



Water Availability (WAL) Tip Sheet-Application Questions

What is a WAL?

- A request for Covington Water District water availability for your site. Not to be confused for a water availability from an exempt well.

When is a WAL request required?

- Feasibility on parcel and/or vacant land
- Building a new home (SFR), remodeling, add-on or detached accessory dwelling unit (ADU)
- Need for an additional meter
- Existing well or request for well
- Commercial and/or Non-Residential
- New Plat Development
- Renewal or new application of previous applied WAL
- When the City or County asks for a WAL.

Who can request a WAL?

- Property Owners, Developers, Client Contractors/Reps, Buyers, Buyers/Sellers Agents

What forms and documents are required to apply for a WAL?

- Online application on website through Citizen Connect
- Appropriate application fee paid online at time of application
- Site plan uploaded to Citizen Connect
- Additional forms as requested

What is the processing time for WAL application?

- A SFR WAL application may take 2-4 weeks to process
- All others including Commercial/Non-Residential may take 4-6 weeks
- All completed WAL certificates will be available to access through Citizen Connect and a courtesy email will be sent notifying of completion

What is the fee for a WAL application?

- Please refer to the website for current Rate Table or once you apply the rates will be available
- SFR fee is for one single family home including ADU's
- 'Other' is for all other applications such as Plats, Commercial, Mixed-Use that are NOT one SFR
- A fee for renewal up to allowed maximum prior to expiration date as listed for SFR and 'Other'

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WAL for Existing Customer (details will be provided on the completed WAL application certificate)

- Apply online Citizen Connect. Pay appropriate fee. Upload site plan if available but required for Plats and Commercial/Non-Residential.
- If no changes to existing meter for SFR, certificate is provided and complete

WAL for Accessory Dwelling Unit (details will be provided on the completed WAL application certificate)

- Apply online Citizen Connect. Pay appropriate fee. Upload site plan if available but required for Plats and Commercial/Non-Residential.
- An Agreement for Water Service Connection must be signed, notarized, uploaded to Citizen Connect and will be recorded with King County. The fees are paid through Citizen Connect
- Connection Charges are required for the ADU, the fees are paid through Citizen Connect. An additional meter will not be installed but will incur an additional flat rate on water utility account. This is the reason for the required Agreement.
- If meter needs upsized to support additional flow or fire, a time and material estimate (T&M) is required to dig-in a new meter/service. Connection charges may also be required for the difference in the meter size if the single meter is being upsized.
- T&M request may take 2-4 weeks. Request is made by emailing Engineering
- After request received pay appropriate fees on Citizen Connect, upload signed T&M form and signed meter application.
- Installation may take 2-4 weeks depending on volume and inventory.

WAL for Meter Drop-in (details will be provided on the completed WAL application certificate)

- Apply online Citizen Connect. Pay appropriate fee. Upload site plan if available but required for Plats and Commercial/Non-Residential.
- Pay appropriate fees for meter size and quantity and any applicable connection charges and/or installation fees through Citizen Connect.
- Upload a completed and signed meter application to Citizen Connect
- Meter install may take 1-2 weeks depending on volume and inventory.

WAL for WELLs to District water (details will be provided on the completed WAL application certificate)

Note: A WAL is provided for District water and not for a permit of exempt wells. Permit exempt wells are to be requested from the State of WA. <https://ecology.wa.gov/Water-Shorelines/Water-supply/Wells>

- Apply for WAL first online Citizen Connect. Pay appropriate fee. Upload site plan if available but required for Plats and Commercial/Non-Residential.
- An Agreement for Exempt Well Property Water Service may be required.
- Sign and notarized Agreement.
- Upload Agreement to Citizen Connect, pay fees before a WAL certificate can be issued
- The Agreement is recorded to King County.
- If requirements are to decommission well proof of decommission must be provided. A credit toward connection charges may be available.
- If requirements are to disconnect from the well proof of disconnect must be provided. No credit toward connection charges.
- If the well requirements are to keep the well for non-potable water, a backflow prevention valve must be installed and meet cross connection criteria and inspected.

WAL for Developer Extension DE (details will be provided on the completed WAL application certificate)

- Apply for WAL first online Citizen Connect. Pay appropriate fee. Upload site plan if available but required for Plats and Commercial/Non-Residential.
- WAL certificate details requirements to begin the DE
- Email Engineering to request DE application when ready to proceed with DE.
- Sign and notarize the DE Agreement. Notify Engineering that you are ready to pay fees for DE.
- A permit will be created for all fees to be paid online through Citizen Connect.
- *See DE TIP Sheet for more information*

WAL for Time and Material T&M (details will be provided on the completed WAL application certificate)

- A WAL may or may not be required.
- Email Engineering the request for a cost of time and materials.
- T&M request may take 2-4 weeks.
- After request received pay appropriate fees on Citizen Connect, upload signed T&M form and signed meter application if applicable.
- Installation may take 2-4 weeks depending on volume and inventory.

Developer Extension (DE) Tip Sheet

Developer Extensions, resulting in constructed facilities, are required for certain commercial, multifamily, plats, schools, parks and single-family homes with a least one full side water main extension. The following simplified list is the process for Covington Water District's DE.

What is the process for a DE?

- Apply for Water Availability (WAL)
- DE Agreement and Preliminary Plan submittal
- Board approval of DE agreement
- Pre-design Meeting
- Design Plan Approval
- Pre-construction Meeting with provided construction bond
- Construction of DE
- Meter Sale (Non-residential only)
- Required administrative items for Board Acceptance – Easement, Bill of Sale, Maintenance Bond, Record Drawings, Recorded Final Plat (Residential) and annexation approval
- Board Acceptance for potable use of water
- Financial Close-out (Covington Water District Internal Process)
- 2 Year Maintenance Bond Inspection