



**METHODOLOGY FOR  
DETERMINING ZERO WATER FOOTPRINT  
AND  
DEVELOPING WATER SUPPLY REPORTS  
(REVISED 04-2014)**

PURPOSE

To implement the Zero Water Footprint Policy adopted by the City Council on October 23, 2007. In this policy, "Zero Water Footprint" is defined as:

"No loss in reliability or increase in water rates for existing water service customers due to requested increased demand for water within the City's Water Service Area."

PROCEDURES

A) Initial Request.

Applicants for projects requesting water supplies from the City of American Canyon, either inside City limits or in the City's Water Service Area but outside of City limits, shall complete a water supply worksheet estimating average and peak use for indoor and outdoor uses and provide the completed worksheet to the City's Engineering Division.

B) Evaluation of Water Footprint.

The City will evaluate the water footprint of the project, using the water supply worksheet provided by the Applicant to determine whether a Water Supply Report is required. A Water Supply Report will not be required if the project meets the adopted Zero Water Footprint definition. This can be accomplished by

projects with no additional water demand or by projects which offset increased water demand by off-site conservation measures.

C) Water Supply Report.

A Water Supply Report shall be prepared for all projects that do not meet the adopted Zero Water Footprint definition. The Water Supply Report shall be prepared by the Applicant or City of American Canyon at the cost of the project applicant. Those reports prepared by the Applicant's consultant shall be reviewed by City staff and be subject to revision. The Water Supply Report shall include the following analysis:

- 1) Water service request**
  - a) Description of Project
  - b) Water Service Request
    - (i) Average Daily Demand
    - (ii) Peak Day Demand
  - c) Conservation Measures Included in Project
  
- 2) Consistency**
  - a) Urban Water Management Plan
  - b) Recycled Water Facilities Plan
  - c) Consistency with Municipal Code 13.10.040
  
- 3) Water Footprint**
  - a) Zero Water Footprint Definition
  - b) Project's Water Footprint
  - c) Water Demand Mitigation Requirement
  - d) Project's Impact on Reliability
  - e) Project's Impact on Rates
  
- 4) Project's contribution**
  - a) Capacity Fee
  - b) Reimbursable Improvements
  
- 5) Vineyards analysis**
  - a) Vineyards Decision
  - b) Facts with Respect to Solutions to Water Supply Problems
  - c) Water supply Over the Life of the Project
  - d) Impacts of Likely Future Water Sources

D) Applicant Review.

The Water Supply Report, once approved by the City, will be furnished to the property owner for their acceptance of the terms and conditions. If the Applicant elects to revise the project to reduce the water footprint, the Water Supply Report may be revised at the Applicant's cost.

E) Issuance of Will Serve Letter.

Will-Serve letters are required for projects connected to the City's water system and shall be prepared by the City. Will-Serve letters will be issued subsequent to the approval of a Water Supply Report and prior to (and/or in conjunction with) the approval of any discretionary application. A Will-Serve letter is considered complete when the property owner has signed and returned the original document accepting the terms and conditions of the Will-Serve.