



## General Information - Sewer Permit Applications (FOR SINGLE & MULTIPLE-FAMILY DWELLINGS)

The Granada Community Services District (GCSD) 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 mailed 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 on your project from either the County of San Mateo or the City of Half Moon Bay (as applicable) before applying for a sewer permit. A copy of the Planning Approval Letter must be provided with your 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 parcel survey.

- SITE AND PROJECT PLANS:** You must provide a set of building plans prepared by a licensed civil engineer that include the following pages:
- 1). Site Plan and/or a Topographical Map depicting the building footprint, the location of any proposed or existing easements and/or water wells, and the location of all trees;
  - 2). Floor Plan;
  - 3). Elevation drawings of the structure;
  - 4). Plumbing Plan that includes the location of the proposed sewer lateral and cleanout.

**Plans will be returned upon request.**

- 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 \$150.00. This fee is non-refundable. We do not accept credit cards.

All 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. Please call the District Office at (650) 726-7093 in advance to submit your application in-person. Please note that project plans may be sent via email upon submission of all other items.

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. Large projects will be 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 your project will be considered. Board meetings are held on the third Thursday of each month. Permit fees are due and payable when the permit is issued.

**ITEMS NEEDED TO OBTAIN A SEWER PERMIT:**

- A COPY OF THE CITY OR COUNTY "PERMIT IS READY" NOTICE:** You must provide a copy of the "Permit is Ready to Issue" notice from the County Building Dept. or a notification letter from the City of Half Moon Bay (as applicable) that your building permit is ready to be issued.
- 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 in-person or mailed. To obtain your permit in-person, 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 notification letter from the City, include a check payable to “Granada Community Services Dist.” for the fees due, and mail to: GCSD, PO Box 335, El Granada, CA 94018. Please include 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 amount paid.

<b><u>FEE SCHEDULE</u></b>	
<b>(For Single-Family and Multiple Dwellings)</b>	
<b>Application Fee:</b> (To be paid at time of application submission).....	<b>\$ 150.00</b>
<b><u>PERMIT FEES ARE CHARGED PER LIVING UNIT</u></b>	
<b>Permit Fees:</b> Connection Fee.....	\$ 4,700.00
Contingent Assessment.....	\$ 8,371.36
<b>Total due when permit is issued.....</b>	<b>\$ 13,071.36</b>
<p>No additional fees are charged for Auxiliary Structures (no kitchen) or for <u>attached</u> Accessory Dwelling Units (ADU’s) if they do not expand the footprint of the main dwelling.</p> <p><b><u>Detached</u> ADU’s are charged at 25% of the above permit fees and are subject to the Noncontingent Assessment Purchase amount below at 25%.</b></p>	
<b><u>ADDITIONAL FEES THAT MAY APPLY</u></b>	
Noncontingent Assessment Purchase.....	\$ 9,310.68
(Required if the number of assessments levied on the parcel do not equal the number of living units. This is a one-time purchase fee. Purchases may be in fractional portions.)	
Hold Harmless, Easement or other Legal Agreement.....	\$ 100.00
Supplemental Connection Fee: (For Reimbursement Agreements).....	Varies per Agreement

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