

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



## PROGRAM APPLICATION

(July 2025-June 2026)

**Please Print - All Boxes Must be Complete to be considered for the program**

### Part 1: Participant Information

First Name:	Last Name:	
Property Address:	City:	Zip:
<b>Property Type (Please check)</b> Single Family Home      Multi Unit Home      Commercial Property		
Check Remittance Mailing Address:	City:	Zip:
Phone #:  Best number to reach you during regular business hours.		
Date:	Email:	

### Part 2: Program Requirements

#### Cost Sharing Program Quick Reference

*See Page 3 for Detailed Instructions*

- Only full sewer lateral replacements are eligible for the program. Do not start work until approved by the City.
- Applications must be submitted for review and acceptance. Once accepted via email, instructions on how to proceed will be emailed to you.

#### Street Moratorium

- If your street has been resurfaced or slurry sealed in the last 3 years, the property owner will be responsible for the resurfacing or slurry seal of the street.
- Once your application is submitted, the City will inform you of any additional street work that may be required to pave the street.
  - Instructions will be included via email. All quotes must be submitted per the instructions that are emailed
  - Submit 3 quotes from licensed contractors for approval per emailed instructions
  - Do not start any work until quotes have been approved!
  - Once quotes are approved, work can begin

#### Once work is complete and all permits are final submit Reimbursement Request Form with:

- Final Invoice showing paid / \$ 0 balance
- IRS W-9 Form
- Final Permit information

**Property owners have 90 days from the date of acceptance into the program to complete the full sewer lateral replacement, or the application will be void.**

### Part 3: Submit Application

Please return your application by email (preferred), mail, or in person directly to City Hall:

**Mail:** Department of Public Works  
330 W. 20th Avenue San Mateo, CA 94403  
ATTN: Sewer Lateral Program

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

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

#### QUESTIONS?

Web: <https://www.cityofsanmateo.org/1910/Citywide-Private-Lateral-Cost-Sharing-Program>

**Email Preferred:** [pslp@cityofsanmateo.org](mailto:pslp@cityofsanmateo.org) - Contact: 650.522.7330



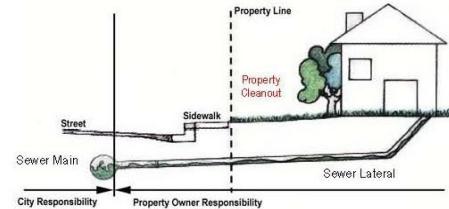
# City of San Mateo Private Sewer Lateral Cost Sharing Program Frequently Asked Questions & Program Guidelines



**Please Note:** Funding is limited and available on a first come, first served basis for each fiscal year.

## **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 is a cost share grant program 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.

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

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

## **What does the City provide?**

The City will provide financial assistance in the form of a grant reimbursement for the full lateral replacement cost. **The City will reimburse 50% of lowest bid, up to, \$2,500 maximum until funding is exhausted.**

## **What cost are not part of the program?**

Spot repairs, partial replacements, root work costs are not covered in this program.

## **How quickly does the City respond to inquiries?**

The City will respond to inquiries on Monday and Friday of each week. Email is the preferred method. When contacting the City regarding this program please provide your contact information, address of property, and question.

## **Does the grant amount 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.

## **Does the City provide printed form packets? How can I turn in my forms? How does the City correspond to property owners?**

- Property owners will need to have access to email. All acceptance / approvals and correspondence with the City will be via email.
- You can pick up a Sewer Lateral Program packet at City Hall.
- The documents can be filled out and returned by mail, email, or directly to City Hall. When turning in documents via mail, or to City Hall make to the **Attention: Sewer Lateral Program**

## **Does the City Provide recommendations for service providers?**

The City cannot provide recommendations for service providers.

## **What happens if there is a change in the scope of work?**

- Any change in the original estimated scope of work/cost **must** be approved by the City. Changes must be submitted to the City for approval prior to proceeding with work. If you fail to do so you will **NOT** be eligible to receive reimbursement.

## **What if my street is under moratorium?**

- The City will email the applicant with parameters/language to add to quotes for the additional resurfacing work that will need to be completed by the property owner. Please refer to Municipal Code 17.32.020.

## **Program Steps**

- 1. Property Owner must submit an application for acceptance and review, once accepted instructions will be emailed regarding quotes submission. If quotes are submitted with application they may need to be revised (you will be informed via email).**
  - We highly recommend using email for submissions
- 2. Property Owner will receive an email with acceptance and instructions to contact three licensed plumbers/contractors for written estimates. Please only submit 3 quotes.**
- 3. Property Owner will submit 3 quotes to the City for review and approval prior to starting any work.**
- 4. Quotes should include the following language and information:**
  - Full sewer lateral replacement
  - Cleanout, if one does not already exist or is damaged, near the property structure
  - New wye connection at the main line if necessary (price should be included in quote)
  - Permits should be included in the overall price or stated as a separate charge
- 5. If your street is under Moratorium for street resurfacing or slurry seal you will be required to complete additional work. Based on the type of work that has been completed on your street, the City will email you with additional parameters and language that must be included in the quotes.**
- 6. All work should comply with the CA plumbing code and, pursuant to City standard.**
- 7. Once Quotes are reviewed and approved by the City, Property Owner will be directed via email to select one of three contractors and proceed with completing the sewer lateral replacement.**
- 8. Contractor or Property Owner obtains proper permits at City Hall or through the City's website:**
  1. Building permit for working on private property
  2. Encroachment permit if working in the public right-of-way
- 9. Once full sewer lateral replacement is complete:**
  1. Contractor schedules required inspections with City inspector (inspection contact info is listed on permit)
  2. Permits must be "finalized" for reimbursement to be submitted to Finance
- 10. Property Owner submits the following documents to the City (email preferred)**
  1. Reimbursement Request Form - Form must be completely filled out
  2. Final invoice / Showing Paid / Zero Balance
  3. Finalized Building and Encroachment Permit #'s (check online or with contractor- [Permit Portal City Website](#))
  4. Completed W-9 - Must be completed by Property owner / person receiving the reimbursement and reporting Forms (available at City Hall or online at <http://www.irs.gov/Forms-&-Pubs>)
- 11. If documents are incomplete or have errors, they will be returned for correction.**
- 12. Grant Reimbursement Check**

The reimbursement check will be mailed to the property owner within 3-4 months of receiving and approving the reimbursement packet