



VILLAGE OF KEY BISCAINE

Sanitary Sewer Connection Guidelines for Village Residents March 1, 2018 (Version 8)

Introduction

Property owners are encouraged to use these guidelines to hook up to the Village sanitary sewer and abandon septic systems. The process requires a Village Building Permit and permission/review of the application by Miami-Dade Water and Sewer Department (WASD) and Miami-Dade Department of Environmental Resources Management (DERM).

The Village's Water-Sewer-Reuse (WSR) Project, completed on June 30, 2010, was divided into three areas in single-family and duplex residential neighborhoods (Zone 1, Zone 2/3 and Zone 4). New water pipes and sanitary sewer pipes were installed in all zones.

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 construction began in July 2007. WASD allowed property owners to connect to the new sewer, and expanded pump station PS 131, as of December 29, 2009.

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, including installation of a new pump station, began in June 2008. Work was done in two phases, and WASD approved new sewer connections in Phase 1 as of March 2, 2010 and in Phases 2 and 3 as of June 30, 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 construction began in July 2007. WASD gave the go-ahead for property owners to connect to the new sewer system on September 10, 2009.

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 zones were granted a time extension of ten (10) years to connect by the Environmental Quality Control Board (EQCB) per DERM.

(Continued next page)

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 is required by the Village Building, Zoning Planning and Public Works Department (BZPPW).
 - WASD sewer connection fees must be paid by the property owner
 - b. Improvements or repairs to a property exceed the property's value by more than 50%
 - This condition is to be monitored by BZPPW.
 - 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 BZPPW 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 the 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.

The end of the ten-year period for each of the three areas (deadline to connect to sewer) is below:

- Zone 1: December 29, 2019
- Zone 2/3: June 30, 2020
- Zone 4: September 10, 2019

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

A lateral pipe from the sewer main to the property line of each lot was provided as part of the project. The owner is responsible to initiate the connection process, obtain a new sewer connection permit, and for all costs associated with the connection to the sewer lateral at the property line. The owner also is responsible for initiating the septic tank pump-out and abandonment process, obtaining required permits, and all associated costs. We recommend starting the permit process for both at the same time to expedite the work.

(Continued next page)

Please be advised that permit fees and other costs included in these guidelines may change.

New Sewer Connection Procedure:

Step 1:

The Applicant applies at BZPPW for a Plumbing Permit for a sewer connection using a licensed and insured plumbing contractor. Applicant is issued a Process Number (Ex.: P18-xxxx if issued in 2018) after the permit is reviewed and approved.

BZP keeps the original Permit form and gives the applicant a copy to take to DERM.

Step 2:

The applicant takes the copy of the Village Plumbing Permit with Process Number to DERM to apply for an Allocation Letter (also known as a Sewer Capacity Certification). DERM staff will use the Village Permit Process Number to create a County Municipal Number (P#). This will allow DERM to track the permit with the Village since the County will have a Plumbing Process Number from the Village associated with the Allocation.

The Allocation Letter is required to connect any facility, including residences, to the County sanitary sewer system, is valid for 90 days. The Allocation Letter form is available online as an interactive PDF document at <https://www.miamidade.gov/permits/library/sewer-allocation.pdf> and must be completed and submitted by the owner. The DERM fee (\$90.00 at of October 15, 2015) must be paid upfront either online or at the DERM Office.

Step 3:

DERM Staff handles the routing of the Plumbing Permit and Allocation Letter to WASD for a verification form to set up new sanitary sewer service. Once WASD Staff complete their verification process they send all documents back to DERM with an invoice for additional fees, including the new service connection fee.

The Single Family Residence (SFR) Flow referenced in Chapter 24 of the Miami-Dade County Code that determines the new service connection fee was modified as of October 1, 2010 for different types of building usage. Previously all applicants paid a fee of \$1,960.00 for a single-family residence of any size using a flow rate of 350 gallons per day (GPD). The new three-tier system calculates the fee on SFR Flow based on square footage as follows:

Building Size (sq. ft.)	Flow (gal/day)	Service Connection Fee
3,000 or less	220	\$1,232.00
3,001 – 5,000	320	\$1,792.00
5,001 or above	550	\$3,080.00

The Applicant is notified and must pay any WASD and DERM fees before obtaining a receipt and documents.

Step 4:

The Applicant brings the County receipts and documents back to the Permit Desk in BZP. Permit Clerks will verify the payments, attach the documents to the Permit and give the package to the Village Plumbing Inspector for review and approval. Once approved, the

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application is processed and fees paid to the Village. The minimum permit fee for this type of work is \$110.60. Additional costs may be incurred depending on the complexity of the project. This is a same-day transaction.

Step 5:

Begin plumbing work inside the property to connect to the sewer lateral.

Costs to Applicant may vary depending on the complexity of the work and location of former septic tank and drainfield,.

Step 6:

Once work is complete, Applicant must contact the Village for a final Plumbing Inspection. DERM will close out the Allocation and any NORCs associated with the Village once DERM receives a plumbing final notification.

The sewer usage fee assessed by WASD will commence once the connection is activated.

Old Septic Tank Pump-Out and Abandonment Procedure:

Step 1:

The Applicant obtains a permit to pump out and abandon a septic tank from the Environmental Health Section of the Florida Department of Health (DOH). Application forms can be found online at <http://www.floridahealth.gov/environmental-health/onsite-sewage/forms-publications/index.html>. Apply for the permit and pay the required fee to the Miami-Dade DOH at either location given in the contact information at the end of this document. The approximate fee is \$80.00. This is usually a same-day transaction.

Step 2:

The Applicant brings the DOH Permit and fee receipt to the Village BZP Department and applies for a Plumbing Permit. The minimum permit fee is \$60.60 for this type of work. This is a same-day transaction.

Residents are reminded to hire a licensed and insured septic tank contractor. This may be a different contractor than the one retained for sanitary sewer connection plumbing. The DOH website has a list of licensed septic tank contractors <http://www.floridahealth.gov/statistics-and-data/eh-tracking-and-reporting/septic-tank-contractors.html> or contact the Village Public Works Division at (305) 365-8945.

Step 3:

Begin work inside the property. Septic Tank abandonment must be completed within 90 days following connection to the public sewer system.

Costs to Applicant may vary depending on the complexity of the work 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.

Step 4:

Once work is complete, Applicant must contact the Village for a final Plumbing Inspection.

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Possible Additional Costs to Owner:

Other permits may be required if construction requires specimen tree removal, for example.

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.

Restoration of property and landscaping likely will incur additional cost.

Important Contact Information

Miami-Dade DERM for a **DERM Sewer Capacity Certification Allocation Letter:**

Miami-Dade Department of Environmental Resource Management (DERM)
Downtown Plan Review Office
701 NW 1st Court, Suite 200
Miami, FL 33136-3902
Phone: (305) 372-6789
Office Hours: Monday-Friday, 8:00 a.m. to 4:00 p.m.

Miami-Dade WASD New Business Office for a **New Connection to the Sanitary Sewer:**

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, 8:00 a.m. to 4:30 p.m.

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

Florida Department of Health for a **Septic Tank Pump-out and Abandon Permit:**

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

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Village of Key Biscayne Building, Zoning, Planning and Public Works Department (BZPPW) for
Plumbing Permits:

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

If you have questions, please contact:

Village of Key Biscayne
Public Works Division Office
(305) 365-8945

(Guidelines revised March 1, 2018 as well as December 29, 2011; November 29, October 7, July 1 and March 15, 2010 and December 8 and November 19, 2009. Original dated September 14, 2009.)