

# SANITARY DISTRICT NO. 1 OF MARIN COUNTY

## Procedures and Requirements for Public Sewer Extensions

In accordance with Sanitary District No. 1's ("District") Sanitary Code adopted by the Board of Directors ("Board"), the following are the standard procedures for owners/developers/contractors ("Applicant") when a Public Sewer Extension is required:

### **STEP I - Tentative approval of Public Sewer Extension by Sanitary District No. 1**

1. Applicant must schedule an appointment with the District Manager to review site, proposed development and existing sanitary facilities, and determine whether a preliminary soils evaluation is required. Site Review Form will be filled out by District, a copy of which will be given to Applicant.
2. Applicant to submit following:
  - A) Application Fee - \$500.00 (cashier's check or money order). The Application Fee shall be applicable to the fee for Final District Approval.
  - B) Completed Application for Permit to Install Public Sewers.
  - C) Engineer's Materials List for the Public Sewer Extension. The Engineer's Materials List shall include the following: lineal feet of Public Sewer, size of Public Sewer pipe, depth of Public Sewer pipe, number of manholes and/or rodholes, number of laterals and stubs. The Engineer's Materials List will be the basis of the District's calculations to determine the District's estimated cost of the proposed Public Sewer Extension.
  - D) Preliminary engineered plans and specifications (3 copies). Plan drawn at 1" = 20' scale and profile drawn at 1" = 5'.
  - E) Preliminary proof of right-of-way or deed of easement, if needed.
  - F) If District determines site conditions warrant, a preliminary soils evaluation prepared by a Soils Engineer.
3. Review of documentation, plans and profile for conformance with District's Sanitary Code and Standard Specifications and Drawings.
  - A) Staff review; approved or changes requested.
    - 1) Applicant incorporates requested changes.
    - 2) District calculates estimated cost of construction.
  - B) Application scheduled for tentative approval at next regular Board Meeting.
    - 1) Applicant notified of scheduled hearing.

4. Board considers tentative approval of Public Sewer Application.
  - A) Board review; approved or changes requested.
    - 1) If changes requested, Applicant incorporates requested changes and requests rescheduling for regular Board Meeting.
      - a) Applicant notified of rescheduled hearing.
  - B) Board reviews and tentatively approves Public Sewer Extension.
  - C) Tentative approval of the Public Sewer Extension is effective for six months from date of Board approval. If the Applicant is proceeding diligently and, for reasons beyond the Applicant's control, it is not possible to complete **STEP II and STEP III** within the six month period, Board may extend the time limit. If final Public Sewer Extension is not approved within six months (or any extension thereof) of the date of tentative approval, the public sewer application is rejected and fees forfeited. For re-submittal of application, Applicant would return to **STEP I, 2.**

### **STEP II - Local Planning Jurisdiction Approval**

1. Applicant seeks Local Planning Jurisdiction approval of a project to be served by the Public Sewer Extension applied for in the Public Sewer Extension Application.
2. Local Planning Jurisdiction Agency grants project approval:
  - A) With Local Planning Agency addressing CEQA requirements for the Public Sewer Extension. Local Planning Agency documentation submitted to District. Applicant proceeds with **STEP IV**; or
  - B) Without Local Planning Agency addressing CEQA requirements, the Public Sewer Extension, and District must address CEQA requirements. Local Planning Agency documentation submitted to District. Applicant proceeds with **STEP III.**
3. Applicant submits Local Planning Jurisdiction approval documentation to District.

### **STEP III - CEQA Review**

1. Applicant requests District to perform CEQA review of the Public Sewer Extension.
  - A) Submits letter of request for District to proceed with CEQA Review.
  - B) Pays CEQA review fee of \$2,000.00 (cashier's check or money order).
2. Applicant's consultant/engineer prepares District Environmental Checklist.
3. District reviews Environmental Checklist and makes preliminary Environmental Impact Assessment determination.
4. District sets hearing on the Environmental Checklist and preliminary Environmental Impact Assessment.
5. District posts and mails notification of hearing as per CEQA and District requirements.

6. Public hearing held at the appointed time and place (the public hearing could be continued for several Board meetings until determination can be made):
  - A) Negative Declaration - EIR not required - mitigation measures imposed if review requires.
    - 1) Applicant proceeds to **STEP IV**, OR
  - B) Environmental Impact Report (EIR) is required.
    - 1) Applicant enters into agreement to pay all cost associated with the CEQA EIR, including District's costs related to the CEQA process.
    - 2) District hires consultant to prepare EIR.
      - a) Consultant completes EIR.
    - 3) District notifies required and interested parties of EIR hearing(s).
      - a) Hearing(s) held, public comment received.
        - 1) Incorporation of hearing findings into the Public Sewer Extension requirements. Applicant proceeds with **STEP IV**, OR
        - 2) **Further consideration of the Public Sewer Extension denied.**

**STEP IV - Final Review Process**

1. Applicant submits:
  - A) Final Approval Fee of five percent of the estimated cost of construction or five hundred dollars, whichever is greater. Final Approval Fee in excess of the Tentative Approval Fee shall be paid by cashier's check or money order.
  - B) Five copies of the approved engineered plans.
  - C) Bonds (letter of credit, passbook, cashier's check, money order, or bond):
    - 1) Performance bond equal to 100% of the District's estimate to run until acceptance of the Public Sewer Extension by the District.
    - 2) Maintenance bond equal to 10% of the District's estimate to run one year after acceptance of the Public Sewer Extension by the District.
2. Application scheduled for Final Review by Board.
  - A) Applicant notified of Board hearing.
  - B) Review by Board.
    - 1) Board requests additional changes/information.
      - a) Applicant provides requested changes/information.
      - b) Applicant requests rescheduling for final review by Board. Applicant returns to **STEP IV, 2.**
    - 2) Board reviews and grants final Public Sewer Extension approval.
      - a) Applicant can proceed with construction of the Public Sewer Extension in accordance with the District's Standard Specifications and Drawings.

3. Applicant must start work within one year of the date of Board's Final Approval and diligently pursue installation of the Public Sewer. All work is to be performed in accordance with the District's Standard Specifications and Drawings.
4. Applicant's Contractor must schedule a pre-job conference prior to start of construction.
5. Applicant must notify the District office 48-72 hours in advance, prior to construction to schedule inspection work. District inspectors must inspect bedding preparations, pipe installation, and back-fill.
6. Applicant must retain a soils engineering firm to provide required compaction testing. The number, location and depth of compaction test shall be determined by the District.
7. Applicant to retain civil engineering firm to provide cut sheets and set grade stakes.
8. After installation of the public sewer extension:
  - A) Applicant must clean and hydrostatically test the public sewer extension (at Applicant's expense).
  - B) Upon approval of the hydrostatic test and cleaning in the presence of a District inspector, the Applicant must have the public sewer extension televised (at Applicant's expense) with a District Inspector present.
9. After passing the televising test, District staff will present the completed public sewer extension to the Board of Directors for final acceptance. Presentation to the Board will be at a regular Board Meeting held on the first Tuesday of each month.
10. After the District's Board of Directors accepts the public sewer, the performance bond/money will be released. The maintenance bond/money will be held for one year from the date of acceptance and may be used by the District to maintain the project free from defects in materials and/or faulty workmanship during the twelve months after acceptance of the project by the District, after which Applicant may request a refund/release of any unused portion. Release of bond money will be made to the Applicant only.

Notes:

- A. Release of the performance bond money could be delayed up to one month after completion of the project. Applicants planning to use the bond money to pay the contractor should inform the contractor of the possible delay.
- B. Each building/residence connecting to the public sewer extension must obtain a private sewer connection permit and pay the appropriate fees. **The Public Sewer Extension Permit Fees do not include any building/residence private sewer connection fees.**
- C. Any violation of these procedures or any other ordinances, rules or regulations will result in a hold on the construction and possibly a fine or imprisonment as per District Sanitary Code.

**Application for Permit to Install Public Sewers**  
**In**  
**Sanitary District No. 1 of Marin County**

Serving: Oak Manor, Fairfax, San Anselmo, Sleepy Hollow,  
Ross, Kentfield, Kent Woodlands, Greenbrae, Bon Air, Larkspur, Murray Park

PERMIT NO. \_\_\_\_\_

**I. TENTATIVE APPROVAL:** Applicant hereby applies for a permit to install a public sewer at the location described below. Said sewer shall become a public sewer upon completion and acceptance by the District's Board of Directors ("Board").

Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Location of public sewer extension to be installed under this application: \_\_\_\_\_

Applicant certifies that he understands the Sanitary Code and Standard Specifications & Drawings of Sanitary District No. 1 of Marin County ("District") and the Procedures for Public Sewer Extensions, and he is acquainted with all terms and requirements. Applicant herewith submits:

1. Tentative District approval fee (\$500 cashier's check or money order).
2. Three copies of preliminary plans & specifications for preliminary review and comment.

Name of engineer who prepared plans and specifications: \_\_\_\_\_

Engineer's Serial Number: \_\_\_\_\_ Number of Sheets: \_\_\_\_\_

3. Engineer's Materials List (see page 3 of application form).

Date: \_\_\_\_\_ Signed by Applicant: \_\_\_\_\_

\* \* \* \* \*

Date Application received by District: \_\_\_\_\_

4. During the initial site review for project conducted on behalf of the District on \_\_\_/\_\_\_/\_\_\_ by \_\_\_\_\_, it was determined that:

a. rights-of-way (are / are not) required from: \_\_\_\_\_

b. A preliminary soils evaluation prepared by a soils engineer (is / is not) required.

District's estimated cost of installation: \$ \_\_\_\_\_

Tentative approval granted by the Board on \_\_\_/\_\_\_/\_\_\_.

Tentatively approved on behalf of District by \_\_\_\_\_

(NOTE: Tentative approval is effective for six months from date of Board approval during which time Applicant must obtain local planning approval of a project to be served by the Public Sewer Extension applied for. Upon request of Applicant prior to expiration, extensions may be granted at Board's discretion.)

**Applicant's Name** \_\_\_\_\_

**II. LOCAL PLANNING AGENCY APPROVAL:** Local Planning Agency approval of project was granted on \_\_\_/\_\_\_/\_\_\_ by \_\_\_\_\_. A copy of the Local Planning Agency document was submitted to the District on \_\_\_/\_\_\_/\_\_\_\_. Does the Local Planning Agency require the District to perform CEQA review? **If yes**, must meet requirements in following Section III. **If no**, proceed to Section IV.

**III. CEQA REVIEW (if required):** If District is required to perform CEQA review, Applicant must submit a letter requesting the District to proceed with CEQA Review and pay a processing fee of \$2,000. The District shall refund to the applicant any difference between the fee paid and the actual cost of processing. If the actual cost exceeds \$2,000, Applicant shall pay to the District an amount equal to the full cost associated with the CEQA review process.

\$ \_\_\_\_\_ CEQA processing fee (\$2,000 cashier's check or money order) paid on \_\_\_/\_\_\_/\_\_\_\_.

\$ \_\_\_\_\_ Total CEQA associated costs

\$ \_\_\_\_\_ Difference paid by or credited to Applicant on \_\_\_/\_\_\_/\_\_\_\_.

Project met CEQA requirements on \_\_\_/\_\_\_/\_\_\_\_.

**IV. FINAL REVIEW:** Applicant hereby requests final approval of the public sewer extension by the Board and submits:

1. \$ \_\_\_\_\_ Final District Approval Fee of 5% of District Engineer's estimated cost of construction or \$500, whichever is greater, less \$500 Tentative SD#1 Approval Fee already paid. Cashier's Check or Money Order paid to District on \_\_\_/\_\_\_/\_\_\_\_.
2. Five copies of final approved engineered plans delivered to District on \_\_\_/\_\_\_/\_\_\_\_.
3. \$ \_\_\_\_\_ financial provision (bank passbook, cashier's check, money order, bond, or irrevocable letter of credit) which is 110% of District Engineer's estimated cost of the sewerage facilities. Upon written acceptance of the project by the District, Applicant may request that the financial provision be reduced to 10% of the amount of the performance obligation (\$ \_\_\_\_\_). This reduced financial provision shall remain on deposit and may be used by District to satisfy Applicant's obligation to maintain the project facilities free from defects in materials and/or faulty workmanship for a period of twelve (12) months from and after acceptance of the project by District, after which Applicant may request a refund/release of any unused portion of the financial provision. Financial provision made on \_\_\_/\_\_\_/\_\_\_\_ in form of \_\_\_\_\_.

Undersigned acknowledges that payment of the public sewer extension costs and fees does not include the private sewer connection permit fees, which must be paid upon application for the private sewer connection permit, after the Board accepts the public sewer extension.

Date: \_\_\_\_\_ Signed by Applicant: \_\_\_\_\_

**V. FINAL APPROVAL:** Final approval was granted by the Board on \_\_\_/\_\_\_/\_\_\_\_. Public Sewer Extension Permit No. \_\_\_\_\_.

Issued on \_\_\_/\_\_\_/\_\_\_\_ by: \_\_\_\_\_  
Sanitary District No. 1 of Marin County

(Note: This permit expires one year from date of issue.)

Applicant's Name \_\_\_\_\_

Engineer's Name \_\_\_\_\_

Location of Public Sewer Extension \_\_\_\_\_

Date Submitted \_\_\_\_\_

### ENGINEER'S MATERIALS LIST

Item	Description	Quantity	Unit Cost	Total this Item
Sanitary Sewer Main (include pipe size, type, lineal ft. and depth to be installed)			\$	\$
Sanitary Sewer Manholes and/or Rodholes				
Concrete Cap, if applicable <sup>1</sup>				
Lateral Stubs				
Total Construction Cost				\$

<sup>1</sup>See District Specifications to determine whether a concrete cap is needed depending on type of pipe and depth public sewer is to be installed.

**SANITARY DISTRICT NO. 1 OF MARIN COUNTY**  
**Procedures Required After Receiving**  
**Public Sewer Extension Permit**

Following is an outline of the procedures required after the Public Sewer Extension Permit has been obtained by Applicant (developer).

1. Applicant must retain the services of a licensed contractor and start work on the public sewer extension within one year of the date the permit is granted. Applicant must diligently pursue installation of the public sewer extension until it is completed.
2. Applicant must retain a soils engineering firm to provide the required compaction testing. The District shall determine the number, location, and depth of compaction tests.
3. Applicant must retain a civil engineering firm to provide cut sheets and set grade stakes.
4. All construction work must be performed in accordance with the District's Standard Specifications and Drawings.
5. Applicant's contractor must schedule a pre-job conference with the District's Lead Inspector prior to start of construction.
6. Applicant/contractor must notify the District two working days prior to beginning construction.
7. A District Inspector must inspect bedding preparations, pipe installation, and backfill.
8. After installation of the public sewer extension:
  - a. Applicant must, at his own expense, have the public sewer extension cleaned and hydrostatically tested in the presence of a District Inspector.
  - b. Upon approval of the cleaning and hydrostatic test by a District Inspector, Applicant, at his expense, must have the public sewer extension televised in the presence of a District Inspector.
9. After passing the televising test, District staff will present the completed public sewer extension to the Board of Directors for final acceptance. Presentation to the Board will be at a regular Board Meeting held on the first Tuesday of each month.
10. After the District Board accepts the public sewer extension, the performance bond/money will be released. The maintenance bond/money will be held for one year from the date of acceptance and may be used by the District to maintain the project free from defects in materials and/or faulty workmanship during the twelve months after acceptance of the project. After which time, Applicant may request a refund/release of any unused portion of the maintenance bond/money. Release of bond money will be made to the Applicant only.

NOTES:

- A. Release of the performance bond/money could be delayed up to one month after completion of the project. Prior to release of the performance bond/money, the project must be accepted by the District Board at a Regular Board Meeting held on the first Tuesday of each month. Applicants planning to use the performance bond/money to pay the contractor should inform the contractor of the possible delay.
- B. Each building/residence connecting to the public sewer extension must obtain a private sewer connection permit and pay the appropriate fees. **The Public Sewer Extension Permit Fees do not include any building/residence private sewer connection fees.**
- C. Any violation of the District's Procedures, Ordinances, Rules, or Regulations will result in a hold being placed on the construction and possibly a fine or imprisonment per the District's Sanitary Code.