



## Engineering Division

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## REQUESTS FOR OUTSIDE OF CITY UTILITY SERVICES (Outside Service Area Agreements)

You have inquired about the process involved in obtaining a connection to the City of Sebastopol Municipal Sewer and/or Water Systems. This package contains information on this process and costs involved, where they are known.

### 1. Application Form (Incomplete applications will be returned to applicant.)

Your completed application package will consist of the following items:

- o Original application form, completely filled out, and signed by the Property Owner of record.
- o \*Required documentation as to the legal status of existing development on the parcel.
- o \*Required documentation as to the existing or potential threat to public health and safety necessitating a connection to City utilities.
- o A deposit payable to the City of Sebastopol, in the amount of \$2,500.00.  
*\* Effective August 5, 2009 the Sonoma County Local Agency Formation Commission (LAFCO) requires written documentation from the Sonoma County Permit and Resource Management Department to substantiate the legal status of existing development on the site, and to verify an existing or potential threat to public health and safety, as a prerequisite to approval of an outside of City utility connection. The City can no longer accept applications without this documentation.*

### 2. Example of Standard Conditions of Approval for Outside of City Utilities Requests

The Standard Conditions of Approval that are attached apply to most outside of City utilities requests. However, you should be aware that each individual request presents unique circumstances that must be taken into account in considering the request for City services, and that additional conditions may be required if your application is approved. You will be informed of the proposed conditions of approval for your application prior to consideration of your request by the City Council, and will have an opportunity to appear and speak when your application is heard.

### 3. List of potential fees associated with processing of Outside of City Utilities Requests

This is a list of some, but not necessarily all of the fees required in order to complete a hookup to City services. Not included here are the costs of engineering professional services or construction costs of sewer and water mains, service laterals, or other associated work which may be required.

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Your application, once complete, will be reviewed by Engineering and other City departments' staff, and you will be informed as to the recommendation. Staff will then schedule the matter for the next available City Council agenda for consideration of approval or denial, depending on the Staff's determination. You will be notified of the date of the Council hearing, and provided with a copy of the Staff Report. You may attend the Council meeting and speak if you so desire. Normally, applications recommended for approval by the Council are placed on the consent calendar and are approved en masse with other items without discussion. If the request is approved by the City Council, then a letter will be sent to you outlining in detail the steps you need to take to complete all the paperwork, secure construction permits and proceed to construction. You should plan on a minimum of 8-10 weeks from the date of Council approval to the date on which the actual hookup is completed, and longer in some cases.

### PLEASE NOTE

This application form is for properties located outside of the city limits, but within the city's urban growth boundary (Sphere of Influence). If your property is outside the City's UGB, please contact the Engineering Division for more information.



CITY OF SEBASTOPOL  
Engineering Division  
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(707) 823-2151 Phone  
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APPLICATION FORM FOR  
**OUTSIDE SERVICE AREA AGREEMENT**  
(Outside of City Sewer and Water Services)

Property Address: \_\_\_\_\_ Assessor's Parcel No: \_\_\_\_\_

Type of Service Requested:  Sewer Only  Water Only  Sewer and Water

**Owner of Record**

Name: \_\_\_\_\_  
Mail Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
e-mail: \_\_\_\_\_

**Applicant (if other than Owner)**

Name: \_\_\_\_\_  
Mail Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
e-mail: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Parcel Information**

1. Parcel Size (Acres): \_\_\_\_\_ Existing Land Use: \_\_\_\_\_

2. Describe existing development on the parcel. (Outside of City services are for existing development only.)

Status of Existing Development (Check One):  Legal  Legal Non-Conforming

Documentation of Legal Status of Existing Development is attached (required).

*NOTE: You must provide documentation from the Sonoma County Permit and Resource Management Department (PRMD) regarding the status of existing development. (See Attachment entitled "City of Sebastopol, Outside of Service Area Agreements")*

3. Reason for Requesting City Services:

Documentation of existing or potential threat to public health and safety is attached (required).

*NOTE: You must provide documentation from PRMD Well and Septic Division of an existing or potential threat to public health or safety as a part of your complete application. (See Attachment entitled "City of Sebastopol, Outside of Service Area Agreements")*

4. Additional Information: *(Please attach additional sheets as necessary.)*

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**For Office Use Only**

Deposit Received:\$ \_\_\_\_\_

Receipt No: \_\_\_\_\_

Date: \_\_\_\_\_

Application Complete

Engineering File No: \_\_\_\_\_

## **EXAMPLE**

### **CITY OF SEBASTOPOL ENGINEERING DIVISION** Typical Conditions of Approval for Outside Service Area Agreements

1. Applicant shall be responsible for construction of City water main / sewer main extension within (street) to serve this property. Improvement Plans for construction shall be prepared by a Registered Civil Engineer and submitted to the Sebastopol Engineering Division for Engineering Plan Check. All work shall be in accord with City standards.
2. Applicant shall be responsible for construction of water service lateral / sewer lateral connections to City mains in accord with City standards.
3. Contractor shall secure all necessary permits prior to beginning construction. **Encroachment Permits from the Sebastopol Public Works Department, Sonoma County Permit Department and Caltrans are/may be required for construction within the public right of way.**
4. Contractor shall secure a Building Permit from the Sebastopol Building Department for construction of the water service / sanitary sewer lateral on private property and connection to the existing structures.
5. Prior to connection of the existing structures to the City sewer and water systems, Owner shall demonstrate to the satisfaction of the Sebastopol Building Official that all structures have been retro-fit with low-flow fixtures in accordance with current City requirements.
6. Existing well and/or septic tank and disposal field shall be abandoned under permit from and in accordance with the requirements of the County of Sonoma. A copy of the permit shall be provided to the City with evidence of inspection and approval by the County.
7. All applicable City fees shall be paid by applicant prior to issuance of the Building Permit.
8. City will file an application for an Out of Agency Service Agreement (OSAA) with the Sonoma County Local Agency Formation Commission (LAFCO) on behalf of applicant. Applicant shall be responsible for payment of any fees associated with this process. The OSAA must be approved prior to issuance of the Encroachment Permit.
9. Applicant shall execute a Deferred Annexation Agreement prior to issuance of the Encroachment Permit.
10. Prior to final installation of the water meter (or final connection of the building sewer to the City system) applicant shall establish a utility billing account with the City of Sebastopol Finance Department.
11. In the case of a “sewer only” connection, the applicant shall either install a meter on the private domestic supply well, or provide billing statements from the current water purveyor to establish the amount of water usage that is used to calculate the sewer billing. The volume portion of City sewer billings is calculated on the average of the two lowest months’ winter water usage.

## FEES FOR OUTSIDE SERVICE AREA AGREEMENTS

Following is a list of the processes and fees normally associated with city processing of outside of city sewer and water connection requests. This is intended to provide a guideline to applicants – other fees may apply as the individual situation dictates. This is not intended to represent a statement of charges due for any particular project.

Fee or Deposit	Purpose	When Payable
\$2,500.00	Deposit for OSAA Application to City	With Application
Check LAFCO web site for current fee schedule*	<a href="http://www.sonomalafco.org/content.aspx?sid=1061&amp;id=2392">http://www.sonomalafco.org/content.aspx?sid=1061&amp;id=2392</a>	On notification of approval of request by City Council.
\$2,000.00	Engineering Plan Check Deposit (if applicable)	On submittal of Improvement Plans
\$542.00	Encroachment Permit Application Fee - Permit is obtained by construction contractor.	Prior to beginning of construction.
\$2,500.00	Public Works Inspection Deposit (for Construction Inspection by Public Works)	Prior to issuance of the City Encroachment Permit
Please see current Impact and Annexation Fee Schedule	Sewer Connection Fee – (For single-family residence based on ¾” meter)	Prior to issuance of Encroachment Permit
Please see current Impact and Annexation Fee Schedule	Sewer Connection Fee – Outside of City surcharge	Prior to issuance of Encroachment Permit
Please see current Impact and Annexation Fee Schedule	Water Connection Fee (For single-family residence based on ¾” meter)	Prior to issuance of Encroachment Permit
Please see current Impact and Annexation Fee Schedule	Water Connection Fee – Outside of City surcharge	Prior to issuance of Encroachment Permit
Please see current Impact and Annexation Fee Schedule	Water Meter Charge – Cost of meter and installation on private well by City personnel.	Prior to final hookup to City sewer. N/A if City Water Service is installed.
Cost borne by applicant.	Notary Fees if service is provided by City. (City Notary service is available, or you can use a notary public of your choice).	Notarization required for Deferred Annexation Agreement
Contact Building Dept.	Building Permit Fee for lateral construction and house connection on private property.	Prior to issuance of the Building Permit. Building Dept. 707-823-8597
Contact Finance Dept.	New Service Fee – charged for setup of billing account with Finance Department and for information about City utility billing rates	Finance Department: 707-823-7863

Other agencies fees (check with appropriate agency):

- Permit Sonoma, Engineering & Water Resources Division, Well & Septic Section – Permit to abandon well
- Permit Sonoma Well & Septic– Permit to abandon septic system
- Caltrans – Encroachment Permit for work within state highway
- Permit Sonoma Engineering Section – Plan Review and Encroachment Permit fees (for work in County roads)

**Note:** All fees are subject to change. Fees and deposits will be confirmed at the time of application.

For additional information contact the Sebastopol Engineering Division at 707-823-2151.