



THIS IS YOUR OFFICIAL 90-DAY SEWER CONNECTION NOTIFICATION

June 01, 2009

Folio Number:
Property Address:

Re: Official Notification of Completion and CONNECTION FEE Amount Due of: \$1,000.00

Dear Property Owner:

In December 2002, the Fort Lauderdale City Commission adopted a resolution authorizing the implementation of *WaterWorks 2011*, a water and wastewater capital improvement program. This program represents a significant investment in the City's future and will provide all City residents with a modern water and wastewater utility infrastructure that will enhance tourism, promote economic development, support environmentally sound growth, and increase property values. One of the major benefits of the program is the provision of modern sanitary sewer service to those neighborhoods still dependent on septic tank disposal systems.

The official completion date for **Riverside Park Neighborhood (Sewer Area 1 Basin B)**, as certified by the City Engineer, is **JUNE 01, 2009**. This letter serves as your official notification that, in accordance with the terms of the authorizing resolution, as the property owner you must pay the CONNECTION FEE of **\$1,000.00** and connect to the sanitary sewer system no later than **AUGUST 31, 2009**, which is within 90-days of the official project completion date.

CALCULATION OF CONNECTION FEES

By municipal ordinance, the City Commission approved the establishment of a CONNECTION FEE of \$1,000 per Equivalent Residential Connection (ERC) for every property owner required to connect to the sanitary sewer system. An ERC factor is a flow-based measure of a customer's use of the sanitary sewer collection system. CONNECTION FEES are calculated using one of the following two methods, depending on the type of property:

The CONNECTION FEE for non-residential properties is based upon each customer's actual water usage for the preceding 36 months, if this data is available and if it is determined to be a reasonable basis of estimating current water use. If this information is not available or is not a reasonable basis for estimating current water use, the ERC calculation is based on flow projections as outlined in the "Guidelines for the Calculation of Sanitary Sewer Connection Fees" developed by the Department of Public Services Department and adopted by resolution of the City Commission.

The CONNECTION FEE for residential properties is based upon one of the following:

- A single-family detached home is charged one ERC with an associated CONNECTION FEE of \$1,000.
- Duplexes and triplexes are charged one ERC per dwelling unit, with an associated CONNECTION FEE of \$2,000 for duplexes and \$3,000 for triplexes.
- The CONNECTION FEE for multi-family residential properties with more than three dwelling units is 0.805 ERC per dwelling unit, with an associated CONNECTION FEE computed as follows: $0.805 \times (\text{Number of Dwelling Units}) \times (\$1,000)$.

The calculated ERC for _____ is **1.0000** with an associated CONNECTION FEE of **\$1,000.00**. This CONNECTION FEE is a one-time charge and is due to the City of Fort Lauderdale within 90-days and prior to connection to the sanitary sewer system.

FINANCING AND GRANT ASSISTANCE PROGRAMS

A property owner who is also the occupant ("owner-occupant") of a single-family, duplex, or triplex residential property (with individual water service), and who also has a Homestead Exemption for the home or unit that they live in, may finance the CONNECTION FEE for the unit they reside in for a period of five years at an annual interest rate of 6% compounded monthly. Property owners who elect to finance the CONNECTION FEE are subject to the following:

- The property owner must sign a promissory note during the 90-day connection period at the City's Water Billing Department, located on the first floor of City Hall at 100 North Andrews Avenue;
- Monthly payments for the financed CONNECTION FEE will be added the month following the Connection deadline to the monthly utility bill for that property (\$19.33/month);
- Failure to pay the loan will lead to collection actions and placement of a lien, if necessary, as authorized by Fort Lauderdale Code of Ordinances. The loan must be paid in full before the homeowner can refinance, sell or transfer the property to another owner.

Additionally, the City Commission has approved a Grant Assistance Program in conjunction with the 2002-2003 Housing and Urban Development Annual Action Plan. This assistance allows eligible residents, with incomes at or below the 50% median income levels, to receive a \$1,000 grant to pay the CONNECTION FEE, and provide a plumber to connect you to the sewer system, and abandon your septic tank. Please call the **WaterWorks 2011 Grants Administrator at 954-828-4502** for further information on the grant application process and to determine if you are eligible.

ERC PROTESTS AND APPEALS

A formal appeal process has been developed for property owners who request that their ERC rate be reconsidered. It is important to note that the 90-day deadline for payment and connection is not suspended during the appeal process. The appeal process is outlined below.

1. Any property owner requesting a further explanation of how the ERC for their property was determined, shall direct such request in writing no later than 30-days following the date of this letter to the address below:

ATTN: ERC APPEAL
Paul Bohlander, City Program Manager
200 North Andrews Avenue, Suite 300
Fort Lauderdale, FL 33301

2. The Program Management Team (PMT) will provide the basis for the calculation of the CONNECTION FEE to the property owner within 10-days of receipt of the request.
3. If the property owner desires a reconsideration of that calculation, they must submit a letter within 30-days of the PMT's letter (noting step 2), explaining the basis for their requested recalculation.
4. Within 10-days of receiving the property owner's letter (noted in step 3), the PMT will schedule a meeting with the property owner and Program Manager, or his representative, to discuss the basis for the recalculation and determine a final ERC.
5. Any property owner not satisfied with the final determination of the ERC shall notify the PMT in writing within 10-days of the meeting.
6. The PMT will forward all written communication, as well as details of the calculations, to the City Manager's Office. The City Manager, or his representative, shall make the final determination of the calculated ERC and of the CONNECTION FEE amount due.

4-STEP CONNECTION PROCESS

Connecting to the sewer system is a four-step process. Please read the following carefully:

STEP 1: Pay CONNECTION FEE

Payment – Satisfy your CONNECTION FEE payment using **one** of the following methods:

- Submit check or money order with the remittance form included in the notice in person or by mail to: **City of Fort Lauderdale Treasury Division, 100 North Andrews Avenue, Fort Lauderdale FL 33301**. Mastercard and Visa are also accepted.
- Obtain and complete a "Promissory Note and Lien on Property Form" if you are eligible to finance the CONNECTION FEE. This should be done in person at the address listed above. This option is only available during the 90-day connection period.
- If you have applied and been determined to be eligible for the Sewer Connection Assistance Grant, you will receive a grant award letter in the mail, and you do not have to follow any of the steps listed below. At the appropriate time, the City will contact you to arrange for a plumber to connect your building's plumbing to the new sanitary sewer system.

Receipt – Retain your payment receipt or copy of executed "Promissory Note and Lien on Property Form" from the Treasury Division. If payment was made via mail, the Treasury Division will mail you the receipt.

STEP 2: Obtain Required Permits

There are two permits required for all new sanitary sewer connections:

Environmental Review Approval from the **Broward County Development Management Division (BCDMD)** is required first. This office is located at Government Center West, 1 North University Drive – Suite 102, Plantation, FL, 33324.

- Plans are reviewed on work days between 8:00 am and 4:00 pm, (Phone: 954.357-6666). There are two forms, Information for Approval, and Plan Substitution, that must be completed and presented to the DMD Environmental Review counter for approval. These forms can be found online at <http://www.broward.org/development/environmental.htm>.
- The cost for a single family residence review is \$50.00. Fees for commercial and multi-residential buildings will be determined at the time of the review. The legal description/subdivision name can be found on your property tax bill, if a survey is not available. The building department jurisdiction is "Fort Lauderdale" and the wastewater treatment plant is the "George T. Lohmeyer WWTP" or (GTL).
- A plumbing permit is required from the **City of Fort Lauderdale Building Services Division**, located at 700 NW 19 Avenue (Phone: 954.828.5191). The plumbing permit can be obtained by a licensed contractor or by the property owner under an owner-builder arrangement. A typical plumbing permit for one sewer connection and one septic tank abandonment costs approximately \$55 to \$60, and the sewer CONNECTION FEE payment receipt must be presented at the time of submittal.

In addition to the permits listed above, other forms may be required including but not limited to:

- An **Owner Builder Permit Affidavit Form** is required if a property owner applies for the City plumbing permit and the property owner lives at that address. The owner will be required to sign a notarized plumbing permit application.
- A **Notice of Commencement** is required if the total cost of installing the sewer line exceeds \$2,500. The Notice of Commencement can be obtained from the Broward County Records Division, located at the Broward County Governmental Center, 115 South Andrews Avenue, First Floor. The Notice of Commencement form, along with the instructions for completing and recording a Notice of Commencement is available upon request.

When the required plumbing permit application is submitted to the City of Fort Lauderdale, the DMD Environmental Review approval must be attached, and a copy of the recorded Notice of Commencement (if required) must be attached as well. The original recorded Notice of Commencement is required to be on the job site when a plumbing inspection is performed.

STEP 3: Connect to the Sewer System

Sewer Connection – You have the option of hiring a plumbing contractor to install the necessary plumbing from your home or business to the sewer lateral, or you may complete this work yourself.

Tank Abandonment/French Drain – After your building is connected to the sewer system, your septic tank and french drain must be properly abandoned. The tanks' contents must be pumped out and properly disposed. Next, a hole must be knocked in the bottom of the septic tank and the tank must be filled with a clean material such as sand or gravel.

STEP 4: Final Inspection

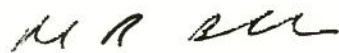
After connection to the sewer system is complete, and the septic tank and French drain have been properly abandoned, you must arrange for final inspection of the connection in accordance with the requirements of the plumbing permit. Inspections can be scheduled by calling 954.828.5191 or online at http://www.fortlauderdale.gov/building_services/onestop/kioskopt.asp?opt=5

After **AUGUST 31, 2009** you will have to pay a sewer service fee as part of your monthly utility bill. For a typical single family home, you can expect to pay an average monthly bill for sanitary sewer service between \$33 and \$44 per month. This monthly fee covers the cost to process the sewage and includes a 10% surcharge that will be in effect for a 20 year period, as required for payment of funding for the *WaterWorks* 2011 Program.

Failure to pay and hook-up within 90-days or by **AUGUST 31, 2009**, will result in enforcement actions. The Treasury Division can bill and file a lien against the property (in accordance with Florida Statute 159 and City Code 28-190), and the Community Inspections Division has the authority to issue appropriate notices, leading to presentation of the violation to the Special Magistrate. At this level, fines up to \$250 per day may be imposed. We strongly recommend that you comply with the sewer connection requirements at this time.

Should you have any questions regarding your CONNECTION FEE or the actions necessary to connect to the sanitary sewer system, please call the *WaterWorks* 2011 Call Center at 954-522-2604. On behalf of the City and Program Management Team, we look forward to providing you with this modern water and wastewater utility infrastructure.

Sincerely,



Paul R. Bohlander, P.E.
City Program Manager



Remittance Form

Return this form with your payment.

Make check or money order payable to "City of Fort Lauderdale" in U.S. dollars.

Mail or bring payment to:

City of Fort Lauderdale
Treasury Division
100 N Andrews Avenue
Fort Lauderdale, FL 33301

Sewer Area: 1B (RIVERSIDE PARK)

Folio Number:

Property Address:

Owner Name:

Utility Customer Name:

Customer Account Number:

Calculated ERC: 1.0000

CONNECTION FEE Due Date: AUGUST 31, 2009

CONNECTION FEE Amount Due: \$1,000.00

Amount Paid: \$ _____

Date Paid: _____