

GRANADA COMMUNITY SERVICES DISTRICT

504 Avenue Alhambra, 3rd Floor, Post Office Box 335, El Granada, CA 94018

Phone: (650) 726-7093 Fax: (650) 726-7099 Email: gsd@granada.ca.gov

Class 3 Permit - Mainline Extension **INFORMATION SHEET**

The Granada Community Services District is responsible for wastewater systems in the unincorporated areas of El Granada, Miramar, and Princeton, and in the northern portion of the City of Half Moon Bay. The District office is located at 504 Avenue Alhambra, on the third floor of the Harbor Vista Building, in El Granada, between Avenues Portola and Balboa. Office hours are Monday through Friday, 9:00 am to 12:30 pm and 1:30 pm to 5:00 pm. We recommend calling the office to schedule an appointment to submit an application. Our office phone number is (650) 726-7093.

Type of Sewer Permit: Class 3 - Mainline Extension

If there is no sewer facility adjacent to the parcel you plan to develop, you must apply for a Class 3 - Mainline Extension Permit. A Class 3 permit provides authorization to construct a sewer mainline or to otherwise extend the District's existing wastewater facilities to serve the proposed project.

The applicant is responsible for the construction and installation of the sewer mainline extension. All construction shall be under the direction of the District Engineer and in accordance with District Standards and Specifications. All costs associated with the construction and installation of the facilities shall be borne by the applicant. All permits required by the City, County, or other applicable agency, shall be the responsibility of the applicant.

Issuance of a Class 3 permit requires approval from the District Board of Directors at a public meeting. No work shall begin until a permit is obtained.

Class 1 and Class 2 Sewer Permits

A separate sewer permit for the building must be obtained after the Class 3 permit is issued to extend a mainline. A Class 1 permit is required for residential development and a Class 2 permit is required for commercial and mixed use (commercial and residential) development. Subsequent to the District Board's acceptance of a sewer extension constructed pursuant to a Class 3 permit, but prior to connection of and discharge into the district's wastewater facilities, a Class 1 or Class 2 permit, as applicable, must be obtained by the applicant.

Instructions to Apply for a Class 3 Permit

You must obtain an Application Form from the District. If you do not have an Application Form, please contact the district office and one will be supplied to you.

Submit all items listed below in person or by mail. To apply in person, please call (650) 726-7093 to schedule an appointment. To submit by mail send to: Granada Community Services District, Post Office Box 335, El Granada, CA 94018. We do not accept applications by email or fax.

Complete Application form. You must complete, sign and date the District supplied application form.

The information needed to complete the Application Form:

- (a) Parcel Data: Assessor's parcel number (APN), street address, lot number, and block number of the parcel to be served.

- (b) Owner Information: Name, address, and phone numbers.
 - (c) Agent Information (if applicable): Agent's name, address, and phone number.
(A Designation of Agent Form is required – see below).
 - (d) Contractor: Engineer and/or Contractor's name, address, and phone number.
 - (e) Type of Work: Mainline Ext.
 - (f) Project Description: Check the type of project to be served.
 - (g) General Information: Complete as applicable.
 - (h) Additional Comments: Please note any special conditions such as existing easements or water wells affecting the project.
 - (i) Signature: Owner or designated Agent must sign and date the Application Form.
- Owner Designation of Agent form (if applicable)**: 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.
- Grant Deed**: Provide a copy of the recorded Grant Deed and legal description, or meets and bounds description, or survey of the parcel to be served.
- Site and Project Plans**: One (1) printed 11" X 17" set of construction plans and (1) one PDF file. Must include plat map, site plan, profile, plumbing and structural drawings, engineering reports, and surveys. Plans shall be prepared by a registered professional engineer and shall note the datum used to determine elevations. Plans must include the location and boundary lines of the property to be sewered and of each tract, lot, or parcel therein, together with existing and proposed streets, roads, highways, easements and rights-of-way within and immediately contiguous with the property, and shall show the proposed connections with the District's sewer system.
- The profile shall accurately show the proposed sewer and/or other proposed facilities, existing ground surface elevations and existing utilities (surface and subsurface) together with such changes as may result from subsequent grading, filling, road construction and the like.
- The plan view must show the entire length of the sewer and the existing physical features within 10' (at minimum include the curb to provide a point of reference).
- Negative Declaration or final Environmental Impact Report (EIR)**: As applicable as determined by the lead agency for the project pursuant to the California Environmental Quality Act.
- Easement Documents** (If applicable).
- 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.

District staff will review your application for completeness. Once deemed complete, the application is sent to the District Engineer for review. During this review period, District staff may contact you for additional information.

Examination of Plans - Class 3 Sewer Permit

Your application, plans, and supporting documents will be forwarded the District Engineer for review and approval. This review is to ensure that the construction plans are in accordance with good engineering practices and in compliance with the District's Standard Specifications. Staff will notify you if the District Engineer requires changes or plan revisions, or if additional information is needed.

Upon approval by the District Engineer, Staff will notify the applicant and provide the date and time of the board meeting to be held to consider the Class 3 permit approval. Attendance is not required, but the applicant is encouraged to attend the board meeting. Regular board meetings are held on the third Thursday of each month.

Once the Board of Directors has approved a Class 3 permit, the Applicant must contact the district office to schedule an appointment to obtain the permit. A deposit of \$4,000, which constitutes an advance payment of engineering fees to be incurred, will be required prior to issuance of the permit. Deposits may be paid by check or money order, payable to the Granada Community Services District. Any unused portion of the deposit shall be refunded to the applicant upon final inspection and approval of the project for which the permit was obtained. In the event a deposit is deemed by the District to be insufficient to cover the District's anticipated future expenses, the applicant shall within fifteen (15) days after written demand by the District, deposit the funds, as demanded, with the District. The failure of an applicant to deposit the funds demanded or to make other arrangements acceptable to the District shall cause the applicant's permit to be suspended until either the deposit or other suitable arrangements acceptable to the District have been made, and no work may be conducted while the permit is suspended. Funds deposited with the District shall not accrue interest.

Inspection of Construction

After permit issuance, the District must be notified 48 hours in advance prior to the start of construction. Inspection shall be made at such other times as the District or its representative may require. A final inspection is required when construction is completed.

Please note that a separate Class 1 or Class 2 Sewer Connection Permit is required to connect the project to the new sewer mainline extension. You must obtain the Class 3 permit and complete the construction of the mainline extension *prior* to submitting an application to connect the project to the new extension.

Class 1 and Class 2 permits requiring no more than two (2) ERU's of sewer capacity, do not require board approval and will be administratively issued. Please request the General Information Hand-out for more information.

Dedications of Sewers - Easements

No sewer which is installed in private property shall become a public sewer unless it is dedicated to public use and is accepted by the District on such terms as the District may require. As a condition of accepting such a sewer as a public sewer, the applicant shall provide such original grant deed of easement to the District together with rights of ingress and egress, as may be necessary for the District to enter upon the property for the purposes of operating and maintaining the public sewers. No such easement shall be less than ten (10) feet in width. Such easements shall be recorded in the Official Records of the County of San Mateo as an encumbrance on the property which the easement traverses.

Reimbursement Agreements

The Applicant and the District may enter into a Reimbursement Agreement for other connectors to contribute to the cost of the extension. If applicable, please request additional information on Reimbursement Agreements.