

## New Sewer Service Connection: Process

- 1) Annexed:** A parcel must be located within the [TVCS District's Service Area](#) to apply to the District for a new sewer service connection. The first question to ask is if the undeveloped lot or parcel is within the CSD Sewer District Boundary? (You can check on the Marin County [MapViewer](#) website or the online [Marin LAFCo GIS Map Viewer System](#).)

Yes – continue to step 2

No – 1) petition to Marin LAFCO for an Annexation application

2) also, non-annexed parcel will need to request for an approved TVCS District Board Resolution confirming the District's ability and willingness to provide specific services to applicant's parcel/s.

- 2) Building Permits:** The Marin County Community Development Agency (CDA) has the authority over permitting building design and development in the unincorporated town of Tomales. Anyone planning to make improvements on a parcel or lot will need to contact the County of Marin [Community Development Agency – Building and Safety](#) to begin the County building permit process.
- 3) Engineering:** A licensed Civil Engineer's plans will be required to be submitted to the District when applying for a new sewer connection to demonstrate where and how the new sewer lateral will connect to the District's sewer main.
- 4) Application:** An [application form](#) for Sewer Service will need to be filled out and submitted to the District administration along with a full size copy of the Civil engineer's plans to begin the initial process of applying for a new sewer connection. **(Available on the TVCS District Website under Application for Sewer Service)**
- 5) Plan Review:** The district will review the submitted application, along with a set of required engineering plans, and get back to the applicant with any comments or requested revisions.
- 6) Conditional Approval:** The District will send out a notice (usually by email) of 'Approval with Conditions' and the amount of the connection fees and inspection deposit fee that will be required before the District can provide the required 'Will-Serve Letter' for the County permitting process.
- 7) Connection Fees:** The connection fee is a one-time buy-in fee paid per single-family resident (one equivalent sanitary unit - EU) or multiply sanitary units (equivalent units of a single-family unit – EUs) if application is for a multiple-dwelling unit or commercial building structure. Schedule of EUs can be found on the District's [Sewer System Management Plan](#) page 62. Connection fees are used only for infrastructure and capital improvements by the District. [See Current Sewer Rates and Fees](#).
- 8) Inspection Fee Deposit:** The inspection fee is a pass-through deposit fee to cover the District's cost to have a contract engineer do the final inspections for the new connection and provide a full set of

engineered plans for the new connection otherwise known as As-Builts. These As-Built plans continue to document and create a working set of plans for the whole sewer system.

- 9) Will-serve Letter:** When the District has conditionally approved the engineered plans and all connection fees and inspection fee deposit have been paid and received by the District, then the District will release required Will-serve Letter that states to the Marin County permitting agency that the District will provide sewer services under the conditions stated in the letter.
  
- 10) Final Inspection:** Once construction for the sewer lateral is complete and the connection is ready to be made to the side sewer, thus connecting the structure to the sewer main, the District will need to be notified by the applicant or applicant's contractor at least 72-hours in advance to allow for a District to schedule an inspection. The entire side sewer must be exposed so that the inspector can conduct a thorough visual inspection and also witness leakage tests conducted by applicant's contractor.
  
- 11) Final Inspection Fee calculation:** Once the District inspector has approved the installation of the new connection, and submitted the completed 'As-Builts' to the District along with invoiced fees, the District will calculate the difference between the applicant's previously submitted inspection deposit fee and the final cost of the inspection, then either return any amount of the deposit that is over the inspector's invoiced amount, or issue a payment due to the applicant for any balance remaining if the invoiced amount is higher than the inspection deposit fee.
  
- 12) Annual Service Fee:** The District's monthly service fee shall commence when the residential lateral for the new dwelling unit is connected to the District's sewage facility. District also requests to be notified when County CDA issues owners right to occupancy. See Current Sewer Rates and Fees.
  
- 13) Annual billing of Service fee:** The new connection may be billed directly by the District for the first year, depending on timing with the property tax rolls, but then will be included in the property owner's Property Tax bill listed as '**Tomales CSD**'.
  
- 14) Current Sewer Rates and Fees Schedule: (Available on the TVCSD Website under Current Sewer Rates and Fees)**
  
- 15) Disclaimer:** This New Sewer Connection Process Sheet is just meant to be a helpful summary of the connection process, but ultimately all applicants for new sewer connections are subject to the conditions in the TVCSD General Provision and Sewer Regulations 100 – 108 (pages 39 – 62) attached to the [Sewer System Management Plan \(SSMP\)](#).
  
- 16) Contact for further information:** [admin@tomalescsd.ca.gov](mailto:admin@tomalescsd.ca.gov) / 707-878-2767