

CITY OF RICHMOND
Water Resource Recovery Department

450 Civic Center Plaza, 2nd Floor
 Richmond, CA 94804
 Office: (510) 620-6594
 Fax: (510) 307-8195
 Email: wrr@ci.richmond.ca.us
 Website: www.ci.richmond.ca.us/wrr



Sewer Lateral Grant Program

Application

Fiscal Year 2020-2021

APPLICANT INFORMATION (Please type or print in blue or black ink)

Property Owner(s) Name (PRINT): _____

Property Address (PRINT): _____

Mailing Address (if different than above): _____

Phone: _____ Cell: _____ Email: _____

Property affiliation: Primary Residence Rental Property (answer question below) Other: _____

Is the rental property currently registered with the City of Richmond Rent Program: Yes No

Contractor bid amount: _____

Total amount paid to contractor: _____

By signing this application, I certify that (i) I have read and understand the "Lateral Grant Application and Guidelines"; (ii) I am the legal owner or, if the owner is a tax-exempt public service organization, the legal representative of the owner of the subject property described above; (iii) I recognize the acceptance of this sewer lateral grant application is not a guarantee or promise by the City of Richmond to approve sewer lateral grant funds for private sewer lateral replacement at the above-described property; (iv) I understand the City of Richmond will award one (1) sewer lateral grant reimbursement to property owner(s) in a lifetime on a first come, first served basis until all sewer lateral grant funds are exhausted for the subject property described above; (v) I must maintain the private sewer lateral at the above-described property in compliance with Richmond Municipal Code Chapter 12.17 even if this sewer lateral grant application is not approved; (vi) I have not submitted a claim to the City or any other public agency for reimbursement of costs incurred to make the sewer lateral replacement described above; and (vii) I understand that the City of Richmond does not guarantee the work of contractors on private sewer laterals. I hereby grant the City of Richmond all rights of access to the subject property necessary to process this application, such rights to be exercised only during normal business hours and with reasonable notice to occupants of the subject property.

APPLICANT NAME (PRINT): _____

APPLICANT SIGNATURE: _____ **DATE:** _____

(FOR OFFICE USE ONLY)

1. _____ 2. _____

CHECKLIST:

- Contractor's Final Invoice
- Proof of Property Ownership (PQ/Grant Deed/PCOR)
- Rental Property
- Proof of Payment
- Certificate of Lateral Compliance

Commercial Property operated by a Non-Profit Organization: Yes No N/A

Has the applicant previously received a lateral grant reimbursement: Yes No

APN: _____

FY: _____

LGA #: _____

Approved Date: _____

Approved Amount: _____

APPROVED FOR REIMBURSEMENT INCOMPLETE DENIED

Notes:



Sewer Lateral Grant Program Application Guidelines

Application and copies of the required documents listed below must be submitted to:
Water Resource Recovery Counter – 450 Civic Center Plaza, 2nd Floor, Richmond, CA 94804
Counter Hours: Monday-Friday 8:30am-4pm
WRR@ci.richmond.ca.us

The City of Richmond recommends obtaining estimates from at least three (3) contractors.

Eligibility:

- ❖ Parcels served by the City of Richmond Sanitary Municipal Sewer District.
- ❖ Sewer lateral replacement must be completed **BEFORE** applying for the Sewer Lateral Grant Program.
- ❖ A full line replacement must be completed during the fiscal year July 1, 2020 to June 30, 2021.
- ❖ If you have previously received a Sewer Lateral Grant reimbursement, you will not be eligible to apply.

Required Documents:

- ❖ Only Lateral Grant Applications dated 6/30/2020 or newer will be accepted.
- ❖ Contractor's final paid in full invoice.
- ❖ Proof of payment (copy of canceled check, credit card receipt, or bank statement are accepted).
- ❖ Certificate of Lateral Compliance (issued by the City after encroachment permit inspections are approved).
- ❖ Grant Deed (change of ownership taken place within last 3 months and/or if property is under a Trust).
- ❖ Tax-exempt organizations must submit proof of tax- exempt status.

Award Limits:

- Each fiscal year the City allocates sewer lateral grant funds to be awarded for private sewer lateral replacement.
- This program can be suspended at any time without prior or advanced notification or posting.
- Property owner(s) are eligible for **ONE (1)** sewer lateral grant reimbursement award in a lifetime on a first come, first served basis until all sewer lateral funds are exhausted.
- Starting July 1, 2020 and ending June 30, 2021, the complete sewer lateral grant reimbursement amount is \$1,800 per application.
- Incomplete applications will **NOT** be accepted.
- Applications will be accepted via email and mail at this time. This is subject to change.
- No applications will be accepted after the sewer lateral grant funds are exhausted.
- Reimbursement may take approximately 5 weeks from the date the completed application is received and approved by the City.

PLEASE NOTE

Sewer Lateral Grant Program for Fiscal Year 2020-2021

**ONLY work completed during the fiscal year (7/1/20-6/30/21)
will be eligible for sewer lateral grant reimbursements.**