

**Within this packet you will find:**

Application for Sewer Service

Copies of Ordinance - 2002-01 (Commencement Billing for New Sewer Service)  
96-01 (Applications for Sewer Service)

Resolution - 80-01C (Standard Specifications for the Construction of Building Sewers)

**The Applicant will need to:**

Contact the General Manager (760) 935-4500 to review the location of main line, lateral and any further connection requirements.

Complete the application for Sewer Service and provide the original application to the District.

Owner will pay the current sewer Connection Fee of \$7,293.00 and current inspection fee of \$50.00.

The District will complete page 2 of the application and sign off and provide two copies of the completed application to the owner.

Owner will provide one copy of the completed application to the County Building Department in order to obtain a Building Permit.

Owner, or owner's contractor, will contact the General Manager to inspect the connection. The General Manager will sign an inspection card and provide it to the District Secretary to establish initiation of use fee billing and Juniper Drive Special Zone of Benefit billing as a developed parcel, if applicable.

Operations Administration  
Billy Czeschin  
Keith Hafner  
(760) 935-4500

Board Secretary  
Lorinda Beatty  
(760) 965-9696

**ORDINANCE NO. 2002-01**

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE  
HILTON CREEK COMMUNITY SERVICES DISTRICT CONCERNING  
COMMENCEMENT OF BILLING FOR NEW SEWER SERVICE**

BE IT ORDAINED by the Board of Directors of the Hilton Creek Community Services District as follows:

SECTION ONE.      COMMENCEMENT OF BILLING FOR NEW SEWER SERVICE.

Section 7.09 of Division VII of Ordinance No. 81-01, as amended, is hereby amended to read as follows:

Section 7.09. Commencement of Billing for New Service.

The sewer service charge as set forth in Section 7.01 shall commence in the month following the month that the District Manager inspects and approves the connection to the District sewer system.

SECTION TWO.      INCONSISTENCY.

To the extent that the terms and provisions of this Ordinance may be inconsistent or in conflict with the terms or provisions of any prior District ordinances, resolutions, rules or regulations governing the same subject, the terms of this Ordinance shall prevail with respect to the subject matter thereof, and such inconsistent or conflicting provisions of prior ordinances, resolutions, rules or regulations are hereby repealed.

SECTION THREE. INVALIDITY.

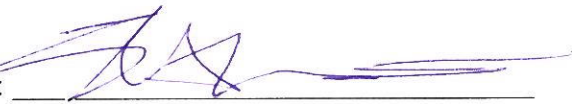
If any provision of this Ordinance or application thereof to any person or circumstance is held invalid, no other provision of this Ordinance shall be affected thereby.

SECTION FOUR. EFFECTIVE DATE.

This Ordinance shall take effect thirty (30) days from the date of its adoption and shall be posted at three (3) conspicuous places in the District within ten (10) days after adoption.

PASSED AND ADOPTED by the Board of Directors of the Hilton Creek Community Services District, County of Mono, State of California, this 16<sup>th</sup> day of May, 2002, at a regular meeting of the Board of Directors of the Hilton Creek Community Services District by the following vote:

AYES: *Stoeshipley, Kitty VanStalle, Tim Trainor, Kathy McFadden*  
NOES: *⊖*  
ABSENT: *Sam Modie*  
ABSTAIN: *⊖*

By:   
President, Board of Directors

ATTEST:

By:   
Secretary  
Board of Directors

**ORDINANCE NO. 96-01**

**AN ORDINANCE OF THE BOARD OF DIRECTORS  
OF THE HILTON CREEK COMMUNITY SERVICES DISTRICT  
CONCERNING THE ALLOCATION OF THE DISTRICT'S  
SEWAGE TREATMENT CAPACITY AND APPLICATIONS FOR SEWER SERVICE**

BE IT ORDAINED by the Board of Directors of the Hilton Creek Community Services District as follows:

**SECTION ONE. PURPOSE AND AUTHORITY.**

This ordinance, among other matters, establishes policies and procedures regarding applications for sewer service and the allocation of the Hilton Creek Community Services District's remaining available sewage treatment capacity. The authority for this ordinance is found at Government Code sections 61621 and 61621.5, and other applicable law.

**SECTION TWO. FINDINGS.**

The Board of Directors for the Hilton Creek Community Services District ("District") hereby finds and determines as follows:

A. The District currently has a limited amount of sewage treatment capacity available to serve new connections within the District. The District is exerting all reasonable efforts to further augment its sewage treatment capacity to meet the demands of all new applicants.

B. In light of the foregoing, it is necessary and desirable to clarify the District's policies regarding the allocation of its available sewage treatment capacity. The system implemented by this ordinance will allocate the limited remaining sewage treatment capacity as equitably as possible and for the greatest public benefit, and in accordance with the District's obligations under the law.

**SECTION THREE. SEWER CONNECTION APPLICATIONS AND PERMITS.**

Division V of Ordinance No. 81-01, as amended, is hereby amended in full to read as follows:

**DIVISION V. SEWER CONNECTION APPLICATIONS  
AND PERMITS.**

**Section 5.01. Allocation of Available Sewage Treatment Capacity.**

The available sewage treatment capacity shall be allocated on a first-come, first-served basis with the date of the completed application establishing the applicant's priority. When any available sewage treatment capacity has been exhausted, then the



District shall establish a waiting list for all applicants. If an applicant on the waiting list is offered sewer service consistent with the applicant's application and declines such offer, then the applicant shall be removed from the waiting list and will have to re-apply for sewer service in accordance with District rules, regulations and ordinances.

The District will not issue commitments of sewer service to undeveloped lands or subdivisions. Commitments of sewer service shall be made only when an applicant is ready for service, applies for service and obtains a sewer connection permit pursuant to the provisions of this Division.

Section 5.02. Applications for Sewer Service.

A. Information Required.

Each applicant for sewer service shall be required to sign an application form, provided by the District, which will set forth:

1. Name, address and telephone number of applicant, and of the person to whom bills shall be mailed ("customer").
2. Whether applicant is owner or tenant of, or agent for the premises. If an agent will act for the owner of the subject premises in matters concerning the application, the agent shall submit to the District written evidence of such agency and authority, having a notarized signature of the owner of the subject premises.
3. Date of application.
4. Legal description (Assessor's Parcel No.(s)) of premises to be served.
5. A description of the proposed work to connect the applicant's premises to the District's sewer system, including but not limited to whether a public sewer tap is necessary, and the name and address of the person who will perform the work. Any work shall be performed by a licensed contractor. The District's representative may require plans, specifications, drawings, or other such information as may be deemed necessary. If the District's representative determines that all aspects of the proposed work are in conformance with all of the District's ordinances, regulations, and requirements, the applicant shall be so notified.
6. Date applicant will be ready for service.
7. Whether the premises have been previously served by the District.

8. Whether connection charges have been previously paid for such premises, and, if so, the amount of such charges, and the date that they were paid.

9. Such other information as the District may reasonably require.

B. Determination of Sewer Service Availability.

Once the applicant has supplied the information required in subsection A., the District shall determine within sixty (60) days whether there is sewage treatment capacity available to provide the requested service. If the determination is affirmative, then within sixty (60) days of such determination, the District shall notify the applicant to pay all applicable charges, including the requisite sewer connection charges in effect at the time of the notice, which shall be paid within sixty (60) days of the date of the District's notice.

If the District determines there is not available sewage treatment capacity to provide the required service at the time of application, then the application shall be denied without prejudice and placed on the District's waiting list. At the time sewage treatment capacity becomes available to serve the applicant on the waiting list, the applicant shall be so notified and, if the applicant still desires service, the application that was denied without prejudice shall be reconsidered, and the District shall proceed with the processing of said application in accordance with the provisions of this Division.

C. Completed Applications.

Once the applicant has supplied all of the information required pursuant to subsection A. above, has paid all applicable charges, and has otherwise complied with other applicable District ordinances, rules and regulations, then the application shall be deemed complete. The date of such completion shall be stated on the application.

D. Property Owner's Liability.

Applicants for service to rental units may be the lessee or renter of the premises for which service is requested or may be the owner of said premises. Bills shall be mailed to the person designated as the customer on the application who shall be liable for payment of all District rates and charges, and shall otherwise be subject to the District ordinances, rules and regulations. In any situation where the lessee or renter is the designated customer for the premises to be served by the District, the owner of the premises so leased or rented shall guarantee payment of all District rates and charges incurred for service to his/her premises, shall otherwise be subject to District ordinances, rules and regulations, and shall be responsible jointly and severally with the designated customer for payment of any delinquent bill.

Section 5.03. When Sewer Connection Permit Required.

No persons other than the persons specifically excluded by this ordinance, shall commence, do or cause to be done, construct or cause to be constructed, use or cause to be used, alter or cause to be altered any public sewer, main sewer, lateral sewer, sewage pumping



plant, or other similar appurtenance in the District without first applying for sewer service and obtaining a sewer connection permit from the District pursuant to this Division.

Section 5.04.                    When Sewer Connection Permit Not Required.

The provisions of this ordinance requiring sewer connection permits shall not apply to contractors constructing public sewers and appurtenances under contracts awarded by the Board and entered into under proceedings pursuant to any of the special procedure statutes of this State providing for the construction of sewers and the assessing of the expenses thereof against the lands benefited thereby, or under contracts between the contractor and the District.

Section 5.05.                    Permits Not Transferable.

A sewer connection permit issued under this Division shall be used only for the premises described in the permit and is not transferable from one premises to another premises.

Section 5.06.                    Connection to Existing Lateral Sewer.

Before connecting to an existing lateral sewer, an application for sewer service shall be submitted and deemed complete pursuant to the provisions of Section 5.02.

Section 5.07.                    Sewers in Public Ways.

Before an applicant proceeds with the construction, installation, repair, or removal of any sewer, or appurtenances thereto, which will necessitate any excavation of fill, in, upon, or under any public street, highway or right-of-way under the jurisdiction of another public agency, the applicant shall furnish the District Manager with written evidence of compliance with the requirements of any agency having jurisdiction. The applicant, at its expense, shall obtain any encroachment permit or other approval required for any such excavation.

Section 5.08.                    Excessive Discharge of Sewage.

Any person proposing to have sewage discharged from any property to a sewer in quantities or at a rate greater than the capacity for which the sewer was designed, when such additional quantity will immediately overload the sewer, shall be denied a permit to connect any facilities to the sewer which will discharge more than the proportionate share allotted to the property. However, if such additional discharge will not immediately but may in the future overload the sewer, a conditional permit to connect to the sewer may be issued after the owner of the property agrees by a covenant satisfactory to the District Manager recorded against the land to construct or to share in the cost of construction of additional sewer capacity at such future time as the District Manager determines that an overload situation will exist or is imminent. The owner of the property shall supply a faithful performance bond guaranteeing compliance with the terms of the covenant, in a penal sum which, in the opinion of the District Manager, equals the future cost of construction of sewer facilities to carry such additional discharge.

The faithful performance bond shall be kept in full force and effect until such additional discharge is discontinued or until such additional sewer facilities are completed, and this obligation shall pass to succeeding owners of the property.

If any owner fails to supply and keep in effect the required faithful performance bond or fails to comply with the terms of the covenant, the conditional permit allowing such additional discharge may be revoked, and the continuing of such additional discharge thereafter will constitute a violation of this ordinance.

The provisions of this section shall also apply to any property previously connected to a public sewer, the discharge to which is later proposed to be increased or is found to have been increased substantially beyond the proportionate share of public sewer capacity allotted to the property.

Section 5.09.                    Compliance with Completed Application.

After an application has been deemed complete, the proposed work described therein shall be carried out as described in the application without change in location, grade or materials, or any other detail, unless approval in writing for any such change is first obtained from a duly authorized representative of the District.

Section 5.10.                    Agreement.

The applicant's signature on the application shall constitute an agreement to comply with all ordinances, regulations, and provisions of the District, and with the plans and specifications such applicant has filed with the application, if any, together with all subsequent changes as may be made or permitted by the District's authorized representative, if any. Such agreement shall be binding upon the applicant, and may be altered only by the District upon written request for the alteration from the applicant.

Section 5.11.                    Liability for Damages.

The applicant and the person performing the work under the completed application shall be liable for all damages of whatever nature occasioned by or resulting from the performance of such work, and shall protect, indemnify, defend and hold the District and its officers, directors, employees, and agents harmless from all losses, costs, expenses, damages, liability, causes of action, and judgments, including expenses incurred in defending same or in seeking to enforce this provision, except to the extent caused by the sole negligence, active negligence or willful misconduct of an indemnified party. The applicant shall bear sole liability for any defects in the work performed and for any failure which may develop therein.

Section 5.12                    Liability for Costs.

Both the applicant and the person performing work under a completed application shall be liable for all fees, costs, and expenses incident to the process of such work.



Section 5.13. Service Outside of the District.

No building or facility located totally or partially on land outside the boundaries of the District shall be connected to a sewer belonging to or maintained by the District, unless a permit for such connection is obtained. The applicant shall first enter into a written contract binding such applicant and all future owners of said outside parcel of land to abide by all of the District's ordinances and regulations with regard to the manner in which such sewer will be used, the manner of connecting therewith, and the plumbing and drainage in connection therewith, and also shall agree to pay all fees required for securing the permit and a monthly fee in the amount set by the District for the privilege of using such sewer. The granting of a permit for outside sewer connection shall be optional with the Board. Where special conditions exist with regard to an outside sewer, they shall be the subject of a special contract between the applicant and the District.

Section 5.14. Time Limit to Complete Work and Issuance of a Sewer Connection Permit.

The work to be performed under a completed application shall be completed within two years from the date of the completed application; provided that upon a showing of due diligence by the applicant, the District may grant an extension of said two-year period for up to an additional one year. Any request for an extension must be in writing and received by the District prior to the expiration of the two-year period. A Certificate of Occupancy from Mono County for the subject premises shall be obtained within said two year period, or, if applicable, within any extension thereof. Upon the timely completion of the work and issuance of the Certificate of Occupancy, a sewer connection permit shall be issued committing the District to provide sewer service to the subject premises pursuant to the rules, regulations and ordinances of the District, as such may be amended from time to time. If the work to be performed under a completed application is not completed within said two year period or any extension thereof, and a Certificate of Occupancy is not obtained within said period of time, said application shall thereupon be void, and no further work shall be performed by the applicant until a new application has been submitted and completed. Such new application shall be subject to any waiting list that may exist at the time of submittal. An applicant may request a refund of sewer connection charges pursuant to Section 3.19 of Division III of Ordinance No. 81-01, as amended. In the event sewer connection charges are refunded pursuant to a timely request therefor, then the completed application for which such charges were paid shall be null and void as of the date of the refund. If a completed application becomes null and void and the sewer connection charges paid are not refunded, then the amount of such charges shall be credited against any connection charges due on a subsequent application for sewer service for the same premises described in the void completed application.

SECTION FOUR. AMENDMENTS TO DIVISION VI OF ORDINANCE NO. 81-01.

Sections 6.01, 6.02, 6.03, 6.04, and 6.07 of Division VI of Ordinance 81-01, as amended, are hereby repealed.

Sections 6.08 and 6.09 of Division VI of Ordinance No. 81-01, as amended, are hereby amended to read as follows:



Section 6.08. Proper Liquid Waste.

Before any application for sewer service shall be deemed complete, the District shall determine either that the proposed waste is one which will not damage or destroy the public sewer or cause an unwarranted increase in the cost of maintenance of the public sewer or retard or inhibit the treatment of the sewage or is one that can be made acceptable by pretreatment.

Section 6.09. Pretreatment Plans Required.

In the event pretreatment or special facilities are required to make the proposed waste discharge acceptable as provided under the provisions of this ordinance, the applicant for sewer service may be required to furnish plans showing the method of collections and pretreatment proposed to be used, and a sewer connection permit shall not be issued until said plans or required modifications thereof have been checked and approved by the District and the work applicable thereto is satisfactorily and timely completed in accordance with said plans and specifications.

SECTION FIVE. PAYMENT OF CONNECTION CHARGES.

Section 7.05 of Division VII of Ordinance 81-01, as amended, is hereby amended to read as follows:

Section 7.05. Time and Manner of Payment of Connection Charges.

All sewer connection charges are due and payable in accordance with the provisions of section 5.02.B. of Division V of Ordinance No. 81-01, as amended.

SECTION SIX. REFUNDS.

Section 3.19 of Division III of Ordinance No. 81-01, as amended, is hereby amended to read as follows:

Section 3.19. Refunds.

In the event that any person shall have paid a fee as required under the sections set forth below, except for sewer connection charges, and the project has been formally abandoned or cancelled, or the application has become void, such person, upon presentation to the District Manager of a request in writing, shall be entitled to a refund in an amount equal to ninety-five (95) percent of the fee actually paid; provided that if the District has commenced or completed the work to which the fee is related, there shall be no refund of the fee. Refund requests must be submitted within one year after the date that the fee was paid.

An applicant may request a refund of sewer connection charges within one year from the date that the applicant's application for sewer service was deemed complete pursuant to section 5.02.C. of Division V of Ordinance No. 81-01, as amended. The request for a refund must be in writing and must be delivered to the District or post marked by the United States Postal Service within said one-year period. No refunds will be made if such request is not

timely made. If a refund request is timely made, the District shall refund the total amount of the sewer connection charges paid less an administrative fee for processing said application in an amount equal to five percent of the fees actually paid.

SECTION SEVEN. COMMENCEMENT OF BILLING FOR NEW SEWER SERVICE.

Section 7.09 of Division VII of Ordinance No. 81-01, as amended, is hereby amended to read as follows:

Section 7.09. Commencement of Billing for New Service.

The sewer service charge as set forth in Section 7.01 shall commence in the month following the month that the District Manager inspects and approves the connection to the District sewer system and the applicant has furnished the District with a Certificate of Occupancy from Mono County for the subject premises.

SECTION EIGHT. INCONSISTENCY.

To the extent that the terms and provisions of this Ordinance may be inconsistent or in conflict with the terms or provisions of any prior District ordinances, resolutions, rules or regulations governing the same subject, the terms of this Ordinance shall prevail with respect to the subject matter thereof, and such inconsistent or conflicting provisions of prior ordinances, resolutions, rules or regulations are hereby repealed.

SECTION NINE. INVALIDITY.

If any provision of this Ordinance or application thereof to any person or circumstance is held invalid, no other provision of this Ordinance shall be affected thereby.

SECTION TEN. EFFECTIVE DATE.

This Ordinance shall take effect thirty (30) days from the date of its adoption and shall be posted at three (3) conspicuous places in the District within ten (10) days after adoption.

SECTION ELEVEN. CEQA FINDING.

The Board of Directors of the District finds that the adoption of this Ordinance does not constitute a "project" under the California Environmental Quality Act ("CEQA") (Public Resources Code Sections 21000 et seq.) or its implementing Guidelines (14 California Code of Regulations Sections 15000, et seq.) ("CEQA Guidelines"). The Board further finds that the adoption of this Ordinance falls within the activities described in Section 15378(b)(3) of the CEQA Guidelines which are deemed not to be "projects". Even if the adoption of this Ordinance were a "project" for purposes of CEQA, the District Board finds that it is exempt from review pursuant to Section 15061(b)(3) which provides that an activity is not subject to CEQA review where it can be seen with certainty that there is no possibility that it may have a "significant effect on the environment." The District Board finds that it can be seen with certainty that there is no possibility that the adoption of this Ordinance and the approval of the



provisions contained therein may have a significant effect on the environment. The Secretary of the District is authorized to prepare, execute and file a Notice of Exemption pursuant to the above provisions.

PASSED AND ADOPTED by the Board of Directors of the Hilton Creek Community Services District, County of Mono, State of California, this 21st day of November, 1996, at a Regular Meeting of the Board by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

By:



Randall Witters, President  
Board of Directors

ATTEST:

By:



Secretary  
Board of Directors

RESOLUTION #80-01C  
HILTON CREEK COMMUNITY SERVICES DISTRICT  
STANDARD SPECIFICATIONS  
FOR THE CONSTRUCTION OF BUILDING SEWERS

Building Sewer Materials

The following standard sewer pipe materials will be accepted by the Hilton Creek Community Services District: Asbestos Cement Pipe, Class 1500 or Class 2400, as required; SDR 33-5 Schedule or 40 PVC Pipe; Johns-Manvil PVC Gravity Sewer Pipe; Solid wall ABS Sewer Pipe. All building sewers, beginning two feet from any building or structure shall have a minimum pipe size of 4-inch diameter. All building sewers serving two single-family residences on one lot shall be 4-inch diameter pipe. All building sewers serving more than one resident or structure shall be a minimum of 6-inch diameter pipe when commercial property. The General Manager of the District must approve any changes in the above specification.

Minimum Sewer Slope

Building sewers shall be run in practical alignment and at a uniform slope of not less than one-fourth (1/4) of an inch per foot toward the public sewer connection; provided, that where it is impractical to obtain a slope of one-fourth (1/4) of an inch per foot, a building sewer may have a slope of not less than one-eighth (1/8) of an inch per foot when specifically approved by the Hilton Creek Community Services District.

Cleanouts

- (A) A two-way cleanout shall be provided at the beginning of the building sewer, and shall not be closer than three (3) feet from any building or structure.
- (B) A cleanout shall be installed adjacent to the subscribed property line and shall be located one foot outside of the property line, where practical.
- (C) Cleanouts shall be placed in every building sewer at intervals not to exceed one hundred (100) feet in straight runs.
- (D) Every change in alignment or grade in excess of forty-five degrees in a building sewer shall be served by a cleanout, except that no cleanout shall be required for not to exceed one (1) forty-five degree change of direction or one (1) forty-five degree offset.
- (E) Each cleanout shall be installed so that it opens in a direction opposite to the flow of the soil or waste or at right angles thereto, and except in the case of "Y" branch and end-of-line cleanouts, vertically above the flow of the pipe.

(F) All cleanouts shall be made accessible by yard boxes with cover exposed approximately one (1) inch above grade. Use Brooks Products, Inc.. No. 36 or 1 RD Box or equal marked "Sewer".

#### Sewer and Water Separation

(A) The bottom of the water piping at all points shall be at least twelve (12) inches above the top of the sewer piping. The water piping shall rest on a solid shelf at one side of the common trench. Minimum horizontal separation between sewer and water pipes shall be eighteen (18) inches.

(B) If the vertical separation in (A) cannot be maintained, the minimum horizontal separation between water and sewer pipes shall be five (5) feet.

#### Inspection

It shall be the duty of the subscriber or the person doing the work authorized by the subscriber to notify the General Manager of the District orally or in writing, that said work is ready for inspection. Such notification shall be given not less than twenty-four (24) hours before the work is to be inspected. It shall be the duty of the person doing the work to be on the jobsite with the District's Inspector; in no case will work be accepted that cannot be visually checked. District inspection hours shall be from 9:00 a.m. to 5:00 p.m. Monday through Friday, and it shall be the responsibility of the subscriber to arrange for the inspection during these hours.

#### Inspection Fees

The inspection fees shall be charged to all subscribers upon application for sewer service at the then current rate determined for one (1) sewer connection inspection.

Any subscriber requiring inspection after the hours stated above or on weekends shall be charged for the District's inspection at the rate of \$50.00 per inspection as an after hours charge, over and above the normal required "inspection fee". The minimum after hours charge shall be \$50.00 (per inspection).

#### Building Sewer and Inspection Requirements

Inspection fee stated above is payable at time of application for each unit of service. Three inspections may be made: (1) from building to Main before backfill; (2) after backfill for installation of cleanout boxes; (3) after complete pumping and demolition and backfill of septic tank. Twenty-four (24) hour notice is required prior to each inspection. No person or persons shall be permitted to make any connection to main sewers, laterals or extension of sewer lines without written permission of the Hilton Creek Community Services District.



PASSED AND ADOPTED by the Board of Directors of the Hilton Creek Community Services District, County of Mono, State of California, this 12<sup>th</sup> day of June 1980 by the following vote:

AYES: Timothy DeVore, Randy Witters, Tom Long, Richard King, Bruce Malby

NOES: None

ABSENT: None

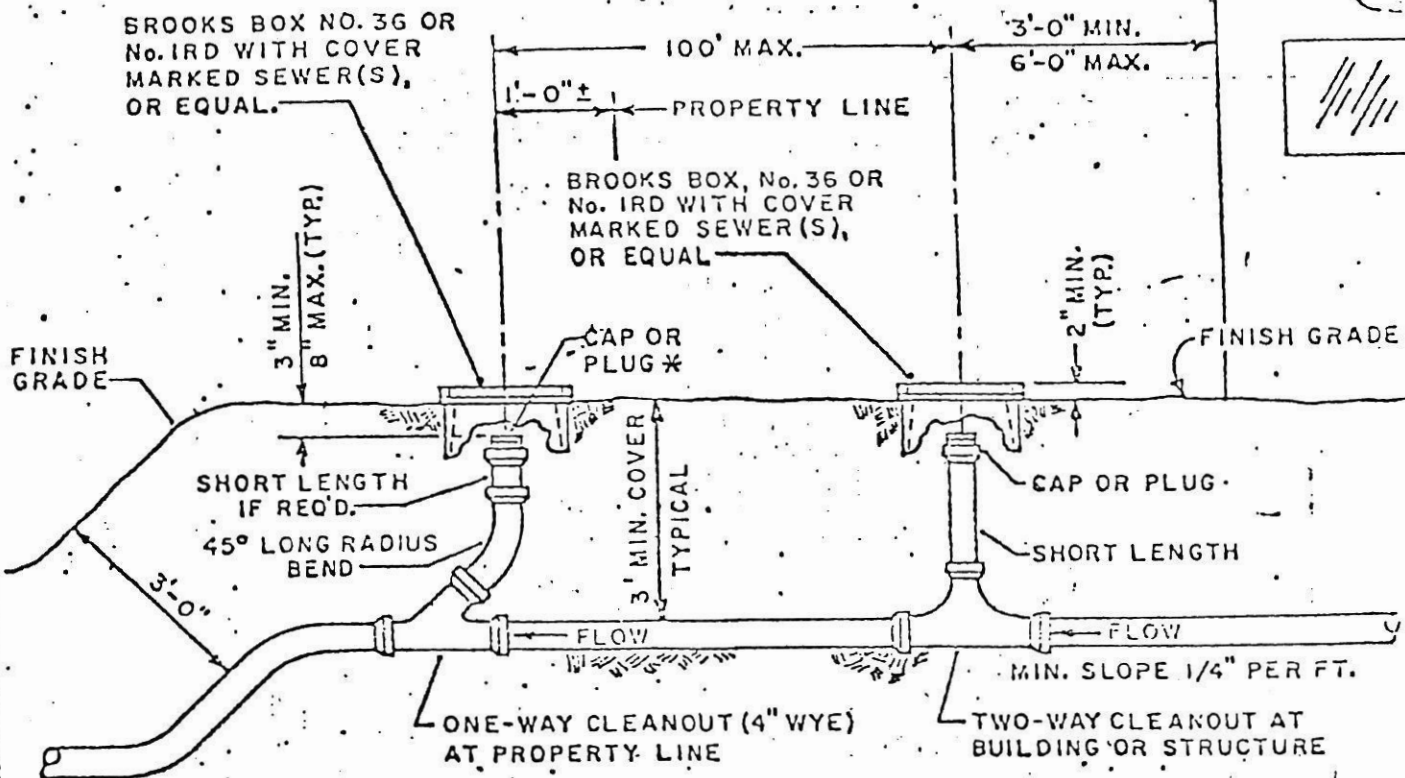
S/ \_\_\_\_\_  
Timothy DeVore, Chairman  
Board of Directors  
Hilton Creek Community Services District

ATTEST:

S/ \_\_\_\_\_  
Richard King, Secretary  
Board of Directors  
Hilton Creek Community Services District

BUILDING OR STRUCTURE

\*LOOSE CAP OR PLUG WITH "O" RING REMOVED (SO IT WILL BLOW IN CASE OF BACKFLOW)



# CLEANOUTS ONE-WAY & TWO-WAY SEWER CLEANOUT DETAIL

HILTON CREEK COMMUNITY SERVICES DISTRICT  
3222 CROWLEY LAKE DRIVE  
CROWLEY LAKE, CA 93546  
(760) 965-9696

**APPLICATION FOR SEWER SERVICE**

DATE OF APPLICATION: \_\_\_\_\_  
APPLICANT'S NAME (Property Owner): \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP: \_\_\_\_\_  
DAYTIME TELEPHONE NO.: \_\_\_\_\_

IS THIS THE SAME AS THE PERSON TO WHOM THE BILLS SHOULD BE MAILED?  
\_\_\_\_\_ IF NOT, CUSTOMER NAME: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_

LEGAL DESCRIPTION (ASSESSOR'S PARCEL NO.): \_\_\_\_\_  
PHYSICAL (STREET) ADDRESS: \_\_\_\_\_  
TYPE OF CONSTRUCTION: \_\_\_\_\_  
DESCRIPTION OF PROPOSED WORK TO CONNECT PREMISES TO DISTRICT'S  
SEWER SYSTEM: \_\_\_\_\_  
NAME OF PERSON/BUSINESS WHO WILL PERFORM WORK (must be a licensed  
contractor with appropriate insurance): \_\_\_\_\_

\*\*The District may require plans, specifications, drawings, or other such information as  
may be deemed necessary and the work must be performed in conformance with all of  
the District's ordinances, regulations, specifications and requirements.

DATE APPLICANT WILL BE READY FOR INSPECTION: \_\_\_\_\_  
HAVE PREMISES BEEN PREVIOUSLY SERVED BY THE DISTRICT? \_\_\_\_\_  
HAVE CONNECTION CHARGES BEEN PREVIOUSLY PAID FOR PREMISES? \_\_\_\_\_  
IF SO, AMOUNT OF SUCH CHARGES: \_\_\_\_\_ DATE PAID: \_\_\_\_\_

If the customer designated above is other than the applicant, the applicant hereby agrees  
to guarantee payment of all Districts rates and charges incurred for service to his/her  
premises, agrees to be subject to District ordinances, rules and regulations governing  
sewer service, and agrees to be responsible jointly and severally with the designated  
customer for the payment of any delinquent bill.

Applicant hereby acknowledges that this completed application and the issuance of a  
sewer connection permit pursuant thereto is subject to District ordinances, rules and



regulations including but not limited to, Ordinance No. 81-01, as amended, and Ordinance 2002-01.

\_\_\_\_\_  
Signature of Applicant

For completion by District:

CURRENT CONNECTION CHARGES DUE: \$7,293.00 \_\_\_\_\_  
CREDIT FOR PREVIOUSLY PAID CHARGES: \_\_\_\_\_  
TOTAL DUE FOR CONNECTION CHARGE: \_\_\_\_\_  
PAID RECEIPT NO.: \_\_\_\_\_

INSPECTION FEE DUE: \$50.00 \_\_\_\_\_  
CREDIT FOR PREVIOUSLY PAID FEE: \_\_\_\_\_  
TOTAL DUE FOR INSPECTION FEE: \_\_\_\_\_  
PAID RECEIPT NO.: \_\_\_\_\_

\*\*If customer is connecting to an existing lateral on the property, for which a connection charge has already been paid, there is no connection charge due. However, the connection must be inspected by the District and an Inspection Fee is due for this service.

DATE APPLICATION IS DETERMINED TO BE COMPLETE: \_\_\_\_\_

\_\_\_\_\_  
DISTRICT REPRESENTATIVE SIGNATURE

# Hilton Creek Community Services District

## Guide to Landlocked Property Sewer Lateral Access

### First Steps

- 1.) Know your address or APN number
- 2.) Use Mono County's Parcel Viewer to become familiar with properties you are landlocked by
  - a. <http://gis-monomammoth.opendata.arcgis.com/>
- 3.) Email [Districtmanager@hiltoncreekcsd.com](mailto:Districtmanager@hiltoncreekcsd.com) so we can suggest a direction for sewer access
  - a. We may request to meet at your property
  - b. This is only a good faith suggestion and is not legally binding. Hilton Creek Community Services District takes no responsibility for costs incurred from landowners on setting up an easement and lateral
- 4.) Contact Mono County and request if there are any existing property easements on file
  - a. Specifically, a sewer easement, but knowing other utility and access easements is helpful
  - b. Forward easement information to [Districtmanager@hiltoncreekcsd.com](mailto:Districtmanager@hiltoncreekcsd.com)

### If no easement exists:

You may attempt to contact the property owners of lots where there is a potential easement.

### If the new easement is a "Simple Easement" – meaning it is along a property line

Contact Inyo Mono Title - (760) 872-4741

[jcore@inyomonotitle.com](mailto:jcore@inyomonotitle.com)

#### Estimated associated costs:

\$400.00 to prepare a deed

\$500.00 for a title search (if required)

### If the new easement is complicated and requires surveying

Contact Triad Engineering - (760) 934-7588

[aholmes@thainc.com](mailto:aholmes@thainc.com)

#### Estimated Associated costs:

Cost can vary significantly depending on the complexity of the easement. Average estimated cost between \$1000 and \$4000.

**Once an easement is created:** You are required to record your new easement with Mono County.

#### Estimated Associated Costs:

\$13.00 first page

\$3.00 each additional page