

CITY OF RICHMOND  
**Water Resource Recovery Division**

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



**Sewer Lateral Grant  
 Program Application**  
**Fiscal Year 2025-2026**

**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: \_\_\_\_\_

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.
- ❖ Partial sewer lateral replacements are NOT eligible to apply.
- ❖ Sewer lateral replacement must be completed **BEFORE** applying.
- ❖ 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](mailto: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.
- Reimbursement takes approximately 6-8 weeks from the date the application and documents are received by the City. 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](mailto:wrr@ci.richmond.ca.us).#**