



APPLICATION FOR ANNEXATION TO THE WEST BAY SANITARY DISTRICT

Check the applicable box(es) below:

Annexation

On-Site Wastewater Disposal Zone

A. GENERAL INFORMATION

1. Briefly describe the nature of the proposed change of organization or reorganization.

2. What are the reasons for the proposal?

3. Does this application have 100% consent of landowners in the affected area?

___ Yes ___ No

4. Estimated acreage: _____ Assessor's Parcel Number: _____

B. SERVICES

1. List the name or names of all existing cities and special districts whose service area or service responsibility would be altered by the proposed change of organization or reorganization.

2. List all changes to the pattern of delivery of local services to the affected area. For each service affected by the proposed change(s) of organization, list the present source of service (state "none" if service is not now provided), the proposed source of service and the source of funding for construction of necessary facilities (if any) and operation. *NOTE: Examples are given on the first two lines of the spaces below.*

<u>SERVICE</u>	<u>PRESENT SOURCE</u>	<u>PROPOSED SOURCE</u>	<u>FUNDING SOURCE</u>	
			<u>CONSTRUCTION</u>	<u>OPERATING</u>
<u>Police</u>	<u>Co. Sheriff</u>	<u>City Police</u>	<u>N/A</u>	<u>Taxes</u>
<u>Sewer</u>	<u>None</u>	<u>WBSD</u>	<u>Proponent</u>	<u>Fees</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

C. PROJECT PROPOSAL INFORMATION

1. Please describe the general location of the territory that is the subject of this proposal. Refer to major highways, roads and topographical features.

2. Describe the present land use(s) in the subject territory.

3. How are adjacent lands used?

North: _____

South: _____

East: _____

West: _____

4. Will the proposed change of organization result in additional development? If so, how is the subject territory to be developed?

5. What is the general plan designation of the subject territory?

- 6. What is the existing zoning designation of the subject territory?

- 7. What pre-zoning, environmental review or development approvals have already been obtained for development in the subject territory?

- 8. What additional approvals will be required to proceed?

- 9. Does any portion of the subject territory contain any of the following --agricultural preserves, sewer or other service moratorium or wetlands subject to the State Lands Commission jurisdiction?

- 10. If no specific development projects are associated with this proposal, will the proposal increase the potential for development of the property? If so, how?

West Bay Sanitary District will consider the person signing this application as the proponent of the proposed action(s). Notice and other communications regarding this application (including fee payment) will be directed to the proponent at:

NAME: _____

ADDRESS: _____

PHONE: _____

ATTN: _____

Signature of Proponent

Signature of Proponent



Supplemental Information for Completing the Annexation Application into On-Site Wastewater Disposal Zone

A. General Information

1. To annex property into the West Bay Sanitary District's On-Site Wastewater Disposal Zone
2. To obtain sewer service to replace existing septic system and reason why: for example, failing septic; plans to remodel, or construct additions; etc.
3. This applies only to the property owners of the parcel to be annexed.
4. self-explanatory

B. Services

1. West Bay Sanitary District
2. Sewer None WBSD Proponent Fees

CONSENT TO INCLUSION OF PROPERTY – Page 4

- The property owners of the parcel need to fill in a date, print and sign their name(s) and the assessor's parcel number.
- Return to WBSD with application.
- **All owners on title must have names and signatures on form**

REQUEST TO WAIVE CONDUCTING HEARING AUTHORITY – Page 5

- If property owners wish to simplify the approval process, they need to complete this form exactly like previous form.
- **All owners on title must have names and signatures on form**

PLAT AND LEGAL DESCRIPTION OF PARCEL TO ACCOMPANY APPLICATION

THE AGREEMENT CREATING COVENANTS RUNNING WITH THE LAND TO ACCOMPANY ON-SITE WASTEWATER DISPOSAL ZONE ANNEXATION APPLICATIONS.

- **The Agreement is to be signed by all property owners on the title and appear before a Notary Public. The Notary Public should attach a completed Acknowledgment Certificate.**



SCHEDULE OF STANDARD FEES AND DEPOSITS

FEES COLLECTED BY AND PAYABLE TO WEST BAY SANITARY DISTRICT:

Annexation to the West Bay Sanitary District only:

Per Parcel \$ 545: Processing Fee
(Applicant to be notified by West Bay when fee due)

Annexation into West Bay Sanitary District and On-Site Wastewater Disposal Zone:

Per Parcel \$1,900: Publication Deposit (Effective 9/24/14)
(Payable at time OWDZ application submitted) \$1,090: Processing Fees (= \$545 District Annex & \$545 OWDZ Annex)

Class 3 Sewer Permit (If required) \$ 545: Permit Fee (Effective 9/14/17)
\$2,000: Admin Deposit (Standard)
Higher deposit amount could be required if WBSD staff time & costs estimated higher for applicant's project

Class 1 Sewer Permit \$ 270: Permit/Inspection Fee (Effective 9/14/17)

Connection Fee – Single-Family Residence \$8,501.00 (Effective 03/1/17)

Reimbursement Fees: Applicable only if applicant's connection is to a portion of main line sewer that is served by a signed Reimbursement Agreement that the developer has established with the District to spread the construction costs equitably between all connectors. Reimbursement fees will vary with each agreement and also by the numerical order the connection is within the agreement. Reimbursement Agreements may have an interest factor or ENR construction factor in the fee calculation. A new connector may have to pay into and be part of more than one Reimbursement Agreement.

FEES COLLECTED BY SMCO LAFCo

Contact Martha Poyatos at San Mateo County LAFCo, 650-363-4224 for their fee schedule.

Recording Requested By:)
)
WEST BAY SANITARY DISTRICT)
)
And When Recorded, Mail To:)
)
West Bay Sanitary District)
500 Laurel Street)
Menlo Park, California 94025-3486)
Attn: District Manager)

(Space above this line for Recorder's Use)

**AGREEMENT CREATING COVENANTS
RUNNING WITH THE LAND**

Agreement entered into by and between West Bay Sanitary District, a public agency of the State of California ("District") and _____, owners of the property at _____, ("Proponents").

RECITALS

1. Proponents represent that they are the owners of certain real property situated in the Town of Portola Valley, San Mateo County, California, which is commonly known as _____, and which is more particularly described as follows:

Lot _____ in Block _____, as shown on that certain map entitled " _____", filed in the office of the County Recorder of said County and State, on _____, _____ in Book _____ of maps at pages _____.

Containing an area of _____ acres, more or less (the "Real Property").

2. *Proponents' Real Property is developed with a single family residence. The residence is served by a septic tank/leachfield wastewater disposal system that has failed and cannot be repaired. Use of the present system must be discontinued or it is probable that conditions adversely affecting the public health, safety and welfare will develop on the Real Property and, potentially, off-site.*

or

Proponents' Real Property is developed with a single family residence. The residence is served by a septic tank/leachfield wastewater disposal system that is unable to meet current standards.

or

Proponents' Real Property is undeveloped. The proposed residence can not be served by a septic tank/leachfield wastewater disposal system.

3. To maintain wastewater disposal service to the site, Proponents have annexed the Real Property to the District and are seeking service from the District.

4. To obtain District administered wastewater disposal services for the Real Property, Proponents propose to construct certain unconventional wastewater disposal facilities (the "Septic Tank Effluent Pumping (STEP)" / "Grinder Pump System"), _____ linear feet of sanitary sewer force main and to connect to the District's public facilities located in _____.

5. The STEP/Grinder Pump System to be constructed by Proponents is similar to several other wastewater disposal systems constructed on other properties within the District which also connect to the District's sewer system. These systems differ substantially from traditional gravity sewer systems found elsewhere in the District's service area, and because of these differences, the District is regulating the use and operation of these systems through an On-Site Wastewater Disposal Zone. (See Health & Safety Code Sections 6950 et seq.; "The Zone".)

6. Proponents are willing to accept the stated conditions and they desire to enter into this Agreement with the District to fulfill the intentions of the parties.

TERMS AND CONDITIONS

In consideration of the foregoing Recitals and the following Terms and Conditions, it is mutually agreed by District and Proponents as follows:

1. The Proponents shall construct a new STEP/Grinder Pump System according to the District's Standard Details. All pumping equipment, control equipment, telemetry equipment, pipelines, power and phone lines, etc., are a part of the construction costs to be borne by the proponent. The applicant shall submit information about the location, type and size of all equipment and facilities to the District for review and approval. Final determination of the size, location and equipment used in the construction of the STEP/Grinder Pump System shall be at the sole discretion of the District.

2. The Proponents shall coordinate all inspection and testing with the District. The Proponents shall notify the District 48 hours in advance for inspections and testing. After completion of the initial construction, the Proponents shall guarantee the work for one-year by a maintenance bond or cash deposit for 50% of the work.

3. The Proponents shall supply the District with one extra pump of the same type and size to be installed.

4. A recorded easement on the individual property is required for District access to the STEP/Grinder Pump System for routine maintenance and repair. This easement must meet the requirements of the District's Code of General Regulations, be granted to the District, and must be recorded on the title of the property. The District must have full vehicular access at all times to the areas with wastewater facilities.

5. Any septic tanks to be abandoned shall be abandoned in accordance with County Health requirements and copy of abandonment permit is given to the District.

6. The Proponents and their successor shall be responsible to provide and maintain the following appurtenances:

- (a) A dedicated telephone line.
- (b) Electrical power for the telemetry and grinder system.
- (c) A separate 220 Volt circuit and breaker shall be provided for the STEP/Grinder Pump and shall be labeled in the circuit box as, "Do Not Touch – For STEP/Grinder Pump Use Only."

7. The proponent shall disclose to the District any secondary pumping system and changes to the internal plumbing of the residence prior to any work and connection to the grinder system. The District reserves the right to reject any Proposal/ Design which may impact the ability of the STEP/Grinder System to function effectively or result in excessive maintenance costs. Such determination shall be made at the sole discretion of the District.

8. All costs associated with the correction of the prohibitions referenced in this agreement shall be conducted at the sole cost of the Property Owner. The District shall invoice the Property Owner directly. The charge shall be the actual salary of District employees and equipment for the time necessary for the correction times 1.75, or the actual cost of Contractors Services, times 1.75. Such costs may be charged in addition to penalties authorized by the District's Code of General Regulations.

PROHIBITIONS

In addition to the Prohibitions contained in the District's Code of General Regulations, the following prohibitions shall specifically apply to properties in the District's On-Site Wastewater Disposal Zone:

1. Proponents shall not under any circumstances, change or add any secondary pumping systems without the written consent of the District.

2. Proponents shall not, under any circumstances, allow or permit changes to the infrastructure or equipment of the STEP/Grinder Pumping System without the written consent of the District. Proponents are specifically instructed not to allow disconnection or reconfiguration of telephone and electrical systems.

3. The proponent shall not under any circumstances connect swimming pool, spa, or any storm drains to piping that discharges into the grinder pump unit.

ADHERENCE TO DISTRICT REGULATIONS

With respect to all matters referred to in this Agreement, including the construction of the STEP/Grinder Pump System, its connection to the District's system, the use and operation of the STEP/Grinder Pump System and the use of the District's wastewater facilities, Proponents shall at all times fully comply with all applicable District regulations. Proponents shall operate and maintain the STEP/Grinder Pump System so that at all times it remains in good operating condition and repair. Except to the extent District accepts responsibility for some portion or portions of Proponents' STEP/Grinder Pump System and the systems of other persons similarly situated and for which the District hereafter imposes a uniform system of fees and charges applicable to all such persons, the responsibility, including all costs and expenses, for the construction, use, operation, maintenance, repairs and replacement of the Grinder Pump System shall be borne exclusively by Proponents, and the District shall have no responsibility for such matters whatsoever.

ENFORCEMENT RIGHTS OF DISTRICT

In addition to the rights and remedies established by this Agreement, the District shall have all rights and remedies otherwise afforded under applicable provisions of law to enforce this Agreement, including (a) Proponents' obligation to pay and the District's right to collect fees and charges and (b) District's right to correct violations of District's regulations.

ATTORNEY FEES

In the event of any litigation between the parties to interpret or enforce this Agreement, the prevailing party shall be entitled to recover its attorney fees, court costs and litigation expenses incurred in the litigation.

BINDING EFFECT

This Agreement shall be binding upon and inure to the benefit of the respective parties, their assigns, beneficiaries, personal representatives and successors in interest.

Executed at Menlo Park, California on the dates set forth.

DISTRICT:

WEST BAY SANITARY DISTRICT
A Public Agency

Printed Name:

By: _____
President of the District Board

Date: _____

Printed Name:

And by: _____
Secretary of the District Board

Date: _____

PROPONENTS:

Printed Name:

By: _____ Date: _____

Printed Name:

By: _____ Date: _____

(Attach Notary Acknowledgement Certificate)



In reply, please refer to our
File No.

STEP/GRINDER PUMP SYSTEM – CLASS 3 PERMIT REQUIREMENTS*

1. Complete all requirements of the construction of STEP/grinder pump system, including the installation, inspection and start-up of the system.
2. A one-year guarantee of work in the form of a maintenance bond for 50 percent of the construction cost of the grinder pump and force main work or cash deposit.
3. A copy of the signed-off copy of the Town of Portola Valley's encroachment permit must be submitted to the District.
4. A recorded easement on the individual property is required for District access to the Grinder system for routine maintenance. This easement must meet the requirements of the District's Code of General Regulations and must be recorded on the title of the property. The District Board must accept this Grant Deed of Easement. Please submit a draft of the easement description with plat from your Engineers/Surveyors for the District's review prior to execution of the Grant Deed.
5. Record drawing for the work done must be submitted to the District.
6. A recorded Covenant Running with the Lands executed by both the property owners and District.
7. The property owner or agent must supply the District with a lien release from the Contractor of work, all sub-contractors, and suppliers.

***Please note: All Class 3 permits for STEP/Grinder Pump Systems require District Board approval for issuance and final acceptable at regular scheduled Board meetings. All required material must be turned in two weeks prior to the Board meeting for consideration.**

Call 650-321-0384 or visit www.westbaysanitary.org for more information.