



CITY OF ST. HELENA

DEPARTMENT OF PUBLIC WORKS

1088 COLLEGE AVENUE

ST. HELENA, CA.

94574

707-968-2658

Sewer Annexation and/or Connection Application Packet and Instructions

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:
 - Application
 - 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.



5. Prior to user physically connecting to the City's sewer system:

- Staff shall 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 inspect applicable work and connections before final approval is given to applicant

FY 2023/2024	
City Sewer Annexation Fees (Resolution 2012-21)	
Sewer Connection Application Fee	\$800
Annexation Process	\$2,300
Connection Fee Inspection	\$450
City Sewer Impact Fees (per habitable square foot) Municipal Code § 3.32.080	
Single Family Residential	\$.45
Multi-family Residential	\$.66
Office	\$.44
Industrial	\$.59
Commercial/Retail	\$.88
Lodging	\$.87
$\$(\text{type of building}) \times (\text{Habitable SF}) = \text{Sewer Impact Fee}$	
State Board of Equalization (BOE) Fee (Acreage Per Single Annexation)	
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
Napa County Mapping Flat Fee	\$162
TOTAL TO BE PAID WITH APPLICATION SUBMITTAL	\$ _____

Additional Costs

Construction cost of sewer line from curb to home	Home owner pays independently
Cost to abandon the existing septic system	Home owner pays independently
Geographic description/map by licensed surveyor	Home owner pays independently
Monthly Sewer Service	Home owner pays independently

If you have additional questions please contact the Public Works Department at 707-968-2658.



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Application for Sewer Annexation and/or Connection

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		Sewer Connection Application Fee (St. Helena)	\$800
Statement of Boundary Change Application: BOE		Annexation Process (St. Helena)	\$2300
Fees submitted		Connection Fee Inspection (St. Helena)	\$450
Staff Report/Resolution Drafted		Sewer Impact Fee (St. Helena)	
City Council Approved		State Board of Equalization (BOE) Fee	
Legal Description and Map		Napa County Mapping Flat Fee	\$162
Confirm Tax Area Rate		Total Due at Application	
Submission to BOE		Sewer Impact Fee: \$ _____ * X _____ (Habitable SF)	
Submission to Napa County Auditor		(18/19) *PER SF \$.51 SFR \$.77 MFR \$.51 Office \$.69 Industrial \$1.02 Com/Retail \$1.01 Lodging	
Submission to Napa County Assessor's office			
Napa County Tax Rate Area Change Received		Total Collected with Application	
Grading Permits Approved		Pending Amount Due	
Encroachment Permits Approved		Fees to other agencies:	
Finance Notified		State Board of Equalization Fee (Check # _____)	
Date Service Began		Napa County Mapping Flat Fee (Check # _____)	\$162.00

Please note there may be additional Building Department fees due for final hookup.
Contact the City of St Helena Building Department at 707.967.2779 with questions.