



## **Sanitary Sewer Connection Guidelines for Village Residents December 29, 2011 (Revision 7)**

### **Introduction and Project Overview**

These guidelines outline the steps required for property owners to hook up to the new Village 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 (Zone 1, Zone 2/3 and Zone 4). C3TS engineers, Village officials and Miami-Dade County Water and Sewer Department (WASD) staff monitored the work. Construction, water and sewer certification and the conveyance of the new systems to the County for all zones were completed as of June 30, 2010.

**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 along certain Zone 1 streets. Residents were connected to new water pipe services in July 2009. Zone 1 owners were able to connect to the new sewer, and expanded pump station PS 131, as of December 29, 2009 (with the exclusion of 1, 3 and 4 Harbor Point and 490 West Matheson properties for easement documentation reasons; owners will be advised once sewer connection may proceed.)

**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 Zone 2/3 in June 2008. Residents are connected to new water pipe services. WASD gave the go-ahead for property owners in Phase 1 of Zone 2/3 to connect to the new sewer as of March 2, 2010, and gave permission to connect for owners in Phases 2 and 3 on June 30, 2010. (A map showing Phases 1, 2 and 3 within Zone 2/3 is available at the Village website (PDF file)).

**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 July 2007. Residents are connected to new water pipe services. Sewer work is complete and WASD gave the go-ahead for Zone 4 property owners to connect to the new sewer system on September 10, 2009.

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## **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 Permitting, Environment and Regulatory Affairs (PERA).

NOTE: Prior to a Miami-Dade County departmental reorganization in September 2011, this function was overseen by the Department of Environmental Resources Management (DERM).

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 Sanitary 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 was provided as part of the project. The owner is responsible to connect to the sewer whenever s/he decides to do so within the 10-year variance period or when required per 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 Permitting, Environment and Regulatory Affairs (PERA)**; this was handled by the Department of Environmental Resource Management (DERM) prior to a reorganization in September 2011) is required to connect any facility, including residences, to the County sanitary sewer system. See contact information at the end of this document for office locations. The form is available online as an interactive PDF document at [http://www.miamidade.gov/derm/permit\\_application.asp#Plan](http://www.miamidade.gov/derm/permit_application.asp#Plan) and must be completed by the owner. The Letter should arrive about one week after the owner or contractor submits the form and the \$90.00 fee (check made payable to Miami Dade County) to PERA.

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

NOTE: Please be advised that other County permits may be required for a particular property (Ex.: For specimen tree removal).

#### **Step 2:**

Bring the PERA 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). Allow 4-6 days for processing at the downtown satellite New Business office next to the PERA office. Billing will start with the next billing cycle after the fees are paid.

As of October 1, 2010, 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 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:

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

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**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](http://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 PERA Allocation Letter and WASD Approval to the **Village Building, Zoning and Planning Department (BZP)**. As of October 1, 2010, the minimum permit fee for this type of work is \$110.60 (from \$106.00) due to changes in the State of Florida fee structure. 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 (see Step 2).

The Village has a list of licensed and insured plumbers who have worked in the Village within the 12 months prior to December 29, 2011 and perform sewer connection work. The list is available at the Village website ([http://keybiscayne.fl.gov/index.php?submenu=PublicWorks&src=gendocs&link=Public\\_Works&category=Village%20Departments/RegistPlumbingContractors\\_SewerConnect12-2011.pdf](http://keybiscayne.fl.gov/index.php?submenu=PublicWorks&src=gendocs&link=Public_Works&category=Village%20Departments/RegistPlumbingContractors_SewerConnect12-2011.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, PERA and DOH have set fees for their services. Village of Key Biscayne permit fees may vary. As of October 1, 2010, the minimum plumbing permit for sewer connection-related work is \$60.60 (from \$56.00) due to changes in the State of Florida fee structure. 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.

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

- PERA Allocation Letter = \$ 90.00
- WASD New Sewer Service Connection Fee =
  - Single-family residence of 3,000 sq. ft. or less \$1,232.00
  - Single-family residence of 3,001-5,000 sq. ft. \$1,792.00
  - Single-family residence of 5,001 sq. ft. or more \$3,080.00
- 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 \$106.00; cost may vary depending on the complexity of connection construction) \$ 110.60+
- Permit #2: Septic Tank pump-out and abandonment \$ 60.60

**Minimum Permit and Connection Fees Total =**

- Single-family residence of 3,000 sq. ft. or less **\$1,573.20**
- Single-family residence of 3,001-5,000 sq. ft. **\$2,133.20**
- Single-family residence of 5,001 sq. ft. or more **\$3,421.20**

**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 **PERA Sewer Capacity Certification Allocation Letter** may be obtained at these offices:

Miami-Dade Department of Permitting, Environmental and Regulatory Affairs (PERA)  
(formerly DERM)  
Downtown Plan Review Office  
701 NW 1st Court, Suite 200  
Miami, FL 33136-3902  
Phone: (786) 315-2800 or (305) 372-6789  
Office Hours: Monday-Friday, 8:00 a.m. to 4:00 p.m.

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Miami-Dade Department of Permitting, Environmental and Regulatory Affairs  
West Dade Plan Review Office  
11805 SW 26<sup>th</sup> Street, 1<sup>st</sup> Floor  
Miami, FL 33175  
Phone: (786) 315-2800  
Office Hours: Monday-Friday, 7:30 a.m. to 4:00 p.m.

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

Miami-Dade County Water and Sewer Department - New Business Office (as of 10/09)  
701 NW 1st Court, 2nd Floor – West Wing  
Miami, FL 33136-3902  
Phone: (786) 469-2025 or (786) 469-2026  
Office Hours: Monday-Friday, 7:30 a.m. to 4:30 p.m.

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 a.m. to 4:30 p.m.

Miami-Dade County Water and Sewer Department - New Business Office  
11805 SW 26<sup>th</sup> 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.

**The septic tank pump out and abandon permit is issued by the State Department of Health (DOH).**

Florida Department of Health/Environmental Health  
Miami-Dade County Health Department  
11805 SW 26<sup>th</sup> Street, 1<sup>st</sup> Floor  
Miami, FL 33175  
Phone: (786) 315-2444  
Office Hours: Monday-Friday, 7:30 a.m. 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 a.m. to 11:30 a.m. (Permit requests)

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**For any additional questions on this subject, please contact:**

Village of Key Biscayne  
Department of Public Works  
88 West McIntyre Street, Suite 230  
Key Biscayne, FL 33149  
Phone: (305) 365-8945  
Fax: (305) 365-7757  
Email: [mdominguez@keybiscayne.fl.gov](mailto:mdominguez@keybiscayne.fl.gov)

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