



Sanitary Sewer Connection Guidelines for Village Residents December 8, 2009 (Revision 2)

Introduction and Project Overview

The Village received notice on September 10, 2009 from the Miami-Dade County Water and Sewer Department (WASD) that residents in Zone 4 (Holiday Colony area, see below) can connect to the new sewer system. The following guidelines outline the steps required for property owners to hook up to the new sanitary sewer and abandon septic systems.

The Village of Key Biscayne's Water-Sewer-Reuse (WSR) project was divided into three areas in single-family and duplex residential neighborhoods. Construction is monitored by an engineering project management team from C3TS, Village officials and WASD staff.

Zone 1: South of West Heather Drive to (approximately) north of Curtiswood Road from Allendale Road to Bay Lane-Harbor Point Drive.

Zone 1/Zone 4 water and sewer construction began in July 2007. Reuse water lines were installed per WASD request. Residents were connected to new water pipe services in July 2009. Sewer work is complete and the updated and expanded pump station PS 131 is in operation. The contractor is correcting deficiencies per WASD's direction as of September 2009. Once WASD certifies the sewer construction certification, the system will be conveyed to WASD and residents can begin the connection process.

Zone 2/3: South of West Heather Drive to, and including, West Mashta Drive from Fernwood Road to Warren Lane (north area) and from Fernwood Road to Harbor Drive (south area). Includes Key Biscayne K-8 Center and Key Biscayne Community Church.

Water and sewer work began in Zone 2/3 in June 2008. As of September 2009, water pipe installation is complete pending certification by WASD in certain areas. Sewer installation, restoration and pump station installation are in progress. The expected construction completion date is late 2009 and the earliest estimate of when residents can hook up to sewer is February 2010.

Zone 4: South of Sonesta Drive to, and including, East Heather Drive from Atlantic Road to Caribbean Road (Holiday Colony). Includes Key Biscayne Library.

Zone 1/Zone 4 water and sewer construction began in Zone 1/Zone 4 in July 2007. Residents are connected to new water pipe services. Sewer work is complete and the new system was officially conveyed to WASD on September 10, 2009. Residents can now connect to the sanitary sewer.

Sewer Connection Information

Deadline to Connect to New Sewer System

Section 24-13 (7) of the Code of Metropolitan Dade County requires connection to abutting, available and operative sanitary sewers within ninety (90) days. Village of Key Biscayne residents within the new sewer construction zones were granted a time extension of ten (10) years to connect by the Environmental Quality Control Board (EQCB) per Miami-Dade County Department of Environmental Resources Management (DERM) regulations.

This sewer connection time extension is subject to the following conditions:

1. That this extension of time shall apply to single family or duplex residences only.
2. That connection to the public sanitary sewers shall be effected whenever any of the following occurs:
 - a. The existing septic tank and/or drain field fails
 - This condition is to be monitored and enforced by State of Florida Department of Health (DOH).
 - An allocation letter will be required by the Village Building, Zoning and Planning Department (BZP).
 - WASD connection fees must be paid by property owner (Plumbing Section Form).
 - b. Improvements or repairs to a property exceed the property's value by more than 50%
 - This condition is to be monitored by the BZP.
 - c. A change in property ownership occurs
 - This condition is to be monitored by WASD's New Business Office. The Village will notify interested parties via information added to the BZP open permit/lien title search form.
 - The owner is required by State law to disclose to the buyer that the residence must be connected to public sanitary sewer.
 - Realtors also are required to disclose to the buyer that the residence must be connected to public sanitary sewer.
 - Work may be done by the seller or buyer but no later than ninety (90) days from the date of closing.
 - d. Or no later than ten (10) years after completion and certification of the new sanitary sewer system.
3. The Village of Key Biscayne, once the ten (10) year extension of time is over, may come before the EQCB for an additional extension of time of only five (5) years.

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Connecting to the Sewer Lateral at the Property Line and Abandoning the Septic Tank: Procedures, Permits and Costs

A lateral pipe extending from the sewer main to the property line of each lot within the project area is provided as part of the sewer project. The owner is responsible to connect to the sanitary sewer whenever he/she decides to do so within the 10-year variance period or when it is required to connect per the EQCB Order.

Step-by-Step Connection Process

The connection process consists of several steps. Project officials recommend that residents follow these steps in sequential order to ensure that permits will be issued in a timely manner. Please be advised that permit fees and other costs included in these guidelines may change.

Step 1:

A Sewer Capacity Certification (Allocation Letter) issued by **Miami-Dade County Department of Environmental Resources Management (DERM)** is required to connect any facility, including residences, to the sanitary sewer system in Miami-Dade County (see contact information at the end of this document for office locations). The application form must be completed by the owner (it is available as a PDF document at the DERM website: http://www.miamidade.gov/derm/permit_application.asp). The owner or contractor should then submit the form and the \$90.00 fee to DERM. You should receive the Letter about one week after the application is submitted.

DERM may issue a Conditional Allocation Letter if the sewer construction in the area has been approved by DERM. Actual connection will be possible only when the completed sewers are operational.

Step 2:

Bring the DERM Allocation Letter to obtain Hook-up Approval from **Miami-Dade Water and Sewer Department (WASD)** to begin new sewer service (see contact information at the end of this document for office locations). This is a same-day transaction. The one-time sewer connection fee is \$1,960.00 for a single-family residence; billing will start with the next billing cycle after the fees are paid. Single Family Residence (SFR) Flow is determined by the Miami-Dade County Code to be 350 gallons per day (GPD).

Step 3:

Obtain a Pump-out and Abandon Permit from the **State of Florida Department of Health (DOH)** at the location given in the contact information at the end of this document. The fee is \$80.00 for this same-day transaction.

Bring the DOH Pump-out and Abandon Permit to the **Village BZP Department** to obtain a Plumbing Permit so that a licensed septic tank contractor can pump out and abandon your property's septic tank. The minimum permit fee is \$56.00 for this type of work. This is a same-day transaction.

Residents are reminded to hire a licensed and insured septic tank contractor for this work. This may be a different contractor than the one you use for your sewer connection plumbing work. A list of licensed septic tank contractors is available at the Florida

Department of Health website www.doh.state.fl.us/environment/ostds/Regist/reglist.htm, or contact the Village Department of Public Works office at (305) 365-8945.

Step 4:

Plumbing work inside the property to connect to the sewer lateral will require a separate Plumbing Permit from the Village of Key Biscayne and a licensed plumbing contractor. Submit your DERM Allocation Letter and WASD Approval to the **Village Building, Zoning and Planning Department (BZP)**. The minimum permit fee for this type of work is \$106.00; additional costs may be incurred depending on the complexity of the project. This is a same-day transaction.

The owner is responsible for all costs associated with the connection to the sewer lateral at the property line. The sewer usage fee assessed by WASD will commence once the connection is activated.

The Village has a list of licensed and insured plumbers who have worked in the Village within the 12 months prior to February 2009. This information is available at the Village website

(http://www.keybiscayne.fl.gov/clientuploads/PDF/Public_Works/VKB_LicPlumbers_02-05-09.pdf), or contact the Village Department of Public Works office at (305) 365-8945.

Overview of Costs to Owner

The owner's sewer connection tasks and costs are summarized as follows. WASD, DERM and DOH have set fees for their services. Village of Key Biscayne permit fees may vary; the minimum plumbing permit for sewer connection-related work is \$56.00. Please be advised that permit fees and other costs included in these guidelines may change. On-site plumbing construction costs are not estimated as they may vary depending on the complexity of the job.

Miami-Dade County/State of Florida Permits and Connection Fee Costs

- DERM Allocation Letter = \$ 90.00
- WASD New Sewer Service Connection Fee \$1,960.00
- DOH Pump & Abandon Permit Fee = \$ 80.00

Village of Key Biscayne Plumbing Permits

- Permit #1: Plumbing construction inside property to connect to sewer lateral at property line (Minimum cost \$56.00; cost may vary depending on complexity of connection construction) \$ 106.00+
- Permit #2: Septic Tank pump-out and abandonment \$ 56.00

Minimum Permit and Connection Fees Total = \$2,292.00

Permit Processor Fees You may elect to hire a Permit Processor/Runner to obtain the necessary permits on your behalf. The cost may vary depending on the rates set by these independent contractors.

Connection Construction Costs Within Property Costs may vary depending on the complexity of the construction required. For example, your plumbing and restoration costs will differ if your septic tank is located in the rear yard rather than the front or side yard. Costs include:

- Installation of piping inside property to sewer lateral provided by the Project at property line
- Pump out and abandonment of septic tank/drainfield (tank may be abandoned in place or removed)
- Restoration of property/landscaping costs

Important Contact Information

The **DERM Sewer Capacity Certification (Allocation Letter)** may be obtained at the following offices:

Miami-Dade Department of Environmental Resources Management
701 NW 1st Court, Suite 200
Miami, FL 33136-3902
Phone: (786) 315-2800 or (305) 372-6789
Office Hours: Monday-Friday, 8:00 am to 4:00 p.m.

Miami-Dade Department of Environmental Resources Management
11805 SW 26th Street, 1st Floor
Miami, FL 33175
Phone: (786) 315-2000
Office Hours: Monday-Friday, 7:30 am to 4:00 p.m.

Approval for a WASD lateral connection and payment of the connection fee must be done at the WASD New Business Offices:

Miami-Dade County Water and Sewer Department - New Business Office
3575 S. Le Jeune Road, Room 114
Miami, FL 33146
Phone: (305) 669-7699 or (786) 268-5360
Office Hours: Monday-Friday, 7:30 am to 4:30 p.m.

Miami-Dade County Water and Sewer Department - New Business Office
11805 SW 26th Street, Room 140
Miami, FL 33175
Phone: (786) 315-2000 or (786) 315-2717
Office Hours: Monday-Friday, 7:30 am to 4:00 p.m.

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The septic tank pump out and abandon permit is issued by the State Department of Health (DOH). NOTE: If sewers are not yet approved the DOH may give a variance for a holding tank septic system to temporarily serve residences within the zones where sewers will be provided.

Florida Department of Health/Environmental Health
Miami-Dade County Health Department
11805 SW 26th Street, 1st Floor
Miami, FL 33175
Phone: (786) 315-2444
Office Hours: Monday-Friday, 7:30 am to 4:00 p.m.

Plumbing Permits are issued by the Village of Key Biscayne Building, Zoning and Planning Department (BZP).

Village of Key Biscayne
Department of Building, Planning and Zoning
88 West McIntyre Street, Suite 250
Key Biscayne, FL 33149
Phone: (305) 365-5501
Office Hours: Monday-Thursday, 7:30 am to 11:30 a.m. (Permit requests)

For any additional questions on this subject, please contact:

Mariana Dominguez-Hardie
Assistant to the Director, Department of Public Works
Village of Key Biscayne
88 West McIntyre Street, Suite 230
Key Biscayne, FL 33149
Phone: (305) 365-8945
Fax: (305) 365-7757
Email: mdominguez@keybiscayne.fl.gov

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