

**CITY OF RICHMOND**  
**Water Resource Recovery Department**

450 Civic Center Plaza, 2<sup>nd</sup> Floor  
 Richmond, CA 94804  
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# Sewer Lateral Grant Program Application

## 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 serve 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 in person at:  
Water Resource Recovery Counter – 450 Civic Center Plaza, 2<sup>nd</sup> Floor, Richmond, CA 94804  
Counter Hours: Monday-Friday 8:30am-4pm**

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, 2019 to June 30, 2020.
- ❖ If you have previously received a Sewer Lateral Grant reimbursement, you will not be eligible to apply.

## **Required Documents:**

- ❖ Only Lateral Grant Applications dated 6/05/2019 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 serve basis until all sewer lateral funds are exhausted.
- Starting July 1, 2019 and ending June 30, 2020, the complete sewer lateral grant reimbursement amount is \$1,800 per application.
- Incomplete applications will **NOT** be accepted.
- All applications **MUST** be submitted in person. Any applications submitted via email or mail will **NOT** be accepted.
- 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 2019-2020**

**ONLY work completed during the fiscal year (7/1/19 – 6/30/20)  
will be eligible for sewer lateral grant reimbursements.**