



REQUEST FOR TIME EXTENSION TO OBTAIN A SEWER LATERAL COMPLIANCE CERTIFICATE

City of South San Francisco
Engineering Division
315 Maple Ave
South San Francisco, CA, 94080
Phone: (650) 829 6652
Email: engdevelopment@ssfca.gov

Attention: Complete application and remit the following amounts to the City: (1) \$10,500 pursuant to SSFMC Section 14.14.190(d) (referred to as “Section 14.14.190(d) funds”); and (2) and processing fees based on the Master Fee Schedule. Please note that the in-office fee, which is based on the City’s Master Fee Schedule, is nonrefundable and subject to adjustment based on future updates to the fee schedule. In-office fees may be paid to the Engineering Division by check or other form of direct payment acceptable to the City. Section 14.14.190(d) funds may be paid by either of the following methods:

- (1) by cash made to City of South San Francisco; OR
- (2) deposit into an escrow account, and fill out and provide the Additional Joint Escrow Instructions attached to this application to the escrow agent. The document must be signed by the buyer, seller, and the escrow agent. A signed copy must be returned to the City.

Signatures of Buyer, Seller, and Engineering staff are required for Request for Time Extension.

This document is a request for time extension for obtaining sewer lateral compliance certificate pursuant to SSFMC Section 14.14.190(d). Once request is granted, from the date of Recordation of the Transfer Document for the sale of the real property identified below, the BUYER shall have ONE HUNDRED AND EIGHTY (180) DAYS to: (1) complete all necessary Private Sewer Lateral Inspection, Repairs and/or Replacement work as detailed in South San Francisco Municipal Code Section 14.14.190; and (2) obtain a Sewer Lateral Certificate of Compliance. Upon issuance of such certificate, the City will refund the Section 14.14.190(d) funds to the BUYER.

Failure to obtain a Sewer Lateral Compliance Certificate within 180 days may result in the **forfeiture of Section 14.14.190(d) funds** to the City following a hearing, as appropriate, and the current property owner will be responsible for compliance with the requirements of Municipal Code Section 14.14.190. After the City takes possession of the forfeited funds, the current property owner may request the City consider releasing such forfeited funds, less the City’s cost which may include cost of abatement, only if the property owner affirmatively demonstrates that sewer lateral complies with SSF Municipal Code Chapter 14.14. The current property owner will be responsible for all related costs.

PLEASE FILL OUT COMPLETELY

PROPERTY APN: _____ PROPERTY ADDRESS: _____

MAILING ADDRESS: _____

SELLER PHONE NUMBER: _____ EMAIL: _____

BUYER PHONE NUMBER: _____ EMAIL: _____

SELLER SIGNATURE _____ PRINT NAME _____ DATE _____

BUYER SIGNATURE _____ PRINT NAME _____ DATE _____

FOR OFFICIAL USE ONLY

ENGINEERING DEPARTMENT SIGNATURE _____ PRINT NAME _____ DATE _____

PERMIT #: _____ EFFECTIVE: _____ EXPIRES: _____

**OPTION 2: ADDITIONAL JOINT ESCROW INSTRUCTIONS REGARDING
ESCROW DEPOSITS PURSUANT TO SSFMC 14.14.190(d)(7)**

Property address: _____ **Date:** _____

Escrow Agent name/title/address/license number: _____

Dear Escrow Agent:

This document constitutes additional joint escrow instructions of the Seller _____ and Buyer _____ in connection with the transactions of the real property located at _____ ("Property"). Pursuant to South San Francisco Municipal Code Chapter 14.14.190, the Property is required to obtain a certificate of compliance for building sanitary sewer lateral at the point of sale. The Property is seeking a time extension to obtain such certificate pursuant to Chapter 14.14.190. Accordingly, you are instructed with the following:

- As a condition of issuance of a time extension certificate, funds in the amount of ten thousand five hundred dollars (\$10,500) ("Deposit") are to be posted into the escrow account.
- You shall have received immediately available funds from _____ in the amount of the Deposit.
- You may only release the Deposit from escrow when you have received a copy of a Certificate of Compliance issued by the City of South San Francisco.
- In the event that the City of South San Francisco notifies you in writing that (1) the work required by South San Francisco Municipal Code Chapter 14.14.190 has not been completed within 180 days of issuance of a time extension certificate, or the work does not meet the conditions required by said chapter; and (2) the Deposit has been forfeited to the City following a hearing, as appropriate, then you shall remit the Deposit to the City so that the City may take possession of such forfeited funds.

The foregoing escrow instructions may not be modified without written consent of the City of South San Francisco. These instructions are to be read in conjunction with and in addition to any and all prior escrow instructions submitted to you separately.

Please acknowledge your agreement to and acceptance of these Additional Joint Instructions by countersigning this document and returning one copy each to **[SELLER]** and **[BUYER]**.

Thank you for your assistance.

Sincerely,

Seller: _____

Print Name

Signature

Buyer: _____

Print Name

Signature

Agreed to and Accepted:

Escrow Agent: _____

Print Name

Signature
