



General Information - Sewer Permit Applications For Commercial & Mixed-Use Projects

(El Granada, Miramar, Princeton & Northern portion of the City of Half Moon Bay)

The Granada Community Services District (GCS D) is responsible for wastewater systems in the unincorporated areas of El Granada, Miramar, Princeton, and the northern portion of the City of Half Moon Bay. A sewer permit is required to connect a new project to the District's wastewater system, and the County of San Mateo and the City of Half Moon Bay will require proof of sewer service before issuing a building permit. If there is no public sewer facility adjacent to the parcel you plan to develop, please contact the District for information to obtain a Class 3 Mainline Extension permit.

You must submit an application to the District to obtain a sewer permit. Application forms are available by calling (650) 726-7093 to have one emailed to you, or for pick up at the District office located at 504 Avenue Alhambra, 3rd floor, El Granada. Office hours are Monday through Friday, 9:00 am to 12:30 pm and 1:30 pm to 5:00 pm.

Applications for a sewer permit may be submitted in-person or by mail. The items needed to submit an application are listed below. All items must be provided together and at the same time. To apply in-person, please call the District office in advance at (650) 726-7093 to schedule an appointment.

IMPORTANT NOTICE APPLICABLE TO PARCELS IN UNINCORPORATED SAN MATEO COUNTY:

Applicants who propose new construction in the unincorporated area of the County of San Mateo on any parcel which is less than the minimum parcel size for the zoning district it is located, including (but not limited to) RM/CZ or COSC, or is a mixed use project, or the project includes a caretakers unit or other residential unit not included in County of San Mateo Local Coastal Program buildout calculations, must obtain a Sewer Permit Variance before proceeding with the general permitting process. Caretaker and other residential units cannot exceed 35 percent of the square footage of the main building or 750 square feet, whichever is less.

If this applies to your parcel or project, please request information for a Sewer Permit Variance.

ITEMS NEEDED TO APPLY FOR A SEWER PERMIT:

- COMPLETED APPLICATION FORM:** You must obtain and fill out an original Application Form provided by the District. If needed, call the office to have one mailed to you. The following information is required on the Application Form:
 - (a) Assessor's parcel number (APN), street address, lot number, and block number,
 - (b) Parcel Owner's name, address, and phone number,
 - (c) Business name, address, and phone number,
 - (d) If applicable, Agent's name, address, and phone number,
 - (e) Engineer's/Contractor's name, address, and phone number,
 - (f) Total square footage of the proposed structure,
 - (g) Standard industrial classification for the business,
 - (h) The estimated volume of wastewater proposed to be discharged,
 - (i) Note any easements or water wells on the parcel under *Additional Comments*,
 - (j) Applicant's signature and date.

- PLANNING APPROVAL LETTER:** Planning Approval must be obtained from either the County of San Mateo or the City of Half Moon Bay (as applicable) for your project before applying for a sewer permit. A copy of the Planning Approval Letter must be provided with the Application. Verification that no appeals have been filed or are pending against your project may be required. (A "pick up" notice may be submitted in lieu of the planning letter.)

- GRANT DEED**: A copy of the recorded Grant Deed with a legal description of the parcel, or a metes and bounds description, or a survey of the parcel.

- SITE AND PROJECT PLANS**: A set of plans prepared by a licensed civil engineer at a scale of 1"=10' to show sufficient detail, that includes the following:
 - A cover sheet with a general summary with project data and FAR.
 - Site Plan that includes the building footprint and depicts the location of:
 - The proposed sewer lateral
 - The property line clean-out
 - The point of the lateral connection to the sewer mainline
 - All underground utilities
 - All proposed or existing easements
 - Any water wells
 - All existing trees
 - Plan Profile showing the full length of the proposed sewer (from the building to the sewer main). The minimum size for commercial sewers is 6" in diameter. A cleanout shall be provided at the property line and a new manhole shall be constructed for connecting to the sewer main.
 - Topographical Map that includes the area within 50 feet of the proposed sewer lateral.
 - Elevation drawings of the structure.
 - Utility specifications that include District Standard Specifications and Drawing Details for sewer utilities, including details for manholes, frames, covers, and steps, and, the mainline connection, property-line cleanout, trench, and backfill.

Project plans may be sent via email upon submission of all other items.

- OWNER DESIGNATION OF AGENT FORM** (if applicable): To assign an Agent to act on the parcel owner's behalf, this authorization must be provided with the application. The authorization may be in the form of a letter signed by the Owner or by completing and properly executing an Owner Designation of Agent Form provided by the District. (This form can be mailed or emailed to you if needed).

- A COPY OF ALL APPLICABLE EASEMENT DOCUMENTS**

- APPLICATION FEE**: A check payable to the Granada Community Services District for \$250.00. This fee is non-refundable. We do not accept credit cards.

All of the items above must be submitted together at the same time either by mail to PO Box 335, El Granada, CA 94018, or in-person at the District Office.

Upon receipt of your application, a staff person will review the documents for completeness. ***Incomplete applications will be returned.*** Staff will also confirm the location of the nearest sewer mainline and the amount of sewer capacity needed to serve the project. Commercial projects are subject to review by the District Engineer. All projects requiring more than two ERU's of sewer capacity must be approved by the Board of Directors. Permits for projects requiring two or less ERU's of sewer capacity will be issued administratively.

Before a sewer permit is issued, you must provide a copy of the County Building Department “Permit is Ready” notice, or a written confirmation from the City of Half Moon Bay (whichever is applicable) that the building permit is ready to be issued. If your project requires approval by the Board of Directors, staff will notify you of the expected meeting date. Board meetings are held on the third Thursday of each month. The permit fees are due and payable when the permit is issued.

WHAT YOU NEED TO OBTAIN THE SEWER PERMIT:

- A COPY OF THE CITY OR COUNTY “PERMIT IS READY” NOTICE:** You must provide the District with a copy of the notification from the City or County that your building permit is ready for pick up.
- PAYMENT OF PERMIT FEES DUE:** See the *Fee Schedule* below.
- THERE MUST BE NO OUTSTANDING ISSUES OR CONDITIONS PRECLUDING ADMINISTRATIVE PERMIT ISSUANCE.** Please note that projects requiring more than two connections/capacity units (ERU’s) must be approved by the Board of Directors prior to permit issuance.

Permits may be picked up or mailed. To pick up your permit, please call the District office in advance at (650) 726-7093. Be prepared to provide the pick-up notice or notification letter, and to pay all permit fees. Permit fees must be paid by personal check or cashier’s check, as we do not accept cash or credit cards.

To have your permit mailed to you, please call to confirm the total amount due for the permit fees. Mail a copy of the County pick-up notice or City notification letter, a check payable to “Granada Community Services Dist.” for the fees due, and mail to: GCSD, PO Box 335, El Granada, CA 94018. Please confirm the address where you want the permit mailed to.

All permittees will receive two original printed permits; one for your records, and one to provide to the City or County as applicable, and a receipt for the fees paid.

<u>FEE SCHEDULE</u>	
<u>Application Fee:</u> (Paid with application submission).....	\$ 250.00
PERMIT FEES ARE CHARGED <i>PER</i> THE NUMBER OF EQUIVALENT RESIDENTIAL UNITS (ERU’S) OF CAPACITY NEEDED FOR THE PROJECT.	
<u>Permit Fees:</u> Connection Charge (per ERU)	\$ 4,700.00
Contingent Assessment (per ERU).....	\$ 8,371.36
(Permit fees are due upon issuance of the permit)	
<u>Additional Fees:</u> (That <i>may</i> apply)	
Engineering Deposit	\$ 5,000.00
Engineering by the Hour	\$ 235.00
Hold Harmless, Easement or other Legal Agreement.....	\$ 100.00
Noncontingent Assessment Purchase	\$ 9,310.68
(This is a one-time purchase fee in lieu of having an assessment levied on the property tax bill).	
May be purchased in fractional portions.	

Please call the GCSD office at (650) 726-7093 for additional information.