

REVISED 1/27/12
WASTE WATER DEPARTMENT ADMINISTRATIVE POLICY
REGARDING SEWER LATERAL COMPLIANCE CERTIFICATES

Effective January 1, 2012 the City of Pacifica will begin enforcement of Municipal Code, Ordinance No. 784 C.S. **Chapter 6-13.**

This code requires property owners to obtain a Sewer Lateral Compliance Certificate ("Certificate") when any of the following occur:

1. Transfer of property ownership where the property was listed for sale after January 1, 2012.
2. When there is remodel or addition that costs \$50,000 or greater
3. When adding any plumbing fixtures
4. When a change in water service is requested (change of meter size or adding second meter)

The process for obtaining a Certificate will be handled by the Waste Water Department. When any of the above conditions occur the property owner will be required to submit a DVD video of their existing lateral sewer. If the lateral shows no apparent defects or leaks, then the property will receive a Certificate that will be valid for 7 years from the date of issuance. If the lateral sewer shows signs of defects and/or leaks, then replacement will be required prior to allowing the desired changes in status to the property. When the Certificate is obtained as a result of complete replacement of the sewer lateral, the Certificate shall be valid for 20 years from the date of issuance.

The requirement to obtain a Certificate prior to transfer of title in no way affects the legality of the transfer of title in the underlying property transaction.

Exemptions

A property with a dated and approved building/sewer permit from the City of Pacifica indicating that the sewer lateral was replaced or installed in total within 10 years of January 1, 2012, may submit the information to the City of Pacifica along with a request for a Certificate. A DVD submittal will not be required. Upon review and approval, a Certificate will be issued that is valid for 20 years beginning on the date of replacement.

Time Extension

If the City's Certificate cannot be obtained prior to title transfer, the property owner may request a time extension of no more than 180 days in which to perform the repairs or replacement required in conjunction with the transfer of property ("Extension Request"). Any Extension Request may be made by applying to the City for a Time Extension Certificate. Extension Requests shall be in writing and must include at the time of the request the name and contact information of the party responsible for accomplishing the repair or replacement of the Building Sewer Lateral(s). Extension Requests can be submitted in person or mailed to 700 Coast Hwy, Pacifica Ca. 94044. If mailed please address to the City of Pacifica's Collection System Manager.

The City will review the Extension Request and may grant a time extension of up to, but no more than, 180 days after the close of escrow on the subject property. If an Extension Request is granted it shall be signed by both the buyer and seller and by both of their agents representing them in the transaction.

Upon issuance of the Time Extension Certificate but prior to the City releasing the Time Extension Certificate, evidence of funds being posted into escrow for the property in the amount of \$5,000 must be submitted to the City. However, if the sewer lateral is longer than 50 feet, the City may require funds in excess of \$5,000 to be deposited into escrow. The City will determine the deposit amount for sewer laterals longer than 50 feet based on estimates received from licensed contractors to replace the entire length of the sewer lateral. Property owners are responsible for the full cost of lateral compliance with City requirements, which may exceed the deposit amount. Once the sewer lateral passes a verification test, funds will be released in accordance with escrow instructions.

If the work is not completed within 180 days of issuance of the Time Extension Certificate, or does not meet the conditions required by Chapter 6-13, the City of Pacifica shall provide notice to the Property Owner that they have 30 days to complete the work and if the work is not completed or substantially completed within 30 days of the Notice, the City shall hire a contractor to complete the required sewer lateral replacement and bill the current property owner for the costs incurred. If said bill is not paid within 30 days, following notice to the Property Owner, the City of Pacifica will proceed with a lien against the property. Prior to imposing any lien on the property, the City will provide the Property Owner with notice of such action and an opportunity to challenge imposition of the lien.

The City will provide to any property owner aggrieved by any decision related to Certificates or Extension Requests the opportunity for an appeal and hearing. After close of escrow, the current property owner shall be responsible for all costs associated with compliance with Chapter 6-13.

DVD Requirements

Testing may be accomplished by a Closed Circuit Video recording observation. The video shall meet the following requirements:

- 1) shall be in DVD format
- 2) shall be in color (any black & white, cloudy, fuzzy, or otherwise unclear video will be returned for resubmission)
- 3) shall show the address of the lateral on a continuous video with the lateral condition
- 4) shall show the date the video was taken
- 5) shall clearly show the cleanout or access point used to insert the camera into the lateral
- 6) shall have a running foot or time marker clearly visible on the screen
- 7) where joints are present, shall briefly stop the camera at each to clearly indicate their integrity
- 8) shall have the date the DVD was submitted to the City written on the DVD along with the address of the inspection site and telephone number for the point of contact
- 9) shall show entire sewer lateral from the structure to the connection on the city's main sewer

At the Collection System Manager's discretion, the video may be returned for resubmission in accordance with the above requirements if any of the above requirements are not strictly adhered to.

Application Requirements

Applications can be obtained in person at the Calera Creek Recycling Plant located at 700 Coast Hwy, Pacifica Ca. 94044 or by downloading from the City of Pacifica's website.

The web address for applications is

<http://www.cityofpacificca.org/civica/filebank/blobdload.asp?BlobID=4660>

Applications and DVD's can be dropped off in person or mailed to 700 Coast Hwy, Pacifica Ca. 94044. If mailed please address to the City of Pacifica's Collection System Manager. It is anticipated that absent any unforeseen events, the applicant shall receive an email with a Compliance Certificate or a Deficiency Notice within 7 business days of the City's receipt of a Certificate application. If no email is available a copy will be mailed.