

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 from the City website.</p> <p>Email the signed application to lohallowan@cityofpacificgrove.org / aallenbaugh@cityofpacificgrove.org or bring the signed application into the CDD Office along with <u>all</u> of the following:</p> <ul style="list-style-type: none"> ▪ The parcel grant deed, including legal description ▪ <u>An email to applicant from Monterey Peninsula Water Management District (MPWMD) https://www.mpwmd.net/ along with the Water Release Form is required as part of the submittal, verifying that you are requesting the correct amount of water units.</u> ▪ Application payment to the City
2	<p>Once a <i>complete application</i> (including payment) is received, Staff will prepare Water Credit documents for buyer’s signature and notary. (<i>Approximately 10 business days</i>)</p> <p>Documents can be picked up in the CDD office on Forest Avenue, in Will-Call.</p>
3	<p>Buyer will return the following signed and notarized documents to the City - Attention Laurel O’Halloran or Annie Allenbaugh:</p> <ol style="list-style-type: none"> a) Two Water Subscription Agreements b) Notarized Water Assignment c) Preliminary Change of Ownership Report
4	<p>The City will deliver the documents to Chicago Title Company.</p>
5	<p>Chicago Title will open an escrow account and contact the buyer with wiring instructions.</p>
6	<p>Buyer will then deposit funds in the escrow account.</p>
7	<p>The Title Company records Assignment/Water Rights with the County Recorder’s Office.</p>
8	<p>The Title Company sends the original escrow documents to Buyer and copy to the City. (<i>Approximately 4-6 weeks for Title Co. to process</i>)</p>
10	<p>Buyer brings MPWMD Water Release Form to City Hall for Staff to sign.</p>
11	<p>The signed water form and electronically date stamped plans are emailed to the applicant for them to obtain their Water Permit from MPWMD.</p>
12	<p>Once the Water Permit is received by the applicant, email a copy to: building@cityofpacificgrove.org</p>
13	<p>Upon full approval of the project, the Building Division will contact the applicant regarding fees due and permit issuance.</p>

Water Credit Contact List:

Monterey Peninsula Water Management District (MPWMD)

Gabriela Bravo, Conservation Analyst

conserve@mpwmd.net

(831) 658-5601

Chicago Title Company

Kim Verania, Escrow Officer

(831) 375-2262

City of Pacific Grove – Community Development Department

Annie Allenbaugh, Front Desk

aallenbaugh@cityofpacificgrove.org

(831) 648-3183

Planning Division

Laurel O'Halloran, Associate Planner

lohalloran@cityofpacificgrove.org

Building Division

Lisa Feliciano

building@cityofpacificgrove.org

