



OUTSIDE SEWER SERVICE APPLICATION

General Information

The Water Quality Control Plant (WCQP) provides sewer services to South San Francisco (SSF), Colma, Daly City, San Bruno, and unincorporated San Mateo County areas. Government Code 56133 requires Local Agency Formation Commission (LAFCo) approval for SSF to extend sewer service to properties in Unincorporated Country Club Park in anticipation of future annexation.

This application is to initiate City Council consideration of application to LAFCo to extend sewer service conditioned upon the landowner’s consent to accepting annexation of their property, if SSF proposes to do so in the future, and the execution of a deferred annexation and improvement agreement.

Name of Applicant:	Applicant Address:	Applicant Phone and Email:
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How many parcels are affected? _____ Parcels	Do 100% of the affected landowners consent to this? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Has a LAFCo application been submitted? <input type="checkbox"/> Yes <input type="checkbox"/> No	Describe Proposed Sewer Connection:
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Total building square footage to be served : (combine all of outside served buildings’ floor area)	FOR CITY STAFF TO COMPLETE
Residential _____ SF	Sewer main availability: <input type="checkbox"/> Yes <input type="checkbox"/> No
Commercial _____ SF	Sewer extension length: _____ Feet
Other (explain) _____ SF	

Landowner Information

We, the undersigned, certify that we are the owners of the parcel(s) listed. We hereby submit this application and request an outside sewer service to these parcels.

Assessor’s Parcel Number:	Recording Document:
Names of all Legal Owners:	Owner(s) Address(es):
_____ (print, sign, date)	_____
_____ (print, sign, date)	_____



Required Submittal Items

1	Application Form: This application form shall be filled out and completed by the chief applicant or lead applicant. The applicant will be the main point of contact.
2	Landowner Information Form: All landowners affected shall complete page 2 (duplicate for more than 3 parcels). Assessor’s Parcel Numbers and recording documents may be found through the San Mateo County Assessor’s website or by contacting the County Assessor’s office.
3	Outside Sewer Service Agreement: All landowners affected shall complete a draft of this Agreement which covers indemnification obligations, payment of annual sewer fees, reimbursement to the City for Application processing costs, and consent to accepting future annexation of the property.
4	Deferred Improvement Agreement: All landowners affected shall complete a draft of this Agreement which covers Owner’s responsibility to construct public improvements required upon annexation.
5	Application Deposit: An application deposit of \$5,000.00 must be submitted prior to Staff reviewing and processing application.

Outside Sewer Service Procedure

The following procedure outline is the process generally applicable to parcels seeking to connect to the City’s existing sewer system. Applicant is advised that there may be circumstances unique to each parcel or the size and scope of the outside service extension that would require modifications or deviations from the process steps listed here. This outline is only meant to serve as a general guidance and is not intended to serve as a tailored instruction for the parcel listed on this application, and it does not in any way guarantee approval of an outside sewer service application or the connection of service to the City’s sewer system pursuant to such application. Applicants seeking to connect to the City’s sewer system are responsible for complying with all City and LAFCO requirements, meeting all necessary application steps, adhering to the terms of the Outside Sewer Services Agreement with the City and any other applicable laws and regulations, and carrying out all necessary installations and construction of the facilities. Applicant acknowledge that they understand and agree to the above by submitting this application.

1	Applicant submits to LAFCo the Application for a Change of Organization.
2	Applicant submits to SSF Outside Sewer Service application.
3	Applicant may need to contract a design consultant to provide sewer extension designs.
4	After review and approval from LAFCo and SSF, Applicant will receive approval to execute agreements and proceed with permits.



Additional Landowners Information

We, the undersigned, certify that we are the owners of the parcel(s) listed. We hereby submit this application and request an outside sewer service to these parcels.

Assessor's Parcel Number:

Recording Document:

Names of all Legal Owners:

Owner(s) Address(es):

(print, sign, date)

(print, sign, date)

Assessor's Parcel Number:

Recording Document:

Names of all Legal Owners:

Owner(s) Address(es):

(print, sign, date)

(print, sign, date)

Assessor's Parcel Number:

Recording Document:

Names of all Legal Owners:

Owner(s) Address(es):

(print, sign, date)

(print, sign, date)

