

COUNTY SANITATION DISTRICTS OF LOS ANGELES COUNTY

**SEWER CONNECTION FEE
GUIDANCE DOCUMENT**

May 1, 2014

A GUIDANCE DOCUMENT FOR LOCAL JURISDICTIONS
TO ASSIST
IN ADMINISTERING
THE SEWER CONNECTION FEE PROGRAM

Robert Ferrante
Chief Engineer and General Manager

GUIDANCE DOCUMENT FOR LOCAL JURISDICTIONS

**TO ASSIST IN ADMINISTERING
THE SEWER CONNECTION FEE PROGRAM OF THE
COUNTY SANITATION DISTRICTS OF LOS ANGELES COUNTY**

Purpose of Sewer Connection Fee Program

Funds collected from this program are used to pay for the incremental cost of expanding the sewerage system to accommodate the wastewater from new or increasing dischargers. This keeps existing users from subsidizing new growth.

This document serves as guidance for local jurisdictions to facilitate in assisting the Sanitation Districts in administering the Districts' **SEWER CONNECTION FEE PROGRAM**. The basic steps to be followed by the local jurisdictions are given below; the details of which are described in the attached pages.

1. Inform all potential applicants about the **SEWER CONNECTION FEE PROGRAM** when they first contact the local jurisdiction regarding Building and/or Sewer Connection permits.
2. Distribute the Sewerage System Connection Fee Application and the appropriate fee schedule to all applicants.
3. Direct all residential, commercial, and institutional applicants to submit the Sewerage System Connection Fee Application directly to the Sanitation Districts.
4. Collect the Sewerage System Connection Fee Application from all industrial applicants as part of the Industrial Wastewater Permit Package. Submit this entire package to the Sanitation Districts. (An ongoing Industrial Wastewater Permit process should already exist in your jurisdiction.)
5. Withhold issuance of a Building and/or Sewer Connection Permit until verification of payment has been completed.

`ANY QUESTIONS REGARDING THE
SEWER CONNECTION FEE PROGRAM
SHOULD BE DIRECTED TO:

COUNTY SANITATION DISTRICTS OF LOS ANGELES COUNTY
(562) 908-4288, EXT. 2727 or
connectionfee@lacsdsd.org

I. CONNECTION FEE APPLICANTS

A. WHO IS SUBJECT TO THE SEWER CONNECTION FEE PROGRAM?

1. New connections
 - # Any parcel connecting to the sewerage system for the first time
 - # Any parcel previously using a septic system
2. Expanded Facilities
 - # Any commercial/institutional parcel which increases the size of its facilities or the number of seats or number of rooms
 - # Any residential parcel with an increase in the number of bedrooms or dwelling units
3. Change in User Category
 - # Any parcel which makes a change in user category, as given in the attached User Category Guidelines
4. Demolish/Rebuild Facilities
 - # Any parcel with new buildings replacing previously demolished buildings
5. Industrial Wastewater Permit Applicants
 - # Any industrial parcel which is applying for an Industrial Wastewater Permit

II. DISTRIBUTION OF CONNECTION FEE APPLICATION PACKAGE

A. WHAT FORMS ARE TO BE GIVEN TO THE APPLICANT?

1. Sewerage System Connection Fee Application
2. Connection Fee Schedule
 - # For local jurisdictions in more than one District, the applicant can determine which Fee Schedule is appropriate based on the location of the parcel.
 - # Each Fee Schedule has a map of the corresponding Sanitation District on the reverse side.
3. Special Forms for Industrial Wastewater Dischargers
 - # The Industrial Wastewater Permit Application Package should be given to all industrial parcels.

B. WHEN SHOULD THE FORMS BE GIVEN TO THE APPLICANT?

1. Plan Check

- # If the parcel to be connected involves construction, expansion, or change in use, the forms should be given to the applicant when the plans are brought in for plan check at the beginning of the Building Permit process.

2. Sewer Connection Application

- # If the parcel to be connected already has an existing structure but is not connected to the sewerage system, the forms should be given to the applicant when he/she applies for a local Sewer Connection Permit.

3. Industrial Wastewater Permit Application

- # If the parcel to be connected is industrial, the forms should be given to the applicant in conjunction with the Industrial Wastewater Permit Application.

III. **COLLECTION AND PROCESSING OF FORMS**

A. HOW ARE THE SEWERAGE SYSTEM CONNECTION FEE APPLICATION FORMS TO BE COLLECTED?

1. Residential/Commercial/Institutional

- # The applicant will submit the Sewerage System Connection Fee Application directly to the Sanitation Districts

(a) In Person:

County Sanitation Districts of Los Angeles County
Connection Fee Counter
1955 Workman Mill Road
Whittier, CA 90601
(Northeast corner of the Intersection of the Pomona (60) and San Gabriel River (605) Freeways)

(b) By Email:

connectionfee@lacsdsd.org

(c) By Mail:

County Sanitation Districts of Los Angeles County
P.O. Box 4998
Whittier, CA 90607-4998
Attn: Connection Fee Counter

2. Industrial

- # The applicant will submit the Sewerage System Connection Fee Application Form to the local jurisdiction as part of the Industrial Wastewater Permit Application package. This entire package is then forwarded to the Sanitation Districts after review by the local jurisdiction.

B. WHO WILL PROCESS THE CONNECTION FEE APPLICATION FORMS?

1. Sanitation Districts

- # The Sanitation Districts will verify all the data submitted, process the application forms, and collect all payments.

IV. LOCAL JURISDICTION PERMITS TO BE WITHHELD

A. WHAT PERMIT(S) ISSUED BY THE LOCAL JURISDICTION ARE TO BE WITHHELD?

1. Building and/or Sewer Connection Permit

- # These permits should be withheld until verification of payment of the Sanitation Districts' connection fee is received by the local jurisdiction.

B. WHEN CAN THE BUILDING AND/OR SEWER CONNECTION PERMIT BE ISSUED BY THE LOCAL JURISDICTION?

1. Verification of Payment

- # Upon receipt of verification of payment, the local jurisdiction can issue the Building and/or Sewer Connection Permit.

C. HOW IS VERIFICATION OF PAYMENT MADE BY THE LOCAL JURISDICTIONS?

1. Residential/Commercial/Institutional

- # The applicant must present a stamped original of the Sewerage System Connection Fee Application as verification of payment (the stamp will be in the lower right-hand corner as illustrated on the next page). The local jurisdiction should retain the approved application in the project file.

2. Industrial

- # The applicant must present a stamped copy of the Sewerage System Connection Fee Application as verification of payment (the stamp will be in the lower right-hand corner as illustrated below). The local jurisdiction should retain the approved application in the project file, or

- # If the applicant has also recently applied for an Industrial Wastewater Permit, a copy of the Industrial Wastewater Permit may be used as verification of payment (the Industrial Wastewater Permit will be mailed directly to the local jurisdiction).

Copy of Approved Stamp Used for Verification of Payment

USER CATEGORY GUIDELINES

Please note the Chief Engineer shall determine the user category that best represents the actual or anticipated use of the parcel or facilities on the parcel. If the Chief Engineer determines that a parcel has multiple facilities or uses for which no single user category accurately represents the actual or intended uses or facilities on that parcel, the Chief Engineer may assign multiple user categories to that parcel.

| | |
|------------------------|--|
| SINGLE FAMILY HOME | One dwelling unit located on a single parcel. This includes patio homes and homes connected by a common wall. Charge is based on number of parcels. |
| CONDOMINIUM | A single dwelling unit within a multi-unit development in which all the units are individually owned. It is typical for units to be connected by a common wall. This category includes town homes and apartment conversions. Charge is based on number of units. |
| MULTI-UNIT RESIDENTIAL | Two or more dwelling units, either attached or unattached, located on a single parcel. Charge is based on number of units. |
| MOBILE HOME PARK | Any parcel on which one or more mobile homes are located. Charge is based on number of mobile home spaces located on the parcel. |
| ANIMAL KENNEL | Any facility used for housing domesticated animals. Kennels may be classified as industrial and require an Industrial Wastewater Permit if significant amounts of rainwater runoff or washdown water enter the sewerage system from the parcel. Charge is based on 1000 square feet of enclosed structures and covered area. |
| AUDITORIUM/AMUSEMENT | Any facility used for entertainment or amusement, excluding theatres and night clubs. This category includes amusement parks, sporting facilities, concert halls, and multi-use auditoriums. Charge is based on 1000 square feet of enclosed structures. |
| AUTO SALES | Parcels where new and/or used automobiles/trucks are sold. Charge is based on 1000 square feet of enclosed structures. |

| | |
|---|---|
| BANK/CREDIT UNION | Any bank, savings and loan, credit union or finance company where the public conducts business at teller windows. Charge is based on 1000 square feet of enclosed structures. |
| BOWLING/SKATING | Any enclosed structure used primarily as a bowling alley or a skating rink, either roller or ice. Charge is based on 1000 square feet of enclosed structures. |
| CAMPGROUND/MARINA/RV PARK | Any parcel on which there is a campground, marina, or a recreational vehicles (RV) park. Charge is based on number of campground sites, marina slips, or RV spaces located on the parcel. |
| CARWASH – TUNNEL WITH OR WITHOUT RECYCLING EQUIPMENT | Any full service carwash of the conveyor type. Excess canopy area used for providing shade will not be charged. Charge is based on 1000 square feet of enclosed structure. |
| CARWASH - WAND | Any carwash of the self-service coin-operated type. Charge is based on 1000 square feet of enclosed structure. |
| CLUB/LODGE HALL (FRATERNAL OR CIVIC) | Any facility used primarily as a meeting hall for fraternal, civic, or other similar type organizations. Charge is based on 1000 square feet of enclosed structures. |
| CONVALESCENT HOME | Any retirement or convalescent home, convalescent hospital, or other facility for housing the aged or invalid. Facilities which also provide acute care service are classified as industrial wastewater dischargers and are excluded from this category. The charge is based on the number of beds in the facility. |
| CONVENTION CENTER/ FAIRGROUND/RACETRACK/ SPORTS STADIUM/ARENA | Any arena, stadium, convention center, or grand stand seating for large scale gatherings. Charge is based on average daily attendance. |
| DRIVE-IN THEATRE | Any parcel on which customers view motion pictures from automobiles. Charge is based on 1000 square feet of enclosed structures. |
| GAS STATION | Gasoline and/or diesel fueling stations including stations with service bays or garage facilities. Charge is based on 1000 square feet of enclosed structures. |

| | |
|--|--|
| GOLF COURSE & PARK STRUCTURES & IMPROVEMENTS | All public and/or private golf courses and driving ranges. All private, state, and federal parks, or beaches. Any park, or beach owned by a local jurisdiction for which an admission charge must be paid is considered proprietary and is also included in this category. Charge is based on 1000 square feet of enclosed structures. |
| HEALTH SPA/GYM (WITH OR WITHOUT SHOWERS) | Any facility for exercise/therapeutic activity which may include pool, saunas, weight room, aerobic exercise room, basketball and racquetball courts, etc. Charge is based on 1000 square feet of enclosed structures. |
| HOTEL/MOTEL/ROOMING HOUSE | All hotels and motels, including residential hotels and facilities which provide rented rooms. College dormitories shall also be charged under this category. Charge is based on number of rooms. |
| INDOOR THEATRE | All enclosed structures used primarily to put on stage productions or to show motion pictures. Charge is based on 1000 square feet of enclosed structures. |
| LAUNDROMAT | Facilities with coin-operated washing machines and clothes dryers. Any laundries which are not coin-operated are classified as industrial wastewater dischargers. Charge is based on 1000 square feet of enclosed structures. |
| LIGHT MANUFACTURING | Any facility used for manufacturing which does not use processed water. Charge is based on 1000 square feet of enclosed structures. |
| LUMBERYARD | All parcels used primarily for the storage and retail sale of lumber and hardware goods. Charge is based on 1000 square feet of enclosed structures. |
| MEDICAL/DENTAL/ VETERINARY CLINIC OR BUILDING | All medical and dental buildings, excluding hospitals; and all veterinary hospitals and clinics. Charge is based on 1000 square feet of enclosed structures. |
| MORTUARY/FUNERAL HOME | All mortuaries, funeral homes or other facilities used for preparation for burial and/or cremation. Charge is based on 1000 square feet of enclosed structures. |

| | |
|---|---|
| NIGHT CLUB | Any facility used primarily for entertainment purposes where patrons may be served meals and/or beverages in a dining area at tables. Also included in this category are local taverns, cocktail lounges, and bars. Charge is based on 1000 square feet of enclosed structures. |
| NURSERY/GREENHOUSE | Any facility used primarily for the sale of plants and landscaping accessories, and/or facilities used to grow plants for sale. Charge is based on 1000 square feet of enclosed structures. |
| OFFICE BUILDING | Any building used primarily for commercial business offices, including but not limited to sales offices, law offices, brokerage houses, loan offices, and bank corporate headquarters. Charge is based on 1000 square feet of enclosed structures. |
| OPEN STORAGE | Any parcel used primarily for storage purposes in which the storage area is not enclosed. Charge is based on 1000 square feet of enclosed structures and covered area. |
| REGIONAL MALL | Any parcel on which one or more department stores (e.g. Sears, Macy's, Mervyn's, etc.) and several retail stores have been constructed with covered walkways and common areas, as a single development. Charge is based on 1000 square feet of enclosed structures. |
| RESTAURANT | Facilities used in the preparation and sale of meals, including fast-food and take-out restaurants. Charge is based on 1000 square feet of enclosed structures. |
| SERVICE/VEHICLE MAINTENANCE & REPAIR SHOP | Facilities used for service and/or repair of appliances and automobiles. This category includes radio and TV repair, refrigeration service, electrical repair, vehicle maintenance and repair, etc. Charge is based on 1000 square feet of enclosed structures. |

| | |
|--------------------|---|
| SHOPPING CENTER | A parcel on which several retail stores and/or service establishments (such as coffee shops, restaurants, laundromats, etc.) have been constructed as a single development typically with shared walls. These stores may be leased individually, and specific use of each store may or may not be identified at the time of sewer connection. Charge is based on 1000 square feet of enclosed structures. |
| STORE | Any retail outlet for either goods or services, not covered under one of the other user category definitions. Charge is based on 1000 square feet of enclosed structures. |
| SUPERMARKET | Any store for which retail food stuffs are the primary items of sale, e.g. Ralphs, Vons, etc. Charge is based on 1000 square feet of enclosed structures. |
| WAREHOUSING | Any enclosed structures used for storage of goods, both commercial and private. Charge is based on 1000 square feet of enclosed structures and covered area. |
| WHOLESALE OUTLET | Any facility used primarily as a wholesale outlet for goods, both to retailers and to the public. Charge is based on 1000 square feet of enclosed structures. |
| CHURCH | Any church, synagogue, temple, or other facility used primarily for worship and other religious activities. Charge is based on 1000 square feet of enclosed structures. |
| COLLEGE/UNIVERSITY | All private and state operated colleges, universities, or other institutions of higher learning. Dormitory rooms shall be charged separately under Hotel/Motel/ Rooming House category. Local public, junior and community colleges are exempt from this requirement. Charge is based on number of students. |
| LIBRARY/MUSEUM | Any library, museum or other facility used primarily to house books, art, or displays. Charge is based on 1000 square feet of enclosed structures. |

| | |
|------------------------|---|
| POST OFFICE (LOCAL) | Any facility used primarily to provide retail postal service with counter area for sale of postage stamps and receiving mail. Charge is based on 1000 square feet of enclosed structures. |
| POST OFFICE (REGIONAL) | Any facility used primarily as a regional mail distribution center that collects/distributes mail from/to local post offices. Charge is based on 1000 square feet of enclosed structures. |
| PRIVATE SCHOOL | All privately owned and run schools, including preschools, day-care centers, and trade schools. Charge is based on 1000 square feet of enclosed structures. |