



ROSS VALLEY SANITARY DISTRICT

2960 Kerner Blvd., San Rafael, CA 94901

Tel. 415-259-2949 | www.rvsd.org

Procedures and Requirements for Public Sewer Extensions

In accordance with Ross Valley Sanitary District ("District") Code adopted by the Board of Directors ("Board"), the following are the standard procedures for owners/developers/contractors ("Applicant") for a Public Sewer Extension ("PSX"):

STEP 1- Tentative District Approval of PSX

1. Applicant must schedule an appointment with the District Engineer to review the site proposed development, existing sanitary facilities, and determine if a preliminary soils evaluation is required.
 - A Site Review Form will be completed by the District and a copy will be given to the Applicant.
2. Applicant must submit the following:
 - Application Fee - **\$500.00** (cashier's check or money order)
 - Completed PSX Permit Application
 - Engineer's Materials List
 - Electronic preliminary engineered plans and specifications (Plan drawn at 1" = 20' scale and profile drawn at 1" = 5')
 - Preliminary proof of right-of-way or deed of easement, if needed.
 - Preliminary soils evaluation prepared by a Soils Engineer, if needed.
3. Review of documentation, plans, and profile for conformance with District's Sanitary Code and Standard Specifications and Drawings.
 - Staff review: approved or changes requested.
 - Applicant incorporates requested changes.
 - District calculates estimated cost of construction.
 - Application scheduled for tentative approval at next regular Board Meeting.
 - Applicant notified of scheduled hearing.
4. Board considers tentative approval of PSX.
 - Board review: approved or changes requested.
 - If changes requested, Applicant incorporates requested changes and requests rescheduling for regular Board Meeting.
 - Applicant notified of rescheduled hearing.
 - Board reviews and tentatively approves PSX.
 - Tentative approval of the PSX 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 2 and STEP 3** within the six-month period, Board may extend the time limit. If final PSX is not approved within six months (or any extension thereof) of the date of tentative approval, the PSX Application is rejected, and fees forfeited. For re-submittal of application, Applicant would return to **STEP 1 and 2**.

STEP 2 - Local Planning Jurisdiction Approval

1. Applicant seeks Local Planning Jurisdiction approval of the project to be served by the PSX.
2. Local Planning Jurisdiction Agency grants project approval:
 - With Local Planning Agency addressing CEQA requirements for the PSX. Local Planning Agency documentation submitted to District. Applicant proceeds with **STEP 4**; or
 - Without Local Planning Agency addressing CEQA requirements for the PSX, the District must address CEQA requirements. Local Planning Agency documentation submitted to District. Applicant proceeds with **STEP 3**.
3. Applicant submits Local Planning Jurisdiction approval documentation to District.

STEP 3 - CEQA Review

1. Applicant requests District to perform CEQA review of the PSX, if needed.
 - Submits letter of request for District to proceed with CEQA Review.
 - 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):
 - Negative Declaration - Environmental Impact Report (EIR) not required - mitigation measures imposed if review requires.
 - Applicant proceeds to **STEP 4**, or
 - If EIR required:
 - Applicant enters into agreement to pay all costs associated with the CEQA EIR, including District's costs related to the CEQA process.
 - District hires consultant to prepare EIR.
 - Consultant completes EIR.
 - District notifies required and interested parties of EIR hearing(s).
 - Hearing(s) held; public comment received.
 - Incorporation of hearing findings into the PSX requirements. Applicant proceeds with **STEP 4**, or
 - **Further consideration of the PSX denied.**

STEP 4 - Final Review Process

1. Applicant submits:
 - Final Approval Fee less the Application Fee of \$500.00 (see fee schedule [here](#)).
 - Electronically submitted copy of the approved engineered plans.
 - Bonds (letter of credit, passbook, cashier's check, money order, or bond):
 - Performance bond equal to 100% of District's estimate to run until acceptance of the PSX.
 - Maintenance bond equal to 10% of District's estimate to run 1 year after acceptance of PSX.
2. Applicant must start work within one year of the date of Board's Final Approval and diligently pursue installation of the PSX. All work is to be performed in accordance with the District's Standard Specifications and Drawings.
3. Applicant's Contractor must schedule a pre-job site meet prior to start of construction.
4. 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.
5. 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.
6. Applicant to retain civil engineering firm to provide cut sheets and set grade stakes.
7. After installation of the PSX:
 - Applicant must clean and hydrostatically test the PSX at Applicant's expense.
 - Upon approval of the hydrostatic test and cleaning in the presence of a District Inspector, the Applicant must have the PSX televised at Applicant's expense with a District Inspector present.

STEP 5 – Project Acceptance

1. After passing the televising test and satisfactory completion of all project requirements, District staff will present the completed PSX to the Board for final acceptance. Presentation to the Board will be at a regular Board Meeting.
2. After the Board accepts the PSX, 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:

- 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.
- Each building/residence connecting to the PSX must obtain a private sewer connection permit and pay the appropriate capacity and permit fees. **The PSX Permit Fees do not include any building/residence private sewer connection fees.**
- 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.



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Public Sewer Extension (PSX) Application

1. TENTATIVE APPROVAL: Applicant hereby applies for a permit to install a PSX at the location described below. Said sewer shall become a public sewer upon completion and acceptance by the District's Board.

Applicant's Name: _____

Applicant's Phone: _____

Applicant's Email: _____

Applicant's Address: _____

Location of PSX to be installed under this application: _____

Applicant herewith submits:

- District Application Fee (**\$500.00** cashier's check or money order).
- Electronic preliminary plans & specifications for preliminary review and comment.
- Name of engineer who prepared plans and specifications: _____
- Engineer's License Number: _____
- Engineer's Materials List (Page 3 of application form).

2. LOCAL PLANNING AGENCY APPROVAL:

- Applicant's Name: _____
- Local Planning Agency Approval of project was granted on ____/____/____
- Approved by: _____
- Local Planning Agency document copy submitted to the District on ____/____/____
- If the Local Planning Agency requires the District to perform CEQA review, Applicant must meet requirements in the following **Section 3**. **If no**, proceed to **Section 4**.

3. CEQA REVIEW (if required): If District is required to perform CEQA review, Applicant must submit a letter requesting the District proceed with CEQA Review and pay a processing fee of **\$2,000.00**. The District shall refund the applicant any difference between the fee paid and the actual cost of processing. If the actual cost exceeds \$2,000, Applicant shall pay 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 ____/____/____.
- \$_____ Total CEQA associated costs
- \$_____ Difference paid by or credited to Applicant on ____/____/____.
- Project met CEQA requirements on ____/____/____.

4. FINAL REVIEW: Applicant hereby requests final approval of the PSX by the Board and submits:

- Final District Approval Fee less the Application Fee of \$500.00 (see fee schedule [here](#)).
- Electronic final approved engineered plans.
- Performance Bond (100% of the District's estimate) \$ _____ Submitted on ____/____/____
- Maintenance Bond (10% of the District's estimate) \$ _____ Submitted on ____/____/____

Applicant certifies that they understand the District Sanitary Code, Standard Specifications & Drawings, and the Procedures for Public Sewer Extensions. Applicant certifies they are acquainted with all terms and requirements.

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

Date: _____ Signed by Applicant: _____

For District Use Only:

Date Application received by District: ____/____/____

Date of Initial Site Review conducted: ____/____/____

Name of Staff Conducting Initial Site Review: _____

Preliminary proof of right-of-way or deed of easement required?: Yes or No

Preliminary soils evaluation prepared by a Soils Engineer required? Yes or No

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 PSX applied for. Upon request of Applicant prior to expiration, extensions may be granted at Board's discretion.)

FINAL APPROVAL:

PSX Project was accepted by the Board on ____/____/____

Public Sewer Extension Permit Number _____

Issued on ____/____/____

Issued by: _____

(NOTE: The permit expires one year from date of issue.)

ENGINEER'S MATERIALS LIST

The Engineer's Materials List shall include the following: lineal feet, size, and depth of Public Sewer pipe, number of manholes and/or rod holes. This will be the basis of the District's calculations to determine the District's estimated cost of the proposed PSX.

* See District Specifications to determine whether a concrete cap is needed depending on type of pipe and depth public sewer is to be installed.

Item	Description	Quantity	Unit Cost	Total this Item
Sanitary Sewer Main (Include pipe size, type, lineal ft., and depth			\$	\$
Sanitary Sewer Manholes and/or Rod holes				
Concrete Cap, if applicable				
Total Construction Cost				\$