water rights are required for the project (i.e., not a single-family residence or a residential duplex).
- 2) Prepare Water Rights Calculation Worksheet for approval by IVGID.
- 3) Secure agreement to dedicate water rights to IVGID, or opt for purchase of water rights from IVGID's Water Rights Bank (check box on Water Rights Calculation Worksheet). Following approval, IVGID will issue a Conditional Will Serve Letter.
- 4) Apply for water and sewer service. Attach approved Water Rights Calculation Worksheet.
- 5) Complete water rights dedication process. Following completion, IVGID will issue a Final Will Serve Letter.

Incline Village General Improvement District  
**WATER MANAGEMENT POLICY**

*Revised January 1, 2008*

- A. IVGID shall give preference to single-family unit and duplex projects. These projects shall not be required to acquire and assign water rights to IVGID as a condition of approval.
- B. IVGID shall require applicants for multi-family residential, tourist accommodation unit, public service and commercial developments to assign water rights to IVGID in an amount sufficient to support the proposed development as a condition of project approval (i.e., issuance of will serve letter, sign off of condo plat, approval of plans, etc.) The quantity and procedures for water rights assignment are addressed in the Water Rights Dedication Procedures attached, and made a part of these Policies. Such procedures may be changed by the District Engineer from time to time based on best available information.
- C. IVGID shall not allow water rights to revert back to an applicant that assigned these rights to IVGID as a condition of project approval at such time, if ever, that IVGID is no longer under a threat of water shortage.
- D. IVGID shall establish a water rights bank for the preferential and optional use of applicants of new, smaller projects under the following conditions. The water rights bank shall only be used if there is sufficient credits available for a new project and if the net water rights required by the new project are less than 2.5 acre-feet. IVGID shall credit an applicant, upon approval of the requested water right quantity and payment at the water rights credit reimbursable rate, against available water rights credits in the water rights bank. Such credit shall allow issuance of a final Will Serve Letter, subject to other requirements as stipulated herein, the IVGID Water Ordinances and other adopted policies and procedures. IVGID reserves the right to withdraw the water rights credit and reimburse the applicant the costs paid for the water rights credit if the project is not fully permitted and under construction within two years after issuance of Will Serve Letter. The water rights credit reimbursable rate shall be the current market value, as updated from time to time by IVGID staff, based on recent sales within the IVGID service area. At this time, current market value is \$16,000.00 per acre-foot. Nothing in this Policy shall obligate IVGID to purchase additional water rights credits to replenish the water rights bank.
- E. All new projects (i.e., those not approved prior to adoption of the revised Policy) shall be subject to the revised policies.
- F. Previous customers that are not served by IVGID or do not maintain an active service account(s) with payment of monthly water or sewer rates and fees shall not be given any preferential treatment over any other new applicant for service.
- G. For those applicants who must assign water rights commensurate with their projected water demands, it is required that the assignment of water rights be completed and approved by the State Engineer's Office, (water rights title in IVGID's name with appropriate permit conditions) prior to IVGID sign-off on the final plans. All preparation and processing of water rights applications shall be completed by the applicant and in accordance with the

attached Water Rights Dedication Guidelines. Only after water rights transfer would the applicant be able to receive a building permit, subject to Washoe County Building Department requirements.

- H. IVGID shall not recognize the transferability of a “connection right” based on the past payment of a connection fee. IVGID’s collection of a connection fee is commitment to serve the application for the subject unit at the subject location, nothing more and nothing less. Should the applicant withdraw their application to construct a previously approved unit, the connection fee would be refunded in accordance with the Water Ordinance.

## **WATER RIGHTS DEDICATION PROCEDURES**

### ***Purpose***

The following procedures address dedication of water rights to the Incline Village General Improvement District (IVGID) pursuant to the Water Management Plan Guidelines adopted by the IVGID Board of Trustees on January 29, 1997 and amended on April 11, 2001. The Guideline stemmed from the declaration of a present threat of water shortage (per IVGID Ordinance No. 4, Article 5.19) by the IVGID Board of Trustees on 9 December 1996 at which time the Board adopted a Water Management Action Plan. All applicants for commercial, industrial, public service, and/or multi-family development within the IVGID Service Area will be required to comply with the dedication process. As the dedication process proceeds, IVGID can issue Conditional and Final Will Serve Letters for projects as may be required by the Tahoe Regional Planning Agency (TRPA) and other review agencies (i.e., Washoe County - Final Map approval process).

### ***Applicability***

Water rights shall be dedicated to the District in sufficient quantity for all subdivisions, condominium subdivisions, parcel maps, condominium parcel maps, and the following types of projects on a single parcel: multi-family creating more than two dwelling units, commercial, public service and/or industrial projects including changes in use of existing commercial and/or industrial properties that increase the water demand on that parcel. Significant irrigation installation (i.e., greater than 0.25 AF) shall also follow this process. The IVGID Board has exempted application for a single-family dwelling and duplex projects from assigning additional water rights as a condition of service. However, the applicant need be aware that IVGID has no authority over what may be required by other review agencies, such as the TRPA and the Nevada State Engineer.

### ***Quantity***

The amount of water rights credit necessary for a new project shall be approved by the District Engineer and shall be based on Table 1 and/or the best available information, such as actual use of similar facilities, or as approved by the Nevada State Engineer. The District Engineer shall update Table 1 from time to time based on new or updated information.

A new development that replaces an existing structure may credit the water rights dedication requirement with the previous water use of the demolished structure and landscaping. In the event the demolition of an existing structure credits more water than the new development requires, the credit shall not be transferred to another parcel. Any unused credit will be available

on the parcel for two years after IVGID completes the final inspection. No credit will be given for demolished structures that have not been in continuous use with an active water service account within five years prior to the request for issuance of a Will Serve Letter.

## **PROCEDURE**

### ***Conditional Will Serve Letter***

1. Applicant submits preliminary plans to IVGID, including a completed "Water Rights Calculation Worksheet," attached, to determine quantity of water rights to be transferred to IVGID for project approval. Table 1, attached, provides information on the quantity of water required for type of development and/or use.
2. If the project requires water rights dedication, then the applicant must provide IVGID with a bona fide copy of a sales or option to sell agreement between the applicant and a water rights owner indicating the permits number(s) of the rights being proposed for assignment as well as the quantity. If IVGID's water rights bank contains sufficient credits, the applicant, in certain circumstances, may opt to utilize this method of satisfying the water rights requirements.
3. Based on favorable review of steps (1) and (2), above, applicant may request a "Conditional Will Serve Letter" from the IVGID Board of Trustees in accordance with IVGID Ordinance 4 Article 5.19. The letter will be conditioned upon final receipt of water rights by IVGID and should be sufficient to meet TRPA findings for TRPA permit approval. [Reference: TRPA memorandum from Rachelle Nicolle, Agency Counsel, dated February 4, 1997 item (3).]

### ***Final Will Serve Letter***

1. Applicant submits necessary applications, maps, and fees to Nevada State Engineer (Division of Water Resource) to initiate transfer of water rights to IVGID. Please use attached "Application for Permission to Change Point of Diversion, Manner of Use and Place of Use of the Public Waters of the State of Nevada Heretofore Appropriated" for specific IVGID information needed to complete the application.
2. State Engineer begins initial review and publishes public notice detailing application in newspaper of general circulation in County of proposed diversion once per week for four weeks. Any person may protest application within 30 days of last date of publication in newspaper. The State Engineer may require a month or more before the notice is first published in the newspaper
3. If no protests are filed, the State Engineer is free to proceed with approval of the water permit change request. It is the Applicant's responsibility to seek timely processing by the State Engineers Office.
4. If a protest is filed, there could be significant delays in receiving final permit approval from the State Engineer. It is the applicant's responsibility to resolve all issues with the State Engineer's Office necessary to obtain final approval.

5. A Final Will Serve Letter will be issued once the following has occurred. Please review TRPA memorandum, dated February 4, 1997 item (4).
  - a. Issuance to IVGID of a valid Water Right Permit by the State Engineer naming the Incline Village General Improvement District as the permittee, describing the Burnt Cedar Water Disinfection Plant as the Point of Diversion, the entire IVGID service area as the Place of Use, and the type of use as municipal. The issuance of this permit could take eight months to a year or more.
  - b. Submittal to IVGID of a recorded (in Washoe County) Water Rights Quit Claim Deed granting the Incline Village General Improvement District water rights in the amount specified in the Water Right Permit. A sample Water Rights Quit Claim Deed is attached.
  - c. Submittal to IVGID of a copy of a Report of Conveyance and approved assignment of Water Rights as submitted to the State Engineer with the prescribed fees. A sample Report of Conveyance is attached.

### ***Project Approval***

After issuance of the Final Will Serve Letter, IVGID will complete the plan check process in conjunction with the Washoe County Building Department. Water and sewer service and capital improvement connection fees will be due and payable before plan check and approval can be completed.

### **GENERAL NOTES**

- All Water Right Transfers and related documents must meet all the requirements set forth in the Nevada Revised Statutes including but not limited to NRS 111, 375, 532, and 533 and Senate Bill 93.
- A list of licensed Water Right Surveyors is available from the Division of Water Resources.
- The Division of Water Resources, State Engineer's Office, has prepared a handbook titled "Summary of Statutory Procedure for Making Application for a Water Right and Filing Proofs of Appropriation and Fees Set by Statute" to assist you with this process.
- The Division of Water Resource's phone number is (775) 684-2800. They are located at 901 South Stewart Street, Suite 2002, Carson City Nevada.

**Table 1**

**Water Duty by Type of Use**

Type of Use	Description of Use	Unit of Measure	Quantity (Gal/Day)	Quantity (AF/Year)
Residential	Single family residential	Dwelling	500	0.56
	Multi-family residential > 39 FU	Dwelling	500	0.56
	Multi-family residential < 39 FU	Dwelling	250	0.28
<b>Commercial</b>	Motel	Bed	60	
	Motel w/kitchenette	Bed	75	
	Bar (no food)	Seat	25	
	Restaurant	Employee	25	
	• Add for meals served	Meal	20	
	Service station	Bay	1000	
	Office building	Fixture unit	15	
	Warehouse (storage)	Fixture unit	15	
	Store (Retail)	Employee	25	
	• Add for public restroom	100 sf of store	15	
	Beauty/barber shop	Stall	100	
	Laundromat (coin operated)	Machine	100	
	Commercial cleaners	Per equipment manufacturer		
	Car wash (coin operated)	Stall	850	
	Recreational Vehicle park w/hookups	Space	75	
	Nursing home	Person	150	
Landscaping	Turf		2.5 AF/Acre	
	Landscaping (drip irrigation)	As calculated for demands		

**Multi-Family Residential**

**Water Rights Calculation Worksheet**

Project Identification		
Project Proponent	Phone	
Location (Address)	APN	
Description		

From Table 1, determine dwelling unit demand (Gal/Day):

# of dwelling units (DU):

		Quantity (Gal/Day)	Quantity (AF/Year)
Fixture Units (FU):*	<input type="text"/> @ 15 gpd/FU	<input type="text"/>	<input type="text"/>
Turf landscaping (sf):	<input type="text"/> @ 0.0574 AF/1000 SF	<input type="text"/>	<input type="text"/>
Drip irrigated landscaping (gallons per week):**	<input type="text"/> As calculated for demands	<input type="text"/>	<input type="text"/>

**Acre-Feet required for transfer to IVGID:**

- The Acre-Feet required for transfer to IVGID is less than 2.5 Acre-Feet, and the project proponent chooses to reimburse IVGID for the water rights in accordance with IVGID's Water Management Policy.

Project Proponent Signature \_\_\_\_\_

\*Fixture Units to be used for clubhouses or recreation rooms in multi-family projects.

\*\*Total rated emitter flow (gph) times number of emitters times hours per week as determined by landscape architect or landscape contractor. Use will be based on 26 weeks of irrigation per year.

Prepared by:

Date:

(1 Acre = 43,560 square feet, 1 Acre-Foot – 325,851 gallons)

**Commercial Project**

**Water Rights Calculation Worksheet**

Project Identification			
Project Proponent		Phone	
Location (Address)		APN	
Description			

Description of Commercial Use (Table 1)	Unit of Measure	Number Of Units	Quantity (Gal/Day)	Quantity (AF/Year)
Turf Landscaping (sf)			@ 0.0574 AF/1000 SF	
Drip irrigated landscaping (gallons per week)*			As calculated for demands	

Project Demand:

**Acre-Feet required for transfer to IVGID:**

- The Acre-Feet required for transfer to IVGID is less than 2.5 Acre-Feet, and the project proponent chooses to reimburse IVGID for the water rights in accordance with IVGID's Water Management Policy.

Project Proponent Signature \_\_\_\_\_

\*\*Total rated emitter flow (gph) times number of emitters times hours per week as determined by landscape architect or landscape contractor. Use will be based on 26 weeks of irrigation per year.

Prepared by:

Date:

(1 Acre = 43,560 square feet, 1 Acre-Foot – 325,851 gallons)

PRINT OUT OWNERS APPLICATION FOR DOMESTIC UTILITY SERVICE

PRINT OUT OWNERS APPLICATION FOR COMMERCIAL UTILITY SERVICE

## FIXTURE UNIT COUNT TABLE

*(Based on 2003 Uniform Plumbing Code)*

<b>FIXTURE</b>	<b>FIXTURE UNIT VALUE</b>
BAR SINK	1
TUB/SHR/WRLPL	4
BIDET	1
DISHWASHER	1.5
DRINK FOUNTAIN	0.5
FLUSH TANK URINAL	3
HOSE BIB	2.5
EACH ADDITL.H.B.	1
KITCHEN SINK	1.5
LAUNDRY TUB	2
LAV SINK	1
SHOWER HEAD	2
TOILET	2.5
URINAL	5
WASHER	4
FLUSHOMETER W.C.	5*
JANITOR MOP BASIN	3

\* Fixture Unit Value of 10 will be used when figuring water line sizing.

*For fixtures not listed, refer to Uniform Plumbing Code.*