



General Information - Sewer Permit Applications FOR ACCESSORY DWELLING UNITS (ADU'S)

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 or the City of Half Moon Bay will require proof of sewer service before issuing a building permit.

If you are building a detached (separate structure) Accessory Dwelling Unit (ADU), or an attached ADU that expands the footprint of the main dwelling or expands the footprint of an existing detached garage, **you must obtain a sewer permit from the District. If the ADU is built entirely within the existing structures, you do not need a sewer permit from the District.**

If your ADU project requires a sewer permit, please read below for process and fee information, as you will need to submit an application. 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. In either case, all items listed below must be provided together and at the same time, with the exception of plans, which may be emailed separately to gcsdadmin@granada.ca.gov after all other items are submitted. To apply in-person, please call the District office in advance at (650) 726-7093. For application by mail, send to: GCSD, PO Box 335, El Granada, CA 94018.

ADU APPLICATION INSTRUCTIONS

STEP 1

SUBMIT APPLICATION FORM TOGETHER WITH ALL LISTED ITEMS:

COMPLETED APPLICATION FORM: You must fill out, sign, and date a District supplied application form. You will need the following information to complete the Application Form:

- (a) Assessor's Parcel Number (APN),
- (b) Lot and Block Number
- (c) Address Number and Street Name
- (d) Owner's name, address, phone number and email address
- (e) Agent's name, address, phone number and email address (if applicable)
- (f) Contractor's name, address, phone number and email address
- (g) Square Footage of the Parcel
- (h) Square Footage of the ADU and main residential structure
- (i) Number of Bedrooms and Bathrooms in the ADU

PROOF OF CITY OR COUNTY APPROVAL: You must provide verification that the project has been submitted to and approved by the agency issuing the building permit. (A "Ready to Issue Permit" notice or .)

GRANT DEED: A copy of the recorded Grant Deed with a legal description, or (in lieu of the legal description), a metes and bounds description, or a survey of the parcel.

- 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 showing all sewer lines, clean-outs and appurtenances.**

Plans will be returned upon request.

- OWNER DESIGNATION OF AGENT FORM:** To assign an Agent to act on the parcel owner's behalf, an authorization signed by the parcel owner(s) must be submitted with your application. This can either be a letter written and signed by the Owner or a signed Owner Designation of Agent Form provided by the District.

- 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.

STEP 2
TO OBTAIN A SEWER PERMIT:

- PAYMENT OF PERMIT FEES DUE:** See the Fee Schedule below. Please call the office to confirm the amount due for the permit fees. All fees must be paid before the District will issue your permit. We take personal checks and cashier's checks ONLY (we do not take credit cards). Checks must be made payable to: **Granada Community Services Dist.**
- You may pay for and pick up your permit in person, or mail in a check for the fees and the permit will be mailed to you. Please call the office in advance to pick up your permit in person.

FEE SCHEDULE

For an Accessory Dwelling Unit (ADU)

<u>Application Fee:</u> (Paid with application submission).....	\$ 150.00
<u>Permit Fees:</u> (Paid upon permit issuance)	
Connection Fee.....	\$ 1,175.00
Contingent Assessment	\$ 2,092.84
TOTAL:	\$ 3,267.84

We will provide you with a receipt of payment and two permit copies; one to submit to the City or County, and one for your records.

Please give us a call at (650) 726-7093 if you have any questions.