

Department of Public Works, City of San Mateo  
PRIVATE LATERAL COST SHARING PROGRAM



PROGRAM APPLICATION

(July 2020-2021)

Please Write Legibly

**Part 1: Participant Information**

Name:

Property Address:

Property Type (Please check One):

Single Family Owner Occupied \_\_\_\_\_ Other (please specify): \_\_\_\_\_

Mailing Address (if different from Property Address):

Work Phone:

Home Phone:

Cell Phone:

Circle best number to reach you during regular business hours.

Date

Email

**Part 2: Program Requirements**

Cost Sharing Program Requirements  
(please see other side for more details):

***Full Lateral Replacements Only are eligible for the Cost Sharing Program***

- Submit Application (**3 months to complete work from when application is approved**)
- Submit Estimates for Approval – **do not start any work until approved!**
- Reimbursement Request Form with:
  - Finaled Permits
  - Final Invoice
  - IRS W-9 (grants are reported as personal income)

*Please note that funding is limited and available on a first come, first served basis.*

**Part 3: Submit Application**

Please return your application by mail, email or fax:

**Mail:**

Angela Romanini  
Department of Public Works  
330 W. 20th Avenue  
San Mateo, CA 94403

**Email:** [aromanini@cityofsanmateo.org](mailto:aromanini@cityofsanmateo.org)

**Fax:** 650.522.7301

**Disclaimer:** Please be advised that information submitted in your application may be subject to disclosure under the California Public Records Act.

**QUESTIONS?**

Web: [www.cityofsanmateo.org/PrivateSewerLaterals](http://www.cityofsanmateo.org/PrivateSewerLaterals)

Contact: Angela Romanini 650.522.7340 or [aromanini@cityofsanmateo.org](mailto:aromanini@cityofsanmateo.org)

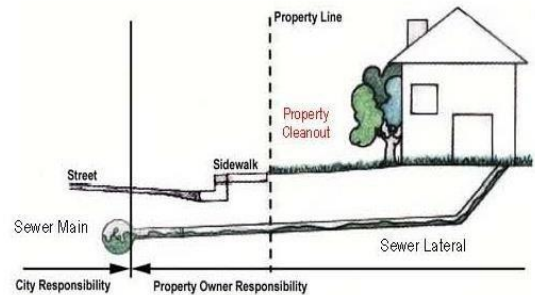


## City of San Mateo Private Sewer Lateral Cost Sharing Program Frequently Asked Questions



### ***What is a private sewer lateral?***

A private sewer lateral is the pipe that carries sanitary sewage from a private building to the City mainline. Property owners are responsible for maintaining their private sewer lateral (SMMC 7.38.432). In the City of San Mateo, private sewer laterals are defined as extending from the property structure all the way to and including its connection with the public sewer main. This is true whether the private sewer lateral is under a public right-of-way (street) or on private property in an easement.



### ***What is the Private Sewer Lateral Cost Sharing Program?***

The Private Sewer Lateral Cost Sharing Program was created to assist and encourage property owners to properly maintain their lateral and ultimately reduce the amount of inflow and infiltration (I&I) into the City's sewer system. The City will provide financial assistance in the form of a grant of 50% of the lateral replacement costs (to a maximum of \$5,000) to property owners completing a full lateral replacement, including a clean out, if one does not already exist, near the property structure in compliance with the CA plumbing code and, pursuant to City standard, a new wye connection at the main line if needed. Spot repairs and partial repairs are not part of the cost sharing program. Reimbursement will be 50% of lowest bid, up to a maximum of \$5,000. Please note that funding is limited and available on a first come, first served basis, for this fiscal year (July 2020-June 2021). **Property owners will have three months to complete their full sewer lateral replacement once their application has been approved. If a property owner cannot complete their full sewer lateral replacement within the three months their application will become voided.**

### ***Are all sewer lateral repairs eligible for the cost sharing program?***

No, only full lateral replacements with cleanout in compliance with the CA plumbing code, if one does not already exist, are eligible for the cost sharing program.

### ***Who is eligible for the cost sharing program?***

Anyone who owns property within the City of San Mateo city limits is eligible, regardless of income or property type.

### ***Does the program have a waiting list?***

Yes, there will be a waiting list available that is only valid for this fiscal year (July 2019- June 2020). The waiting list will be closed on February 1, 2021. All applicants on the waiting list after February 1, 2021, will be asked to reapply to the program for the next fiscal year, if funding is available.

### ***Does the program offer loans and grants?***

No, the program does not offer loans. The program offers grants only.

### ***Does the amount of the grant have to be reported to the IRS?***

Yes, grant recipients will receive a 1099G form from the City to report this amount on their personal income tax.

### ***How does the program work?***

1. Property Owner must submit application. **(3 months to complete full sewer lateral replacement from when application is approved).**
2. Property Owner must contact three licensed plumbers/contractors for written estimates to replace entire lateral including a cleanout, if one does not already exist, near the property structure in compliance with the CA plumbing code and, pursuant to City standard, a new wye connection at the main line if needed. Three written estimates are required and must be submitted for review and approval prior to beginning work. Estimates should include the following line items: full lateral replacement, cleanout, if necessary, permits, and wye connection, if necessary. Property Owner may choose any contractor, but City will only reimburse costs based on 50% of the lowest bid, up to \$5,000.
3. Property Owner must submit estimates for review prior to beginning work on the lateral.
4. Contractor or Property Owner obtains proper permits at City Hall:
  - Building permit for working on private property
  - Encroachment permit if working in the public right-of-way
5. Complete the full lateral replacement: **NOTE: ANY CHANGE FROM ORIGINAL ESTIMATES IN SCOPE OR COST OF WORK MUST BE APPROVED BY CITY PRIOR TO WORK BEING COMPLETED TO BE ELIGIBLE FOR GRANT REIMBURSEMENT.**
  - Contractor schedules required inspections with City inspector (inspection contact information is on permit)
  - Permits must be “finalized” (this means the permit work inspected and signed as complete by City inspector)
6. When project is completed, submit the following documents to the City of San Mateo:
  - Final invoice for work completed
  - Building Permit - finalized
  - Encroachment Permit (if necessary) – finalized
  - W-9 completed (available at City Hall or online at <http://www.irs.gov/Forms-&-Pubs>)
  - Reimbursement Request Form
7. Grant reimbursement check (50% of repair up to maximum of \$5,000) will be mailed to you after review of required documents. Reimbursement will be 50% of lowest bid.

**City of San Mateo Public Works Department**

**(650) 522-7340**

**[www.cityofsanmateo.org](http://www.cityofsanmateo.org)**

edited 5/5/2020