

Guidelines for Appeals Form

This guideline includes information to assist filling out the Appeals Form, which is used to seek review of actions (or inactions) of the East Bay Municipal Utility District in connection with the Regional Sewer Lateral Program.

EAST BAY REGIONAL **PRIVATE SEWER LATERAL PROGRAM**

Required Information

1. Property and Property Owner Information
2. Are you requesting an extension of time from a deadline?
3. Are you appealing a decision made by EBMUD or inaction
4. Have you obtained a Time Extension Certificate?
5. Explain the reason for your appeal
6. Describe the specific request

Guidance

- Name, address, and phone number for property owner; parcel address and parcel number must be completed. An additional Contact Name, mailing address, email and phone number may be submitted if necessary.
- Select “Yes” if you are requesting more time to comply (e.g., to obtain a Compliance Certificate)
- Examples: Requirement to comply, Enforcement, title transfer not subject to Ordinance, etc.
- If a title transfer occurred, the parcel is eligible for a Time Extension Certificate allowing an additional 180 days to obtain a Compliance Certificate. Requests for additional time to comply following title transfers will only be considered if a Time Extension Certificate has been obtained.
- Provide more detail, dates, and circumstances.
- Examples: Additional time to comply, excused from requirements

7. Relevant Documentation Checklist. Include any relevant documentation that supports the appeal request. The following are required for the specified situations:

If you have a 203(k) loan and are requesting extended time for remodel work that will result in rehabilitation or relocation of the sewer lateral(s), enclose:

- Description of the planned work showing funds allocated for sewer lateral repair or replacement,
- Signed 203(k) Borrower's Acknowledgement, and
- Signed Homeowner/Contractor Agreement

If you are requesting extended time due to reconstruction following a House Fire, enclose:

- Fire Incident Report

If you are in the process of a redevelopment or remodel project, with plans to either re-locate or rehabilitate the existing lateral as part of that work, and are requesting additional time due to the length of the redevelopment project, enclose:

- Design plan statement indicating new lateral locations, existing laterals planned to be retained, and/or capped/abandoned laterals, schedule and any approvals (e.g., Planning or Zoning application or approval)

If you are in process on a development project and the City has issued a Stop Work Order preventing you from completing sewer lateral rehabilitation work at this time, enclose:

- City-issued Stop Work Order notice

If you are unable to complete sewer lateral rehabilitation work at this time due to the presence of squatters on the property, enclose:

- Copy of court documents to evict occupants

If you are unable to complete sewer lateral rehabilitation work at this time because your lateral is shared with an adjacent property and the City has issued a notice requiring that the laterals be separated, enclose:

- Copy of Conjoined Lateral Separation Notice from the City