

# Sanitary Sewer Lateral Connection Fee Calculation Worksheet Instructions

1. Fill out all applicable sections completely. Make sure to include contact information so you can be reached for questions.
2. The connection fee is based on equivalent dwelling units (EDUs). A minimum of one EDU shall be used for all new connections.
3. Determine whether the property ever had a building connected to the Sewer System, and check the appropriate box.
4. Calculating EDUs for New Connections:
  - A. Single-Family Residential or Townhomes with Individual Connections: Check the box next to the single-family residential / townhomes with individual connections area and enter "1" in Box 5a. No additional documentation beyond the sanitary sewer lateral permit application is required.
  - B. Apartments or Condominiums (multiple units served by a single lateral): Check the box next to the apartments / condominiums area. Enter the total number of apartments or condominiums in Box 4a and multiply by 0.75 to get the total number of EDUs. Enter the total number of EDUs in Box 5a. A site plan or building plan, prepared by a licensed professional engineer, architect, or land surveyor, showing the number of units connected to the lateral must accompany the Calculation Worksheet.
  - C. Commercial or Industrial: Check the box next to the commercial / industrial area. Use Table 1, and check the box next to the appropriate water meter size of the building. Enter the number of EDUs that corresponds to the meter size in Box 5a. If the building contains more than one water meter, note the number of meters next to the corresponding sizes, sum the EDUs corresponding to each appropriate meter size, and enter the total number of EDUs in Box 5a. Documentation certifying the water meter size(s), such as a plumbing permit must accompany the Calculation Worksheet.
5. Calculating EDUs for the Repair, Replacement, or Modification of Existing Connections (See Sheet 2):
  - A. Calculating EDUs for the previous connection:
    - i. Single-Family Residential or Townhomes with Individual Connections: Check the box next to the single-family residential / townhomes with individual connections area and enter "1" in Box 3b.
    - ii. Apartments or Condominiums (multiple units served by a single lateral): Check the box next to the apartments / condominiums area. Enter the total number of apartments / condominiums in Box 1a and multiply by 0.75 to get the total number of EDUs. Enter the total number of EDUs in Box 3b.
    - iii. Commercial or Industrial: Check the box next to the commercial / industrial area. Use Table 1, and check the box next to the appropriate water meter size of the building. Enter the number of EDUs that corresponds to the meter size in Box 3b.

\*Documentation supporting past conditions must accompany the Calculation Worksheet. This documentation could include a demolition/wrecking permit, a past water bill, or a plumbing permit. If none of the above documentation is available, you may request that Citizens research past aerial photography to verify that the property had a building on it.
  - B. Calculating EDUs for the proposed connection: Refer to the instructions for Calculating EDUs for New Connections.
  - C. Determine the number of EDUs used to calculate the connection fee: Subtract the previous number of EDUs entered in Box 3b from the proposed number of EDUs entered in Box 3a, and enter the result in Box 3c.
    - i. If the calculated number of EDUs from Box 3c is  $\leq 0$ , enter "0" in Box 5a on Sheet 1.
    - ii. If the calculated number of EDUs from Box 3c is between 0 and 1, enter "1" in Box 5a on Sheet 1.
    - iii. If the calculated number of EDUs from Box 3c is  $\geq 1$ , enter the same number in Box 5a on Sheet 1.
6. Calculate the connection fee: Multiply the number of EDUs entered in Box 5a by \$2,000, and enter the result in Box 5b.
7. Sign and date the Calculation Worksheet.
8. Submit the Sanitary Sewer Lateral Connection Fee Calculation Worksheet and associated documentation with the Sanitary Sewer Lateral Connection Permit Application.
9. The applicant must pay the fee to Citizens Energy Group prior to the permit issuance by Citizens Energy Group.

# Sanitary Sewer Lateral Connection Fee Calculation Worksheet

1 OWNER/DEVELOPER INFORMATION			2 PROPERTY INFORMATION	
First Name	Last Name	MI	Address	
Company (if applicable)			Subdivision/Complex Name	
Contact Phone	Email		Lot (if applicable)	Section
Street Address			Township	
City	State	Zip Code	Is this property in STEP? <input type="checkbox"/> YES <input type="checkbox"/> NO	

Has this property ever had a building connected to the Sewer System? <input type="checkbox"/> YES <input type="checkbox"/> NO
If YES, calculate EDUs using worksheet on page 2.
If NO, proceed to section 4 below.

4 CONNECTION TYPE	
<input type="checkbox"/> <b>Single Family Residential / Townhomes with Individual Connections</b>	[ ] EDU
<input type="checkbox"/> <b>Apartments / Condominiums</b> [ ] <sub>4a</sub> Units × 0.75 EDU/Unit = [ ] <sub>4b</sub> EDUs	
*Provide required documentation (See instructions)	
<input type="checkbox"/> <b>Commercial / Industrial</b> (See Table 1 - Water Meter Based EDU)	
*Provide required documentation (See instructions)	

TABLE 1		
WATER METER BASED EDU		
	Water Meter Size	EDU Ratio
<input type="checkbox"/>	5/8" or 3/4"	1
<input type="checkbox"/>	1.0"	2.5
<input type="checkbox"/>	1.5"	5.8
<input type="checkbox"/>	2.0"	10
<input type="checkbox"/>	3.0"	23
<input type="checkbox"/>	4.0"	41
<input type="checkbox"/>	6.0"	92
<input type="checkbox"/>	8.0"	164
<input type="checkbox"/>	10.0"	253
<input type="checkbox"/>	12.0"	364

5 CONNECTION FEE CALCULATION	
Total Number of EDUs ==>	[ ] <sub>5a</sub>
Connection Fee per EDU ==>	× \$2,000
Total Connection Fee ==>	\$ [ ] <sub>5b</sub>

CITIZENS USE ONLY	
Total Number of EDUs: [ ]	Total Connection Fee: [ ]
Status/Comments: _____	
_____	
Reviewed by: _____	Date: _____

I, the undersigned, applicant/owner do hereby certify to the following:

1. I agree to construct and connect the above detailed building sewer in strict accordance with Citizens Wastewater of Westfield Sanitary District Standards, most recently amended version, and
2. I agree to construct in compliance with the most recent version of the Uniform Plumbing Code & 1-2 Family Dwelling Code, and
3. I understand that construction applied for herein is subject at all times to inspection, approval and acceptance of the building sewer by Citizens Water, and
4. I am not in violation of any provision set forth in chapter 671 or any other applicable regulation, and
5. I understand that any violation incurred may result all legal and equitable remedy allowed by Federal, State, and Local law, including the denial of future Sanitary Sewer Connection permits until said corrections are made

SIGNATURE OF APPLICANT
DATE
RELATIONSHIP TO PROPERTY OWNER

# Sanitary Sewer Lateral Connection Fee Calculation Worksheet

1 PREVIOUS CONNECTION TYPE	
<input type="checkbox"/> <b>Single Family Residential / Townhomes with Individual Connections</b>	[ ] EDU
<input type="checkbox"/> <b>Apartments / Condominiums</b> [ ] <sub>1a</sub> Units × 0.75 EDU/Unit = [ ] <sub>1b</sub> EDUs	
<input type="checkbox"/> <b>Commercial / Industrial</b> (See Table 1 - Water Meter Based EDU)	

**DOCUMENTATION REQUIRED**

This worksheet must be accompanied by supporting documentation. Choose from the following options: (check all that apply)

- Demolition/Wrecking Permit
- Past Water Bill
- Plumbing Permit
- Aerial Photography (Request to research)
- Other \_\_\_\_\_

**TABLE 1  
WATER METER BASED EDU**

	Water Meter Size	EDU Ratio
<input type="checkbox"/>	5/8" or 3/4"	1
<input type="checkbox"/>	1.0"	2.5
<input type="checkbox"/>	1.5"	5.8
<input type="checkbox"/>	2.0"	10
<input type="checkbox"/>	3.0"	23
<input type="checkbox"/>	4.0"	41
<input type="checkbox"/>	6.0"	92
<input type="checkbox"/>	8.0"	164
<input type="checkbox"/>	10.0"	253
<input type="checkbox"/>	12.0"	364

2 PROPOSED CONNECTION TYPE	
<input type="checkbox"/> <b>Single Family Residential / Townhomes with Individual Connections</b>	[ ] EDU
<input type="checkbox"/> <b>Apartments / Condominiums</b> [ ] <sub>2a</sub> Units × 0.75 EDU/Unit = [ ] <sub>2b</sub> EDUs	
*Provide required documentation (See instructions)	
<input type="checkbox"/> <b>Commercial / Industrial</b> (See Table 1 - Water Meter Based EDU)	
*Provide required documentation (See instructions)	

**TABLE 1  
WATER METER BASED EDU**

	Water Meter Size	EDU Ratio
<input type="checkbox"/>	5/8" or 3/4"	1
<input type="checkbox"/>	1.0"	2.5
<input type="checkbox"/>	1.5"	5.8
<input type="checkbox"/>	2.0"	10
<input type="checkbox"/>	3.0"	23
<input type="checkbox"/>	4.0"	41
<input type="checkbox"/>	6.0"	92
<input type="checkbox"/>	8.0"	164
<input type="checkbox"/>	10.0"	253
<input type="checkbox"/>	12.0"	364

3 EDU CALCULATION				
PROPOSED EDUS <small>(from box 2 above)</small> [ ] <sub>3a</sub>	-	PREVIOUS EDUS <small>(from box 1 above)</small> [ ] <sub>3b</sub>	=	CALCULATED EDUS <small>(difference between proposed and previous)</small> [ ] <sub>3c</sub>
<p>Enter the actual number of EDUs in box 5a of section 5 on page 1.</p> <p>If the calculated EDUs from above is ≤ 0, then the actual number of EDUs is 0.</p> <p>If the calculated EDUs from above is between 0 and 1, then the actual number of EDUs is 1.</p> <p>If the calculated EDUs from above is ≥ 1, then the actual number of EDUs equals the calculated EDUs.</p>				