



CITY OF ST. HELENA  
DEPARTMENT OF PUBLIC WORKS  
1480 MAIN STREET, ST. HELENA CA 94574  
TELEPHONE (707) 968-2658

## Sewer Annexation Application Packet and Instructions

Updated 12/1/2015

The City of St. Helena Municipal Sewer District No. 1 is considered a “community sanitary sewer” which is a sanitary sewer system owned and operated by the City of St. Helena. The municipal sewer district is not defined by a geographical boundary or city limit line it is simply those properties that are connected to the public system and are considered users of the system. A property located within the city limits does not necessarily imply that the property has been annexed to the sewer district. A Tax Rate Area (TRA) on the Assessor’s Tax Roll will indicate if the property is in or out of the district. A TRA 3002 indicates the property is located within the sewer district, a TRA 3000 indicates it is not part of the sewer district.

Any project, property or person wishing to connect the municipal sewer district and become a user of the system is required to be annexed into the district if the property generating the wastewater is not already a part of the district as indicated by TRA 3000.

Procedures for Annexation into the Municipal Sewer District No. 1 are as follows:

1. To process the application process **ALL** of the following items must be completed and submitted to the St. Helena Public Works Director:
  - St. Helena Application for Sewer Annexation
  - St. Helena Application Fee, Process Fee and Connection Fee
  - Board of Equalization (BOE): Statement of Boundary Change Form
  - Board of Equalization FeeFor more information of the BOE requirements please visit:  
<https://www.boe.ca.gov/proptaxes/pdf/jurboundaryreq.pdf> and  
<https://www.boe.ca.gov/proptaxes/pdf/400ta.pdf>
  - Napa County Mapping Flat Fee
2. Upon receipt of the application forms and appropriate fees, staff will review packet and determine if the proposed application meets the annexation requirements, and notify the applicant of determination.
3. Complete application meeting all annexation requirements will then be submitted for City Council review.
  - If the annexation is **denied** by City Council, applicant shall be refunded the State Board of Equalization Fee and the Napa County Mapping Fee.
  - If the annexation is **approved** by City Council, the applicant shall submit a written geographic description of the project area and map (both hard copy and digital format) depicting the projected area prepared by a Licensed Land Surveyor per BOE guidelines.
4. Upon receipt of the required geographic description of the project area and map, staff will prepare and submit the required information and fees to the State Board of Equalization and Napa County.



## Sewer Annexation Application Packet and Instructions

5. Prior to user physically connecting to the City’s sewer system:
  - Staff shall will confirm with the applicant that the annexation proceedings are complete and all fees have been paid
  - Prior to backfill of the trench at the connection point both Building and Public Works Staff will inspected applicable work and connections before final approval is given to applicant
  
6. Fees are updated annually, Fees for 7/1/15 – 6/30/16 are as follows:

FY 2015/2016	
<b>City Sewer Annexation Fees (Resolution 2012-21)</b>	
Sewer Connection Application Fee	\$900
Annexation Process	\$2,000
Connection Fee Inspection	\$400
<b>City Sewer Impact Fees (per habitable square foot) Municipal Code § 3.32.080</b>	
Single Family Residential	\$.47
Multi-family Residential	\$.70
Office	\$.46
Industrial	\$.62
Commercial/Retail	\$.93
Lodging	\$.92
$\$(\text{type of building}) \times (\text{Habitable SF}) = \text{Sewer Impact Fee}$	
<b>State Board of Equalization (BOE) Fee (Acreage Per Single Annexation)</b>	
Less than 1 acre	\$300
1.00 – 5.99 (most St. Helena properties)	\$350
6.00 – 10.99	\$500
11.00 – 20.99	\$800
21.00 – 50.99	\$1,200
51.00 – 100.99	\$1,500
Greater than 101 acres	Refer to BOE
<b>Napa County Mapping Flat Fee</b>	<b>\$162</b>
<b>TOTAL TO BE PAID WITH APPLICATION SUBMITTAL</b>	<b>\$ _____</b>

If you have additional questions please contact the Public Works Department at 707-968-2658 or for specific questions please contact:

- Glenn Price, Public Works Supervisor at 707-967-2870 or [gprice@cityofstheleena.org](mailto:gprice@cityofstheleena.org) for sewer service and connection information
- Christina Cook, Administrative Assistant at 707-968-2658 or [ccook@cityofstheleena.org](mailto:ccook@cityofstheleena.org) for annexation information
- Si tiene preguntas favor de llamar a Carlos Uribe, 707-486-6144 o [curibe@cityofstheleena.org](mailto:curibe@cityofstheleena.org)



# CITY OF ST. HELENA

## DEPARTMENT OF PUBLIC WORKS

1480 MAIN STREET, ST. HELENA CA 94574

TELEPHONE (707) 967-2792 FAX (707)967-2806

### Application for Sewer Annexation

#### APPLICANT INFORMATION

Applicant(s) Name			Phone
Applicant(s) Street Address	City	State	Zip
Property Owner Name			Phone

#### PROPERTY INFORMATION

Property Address seeking sewer annexation		City	State	Zip
Assessor's Parcel No (APN)	Dwelling Square Footage	Existing Land Use		
Subsequent Development Plans, if any, and Timing				

#### REQUIRED SIGNATURE

I hereby certify that this application and all other documents submitted are true and correct to the best of my knowledge and belief. I also certify that I am the owner of the above property and have full legal rights to the property.

_____	_____
Property Owner Signature	Date

#### \*\*\* FOR OFFICE USE ONLY \*\*\*

Application Received By		Date Application Received	
Present Zoning		General Plan Designation	
Application Checklist	Date Completed	Fee Calculation Worksheet	
St. Helena Application for Sewer Annexation		<b>Sewer Connection Application Fee (St. Helena)</b>	\$900
Statement of Boundary Change Application: BOE		<b>Annexation Process (St. Helena)</b>	\$2000
Fees submitted		<b>Connection Fee Inspection (St. Helena)</b>	\$400
Staff Report/Resolution Drafted		<b>Sewer Impact Fee (St. Helena)</b>	
City Council Approved		<b>State Board of Equalization (BOE) Fee</b>	
Legal Description and Map		<b>Napa County Mapping Flat Fee</b>	\$162
Confirm Tax Area Rate		<b>Total Due at Application</b>	
Submission to BOE		Sewer Impact Fee: \$ _____ * X _____ (Habitable SF)	
Submission to Napa County Auditor		(15/16) *PER SF \$.47 SFR   \$.70 MFR   \$.46 Office   \$.62 Industrial   \$.93 Com/Retail   \$.92 Lodging	
Submission to Napa County Assessor's office			
Napa County Tax Rate Area Change Received		<b>Total Collected with Application</b>	
Grading Permits Approved		<b>Date Payment Received</b>	
Encroachment Permits Approved		<b>Fees to other agencies:</b>	
Finance Notified		<b>State Board of Equalization Fee (Check # _____)</b>	
Date Service Began		<b>Napa County Mapping Flat Fee (Check # _____)</b>	\$162.00

**STATEMENT OF BOUNDARY CHANGE**

BOE File No.: \_\_\_\_\_

COUNTY	COUNTY NUMBER	ACREAGE	FEE	RES./ORD. NUMBER
CONDUCTING AUTHORITY				LAFCO. RES.
SHORT FORM DESIGNATION				EFFECTIVE DATE

**1. TYPE OF ACTION**

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> City - Annexation (02)      | <input type="checkbox"/> District - Formation (09)                           | <input type="checkbox"/> District - Name Change (11)                  | <input type="checkbox"/> School District - Unification (18)      |
| <input type="checkbox"/> City - Detachment (14)      | <input type="checkbox"/> District - Annexation (01)                          | <input type="checkbox"/> Reorganization (12)                          | <input type="checkbox"/> School District - Thompson Unified (19) |
| <input type="checkbox"/> City - Incorporation (04)   | <input type="checkbox"/> District - Detachment (07)                          | <input type="checkbox"/> School District - Transfer of Territory (13) |  |
| <input type="checkbox"/> Consolidation of TRA's (06) | <input type="checkbox"/> District - Consolidation (05)                       | <input type="checkbox"/> School District - Merger (17)                |  |
| <input type="checkbox"/> County Boundary Change (16) | <input type="checkbox"/> District - Dissolution/Removal from Board Roll (08) |   |  |

**2. PRINCIPAL CITY/DISTRICT(S) AFFECTED BY ACTION [ENTER DISTRICT NAME(S)]**


**3. AFFECTED TERRITORY**

- |                                      |                                      |   |
|--------------------------------------|--------------------------------------|---|
| <input type="checkbox"/> Inhabited   | <input type="checkbox"/> Developed   | <input type="checkbox"/> <b>Will be</b> taxed for existing bonded indebtedness or contractual obligations as set forth by the terms and conditions as stated in the resolution. |
| <input type="checkbox"/> Uninhabited | <input type="checkbox"/> Undeveloped |   |
| Number of Areas: _____               |                                      | <input type="checkbox"/> <b>Will not</b> be taxed for existing bonded indebtedness or contractual obligations.  |

**4. ELECTION**

- An election authorizing this action was held on \_\_\_\_\_ (mm/dd/yyyy).
- This action is exempt from election.

**5. ENCLOSED ARE THE FOLLOWING ITEMS REQUIRED AT THE TIME OF FILING**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Fees                               | <input type="checkbox"/> Certificate of Completion (LAFCo. Only)         | <input type="checkbox"/> County auditor's letter of TRA assignment (consolidated counties only) |
| <input type="checkbox"/> Legal description                  | <input type="checkbox"/> Map(s) and supporting documents                 |   |
| <input type="checkbox"/> Resolution of conducting authority | <input type="checkbox"/> Assessor parcel number(s) of affected territory |   |

**6. CITY BOUNDARY CHANGES ONLY**

- |   |   |
|---|---|
| <input type="checkbox"/> Map of limited addresses | <input type="checkbox"/> Alphabetical list of all streets within the affected area to include beginning and ending street numbers |
| <input type="checkbox"/> Vicinity map             |   |

Estimated Population: \_\_\_\_\_ Total assessed value of all property in subject territory: \_\_\_\_\_

**REQUIRED: According to section 54902 of the Government Code, copies of these documents must be filed with the county auditor and county assessor.**

The California State Board of Equalization will acknowledge receipt of filing to:	BOE USE ONLY
NAME	CHK #:
TITLE	
AGENCY	AMT:
ADDRESS (street, city, state, zip code)	
TELEPHONE NUMBER (include area code)	LTR #:
FAX NUMBER (include area code)	
EMAIL ADDRESS	
SIGNATURE OF AGENCY OFFICER	DATE