



City of Leavenworth
DEPARTMENT OF PUBLIC WORKS

APPLICATION FOR SEWER CONNECTION¹
OR SERVICE UPGRADE²

This application must be filled out legibly, in blue or black ink, either hand printed or typewritten

This Page to Be Completed By Applicant

Last Name: First Name:

Business Name:

Mailing Address: City: State: Zip:

Phone: Email:

If anyone other than the owner of the property is making application, the owner's signed and dated knowledge of, and consent to, the application must be provided, in addition to the Applicant's signature, on Page 4 of this form.

Last Name: First Name:

Mailing Address: City: State: Zip:

Phone: Email:

Physical Address of Service:

Geographic ID (12 digit from County): Subdivision: Block: Lot:

- Inside City Limits Outside City Limits But Inside UGA Outside City and UGA

Proposed Service Type and Use of the Property:

- New Single Family Residential New Commercial (Type)
Accessory Dwelling >900 SF Commercial Change of Use (From/To)
New Multifamily Residential (# of Units)

Size of Proposed or Existing Water Meter:

Contractor Installing Service (if known - see #2 below):

Phone: Email:

Contractor's License #: UBI/City Business License #:

¹ This application be subject to all additions to and changes in the laws, regulations and ordinances applicable to the proposed development until a determination of completeness has been made pursuant to LMC Chapter 21.07.

² Service upgrade includes, but is not limited to, changes of use or occupancy of existing buildings / spaces where new connection is not necessary.

SUBMITTAL REQUIREMENTS

Applications which do not include all of the required information and fees may be returned to the applicant and will delay the review process³.

- Completed Application form - Includes Page 1 (all), Page 5 (top), Page 6, (top), and Page 8 (all)
- Application processing fee
- A map showing the property location and boundaries, structures, and location of proposed service lines MUST accompany this application for new service / connection** (see instructions below).

FEES⁴

- Application processing fee..... **\$10.00**
- System development, service connection, and utility reimbursement (as applicable) charges will be determined by the City, and payment of such charges shall be paid by the Applicant, prior to installation or use of upgraded service.
- Regular monthly billing will commence immediately upon completion of water meter installation by the City, at the designated rate per month as determined and delineated within the City of Leavenworth Fee Schedule, as adopted by the City Council.

REVIEW BEFORE SUBMITTING YOUR APPLICATION

REQUIREMENTS / INFORMATION / INSTRUCTIONS

1. Return the completed application form and required materials, along with the \$10.00 processing fee, to the City for review.
2. For New Service / Connection: Include a scaled⁵ map / site plan, on a maximum 8½" x 11" sheet (separate from and in addition to any site plans included with building plans) showing: the location of the property to be connected to City sewer, all property lines and improvements (existing and proposed), the proposed location of the sewer main connection and service lateral, and service clean out located on private property adjacent to the property line.
 - A. New service taps shall be made on City mains only, and the property to be served must front on, or be contiguous with, a City main. Customers not fronting on a City main will be required to pay for the installation of a new main, including valves and manholes as needed, to City standards and specifications, prior to being hooked up. Costs of engineered plans for main extension, review, and modeling, as necessary, shall be borne by the Applicant. Please contact the City Public Works Department to determine whether a main is available to your property.
 - B. The Applicant shall be responsible for installation and fees. The Applicant shall provide tapping and install all piping and related materials from the main to the point of use. The customer shall be responsible for all costs of materials and installation, as necessary, and charges as included herein. The Applicant shall call for City inspection prior to backfill.
 - C. The work shall be performed by a qualified, licensed (including City Business License) and bonded contractor. ***A Permit to Perform Work in City Right of Way shall be completed by the contractor performing the installation, and approved by the City, before work starts.*** Such permit is in ADDITION to any authorization provided herein, and any building or other necessary permitting. Fees are applicable. The contractor shall provide street cutting, backfill,

³ Receipt of an application does not constitute a "complete application" or approval and shall not preclude the City from requesting additional information if new information is required or a change in the proposal occurs.

⁴ Please note that fees are subject to change without notice. Check with the City of Leavenworth for current fees prior to submittal of your application.

⁵ A drawing with dimensions at a specific ratio relative to the actual size of the object drawn - for example on graph paper.

compaction, ballast, traffic control, and asphalt pavement patching in conformance with the City's requirements and as stated within the Permit. The City shall inspect all street work.

- i. The City does *not* normally allow installation between November 1 and March 1 because of adverse weather conditions. Exceptions may be made during periods of abnormally favorable weather.
3. For the purposes of calculating Sewer System Development Charges (SDCs), the City uses a defined factor to measure the estimated wastewater demands of a project called an Equivalent Residential Unit (ERU). SDCs are a one-time fee charged on new development, and certain types of redevelopment or change in use, to help pay for existing and planned infrastructure to serve the development. ERUs are a widely accepted unit of measure when estimating fees. ERUs represent the average wastewater volume generated by a typical single family residence in a particular system. Converting non-residential uses into ERUs measures the impact to the system in comparison to the impact of a single family residence. SDCs are determined as follows:
 - A. **Residential:** For the purposes of calculating the sewer SDC the definition of an ERU is one residential dwelling unit at 175 gallons per day.
 - B. **Multifamily:** Dwelling units in multifamily residential structures are assigned an ERU value of less than one to reflect the fewer number of occupants typically residing in each unit, and an assumed proportionate resulting reduction in wastewater production...
 - C. **Motels, Restaurants, Bars:** ERU's are based on the number of rooms and the number of seats (typical) respectively as defined in the Washington State Department of Ecology *Criteria for Sewage Works Design*.
 - D. **Other Commercial:** For other types of non-residential sewer connections, each equivalent ¾" water meter is considered one ERU using American Water Works Association defined meter capacity to determine the factor for the number of ERU's for each non-residential meter size above ¾". In no case shall less than 1 ERU be assigned to any proposed connection.
 - E. **Change of Occupancy Type:** If, in the sole judgment of the City, a proposed change in occupancy type for an existing structure already connected to the system will substantially increase the amount or character of wastewater flow over that for the previous occupancy, and the SDC for the proposed occupancy would result in a greater SDC than for the previous occupancy... the use of the structure for the proposed occupancy type shall be contingent upon payment to the City of an SDC determined in accordance with this section. The additional SDC charge shall be added to any City permit fees or charges applicable to the proposed occupancy.
 - F. **Special conditions:** For special conditions the City will determine the SDC based on either the ERU table, on estimated wastewater flow, or on a combination of both methods at the City's sole discretion. Flow will be based on either estimated peak day flow or maximum month average day flow at the sole discretion of the City. Special conditions include the following:
 - i. Structures with more than one of the occupancy types listed above.
 - ii. As determined by the City upon review of an applicant's administrative appeal.
 - iii. As determined by the City upon its sole judgment that the specifics of the proposed occupancy and/or its characteristics warrant special determination of the SDC.

This Application shall constitute a contract on the part of the customer making the same⁶ to pay for the services applied for at the rate, and in the manner specified by law. The City may, without any liability, discontinue service upon failure by the owner to comply with any City Ordinance or Resolution related to the utilities, or fail to timely pay utility charges. The Applicant acknowledges responsibility to pay monthly utility charges, as billed and according to the adopted Rate and Fee Resolution.

The utility service applied for herein shall only be for the purposes noted herein, and the Applicant agrees not to change or alter the use of such utilities without the express written consent of the City of Leavenworth. The undersigned further agrees to pay to the City, prior to connection of such utilities, the current charges or fees for such service and connection, and agrees to abide by all applicable City ordinances and resolutions with respect to such utility service. Copies of these ordinances and resolutions are available upon request, and it is the responsibility of Applicants to become familiar with them.

***I, the Applicant, acknowledge** that upon issuance of any authorization by the City of Leavenworth that it is my obligation to comply with any and all laws, ordinances and regulations governing installation of sewer and/or stormwater, whether or not specified herein. I acknowledge that the granting of a connection to the municipal system by the City of Leavenworth does not give any authority to violate or modify the provisions of any other federal, State or local law, ordinance or regulation with respect to regulation of service or existing on-site systems. I have read and understand the entire application, including the "General Information / Instructions" section. I hereby certify that I have read and examined this application and know the same to be true and correct, have provided information herein truthfully to the best of my knowledge, and if any of the information provided is found to be incorrect, approval may be revoked, or service terminated.*

Applicant Signature: _____ Date: _____

***I, the Property Owner, acknowledge** that upon issuance of any authorization by the City of Leavenworth that it is my obligation to comply with any and all laws, ordinances and regulations governing installation of sewer and/or stormwater, whether or not specified herein. I acknowledge that the granting of a connection to the municipal system by the City of Leavenworth does not give any authority to violate or modify the provisions of any other federal, State or local law, ordinance or regulation with respect to regulation of service or existing on-site systems. I have read and understand the entire application, including the "General Information / Instructions" section. I hereby certify that I have read and examined this application and know the same to be true and correct, have provided information herein truthfully to the best of my knowledge, and if any of the information provided is found to be incorrect, approval may be revoked, or service terminated. Furthermore, with my signature I, the owner of the referenced property, acknowledge and give permission to the above named applicant to apply for this application to make changes to my property, and to complete any improvements upon my property as outlined in this application.*

Property Owner Signature: _____ Date: _____

⁶ The "Applicant" as stated herein, which shall include the person or entity making the referenced application or proposal, the property owner(s), and all successors, heirs, and assigns of the property owner, herein referred to as "Applicant."

SEWER CHARGE WORKSHEET

To Be Completed By City:

1. System Development Charges (SDC) for Residential and Commercial⁷:

Based on ERU⁸

Restaurant, Category 1 - Facility with NO dishwasher, fryer or public restroom (1 ERU)	Base fee up to 400 SF..... \$2,620.40 Includes gross area of kitchen, serving and seating space
Restaurant, Category 2 or Retail Bakery - Facility with dishwasher, fryer or public restroom (4 ERU)	Base fee up to 1,000 SF..... \$10,481.70 Includes gross area of kitchen, serving, seating, and restroom space
Bars, Including Wine Tasting / Wine Bars - Facility with dishwasher and public restroom, but NO food preparation on-site (1.17 ERU)	Base fee up to 1,000 SF..... \$3,065.90 Includes gross area of serving and seating space
All Eating / Drinking Establishments - Regardless of IBC Occupancy Classification	Fee above base allowance.....+ \$6.55 / SF ((Total area)_____ - (base area)_____) x \$6.55 = _____.
Hotel / Motel / Transient Accommodation - Facility with up to 4 units (.5 ERU per room)	Fee per room..... \$1,310.15 Includes each sleeping room, suite, or dwelling area, as determined by City (for example suites with multiple bedrooms or "pension" style rooms may be assigned additional ERUs)
Hotel / Motel / Transient Accommodation - Facility with more than 4 units (.57 ERU per room)	Fee per room..... \$1,414.20 Includes each sleeping room, suite, or dwelling area, as determined by City (for example suites with multiple bedrooms or "pension" style rooms may be assigned additional ERUs)
Other Building Serviced by ¾" Water Meter - (1 ERU)	Fee..... \$2,620.45 Includes SFR, Duplex, 3-Plex, 4-Plex
Other Building Serviced by 1" Water Meter - (1.7 ERU)	Fee..... \$4,376.20
Other Building Serviced by 1 ½" Water Meter - (3.3 ERU)	Fee..... \$8,725.90
Other Building Serviced by 2" Water Meter - (5.3 ERU)	Fee..... \$13,966.75
Other Building Serviced by 3" Water Meter - (11.7 ERU)	Fee..... \$30,580.45
Other Building Serviced by 4" Water Meter - (20 ERU)	Fee..... \$52,408.45
Other Building Serviced by 6" Water Meter - (41.7 ERU)	Fee..... \$109,166.60

BASE CHARGE \$ _____

CHARGE ABOVE BASE FEE \$ _____

TOTAL SDC CHARGE \$ _____

⁷ Please note that fees are subject to change without notice. Check with the City of Leavenworth for current fees prior to submittal of your application.

⁸ Equivalent Residential Unit

To Be Completed By City:

2. Connection Charges:

Inspection and Administrative..... \$694.90	Titus Road Connection ⁹ + \$225.00
	Chumstick Connection ¹⁰ + \$1,333.00

CHARGE \$ _____

3. Utility Reimbursement Agreement (URA) Charges:

Clennon URA (See agreement Exhibit A for parcels) - Half	\$2,734.70
Clennon URA (See agreement Exhibit A for parcels) - Full	\$5,469.41

CHARGE \$ _____

404.343.50.00.01

SDC + CONNECTION + URA SUBTOTAL CHARGES \$ _____

Approved By: _____ Date: _____
Public Works Field Supervisor

Approved By: _____ Date: _____
Public Works Director

Date Paid: _____ Receipt No. _____ Check No. _____ Cash

⁹ Note: Beginning at the north property line of Lot 2, SS 3264 to the north end of Aldea Village

¹⁰ See Ordinance 1556