

CITY OF RICHMOND
Water Resource Recovery Division

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



**Sewer Lateral Grant
 Program Application**
Fiscal Year 2023-2024

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

Property Owner(s) Legal Name (PRINT): _____

Property Address (PRINT): _____

Mailing Address (if different than above): _____

Phone: _____ Cell: _____ Email: _____

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) 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)
- 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: _____

LGA #: _____

Approved Date: _____

Approved Amount: _____

APPROVED FOR REIMBURSEMENT INCOMPLETE DENIED

Notes:



Sewer Lateral Grant Program Guidelines

Eligibility:

- Parcels served by the City of Richmond Sanitary Municipal Sewer District.
- Full sewer lateral replacement is required and must be completed **BEFORE** you apply.
- Partial sewer lateral replacements are NOT eligible to apply.
- Replacement must be completed during the current Fiscal Year 2023-2024 (7/1/23-6/30/24).
- If you have previously received a Sewer Lateral Grant reimbursement, you are NOT eligible to apply.
- The City recommends obtaining estimates from at least three (3) contractors.

Required Documents:

1. Sewer Lateral Grant Application.
2. Contractor's final paid in full invoice.
3. Proof of payment (copy of canceled check, credit card receipt, or bank statement are accepted).
4. Certificate of Lateral Compliance (issued by the City after encroachment permit inspections are approved).
5. Grant Deed (change of ownership within last 3 months and/or if property is under a Trust).
6. Tax-exempt organizations must submit proof of tax- exempt status.

Application and required documents must be submitted via email to: wrr@ci.richmond.ca.us

Award Limits:

- Each fiscal year the City allocates funds to be awarded for private sewer lateral replacements.
- The 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.
- Reimbursement amount is \$1,800 per application.
- Applications will NOT be accepted after the sewer lateral grant funds are exhausted.
- It takes 6-8 weeks from the date the application and documents are received by the City to process the reimbursement check.
- The reimbursement check will be mailed.

**If you have questions regarding the Sewer Lateral Grant Program,
please call 510-620-6594 or email wrr@ci.richmond.ca.us.#**