

CITY OF PACIFIC GROVE

WATER CREDIT SALE PROCESS

1	<p>After buyer has applied for a building permit, buyer can download the Water Credit Application (Click Here) and email the signed application to lohalloran@cityofpg.org along with the conveying Deed (notarized), including legal description.</p> <p>REQUIRED: A signed verification letter along with the Water Release form from Monterey Peninsula Water Management District (MPWMD) is required as part of the submittal, verifying that you are requesting the correct amount of water units.</p>
2	<p>Once the application is received Staff will prepare Water Credit documents for buyer's signature and notary.</p> <p>Documents will either be mailed to the buyer or delivered to the Pacific Grove Police Department on Pine Avenue (please specify in your email which you prefer).</p>
3	<p>Buyer will mail signed and notarized documentation to the City:</p> <ul style="list-style-type: none"> a) Two Water Subscription Agreements b) Water Assignment of Portion of MPWMD Rule 23.9 City of Pacific Grove Water Entitlement c) Preliminary Change of Ownership Report <p><u>Mail to:</u> Attention: Laurel O'Halloran, 300 Forest Ave, Pacific Grove, CA 93950</p>
4	The City will send the documents to Chicago Title Company.
5	Chicago Title will open an escrow account and contact the buyer with wiring instructions.
6	Buyer will deposit funds in the escrow account.
7	Title Company records Assignment/Water Rights with the County Recorder's Office.
8	Title Company sends the original escrow documents to the Buyer and a copy to the City.
9	Buyer delivers documents to MPWMD and obtains both a Water Use Permit <u>and</u> Water Permit. Before submitting to MPWMD, contact MPWMD to ensure you have all the documents they need.
10	Buyer can obtain building permit(s) from the City's Building Department.