



Sewer Connection Process

201 North Lassen Street, Willows, CA 95988 | Phone: 530.934.7041 | Fax: 530.934.7402

If applying to connect within the City of Willows:

1. Applicant shall complete *Sewer Service Application & Anti-Discrimination Form*
2. Applicant shall acquire an *Encroachment Permit* (either City, County or Caltrans)
3. Applicant shall deliver the above-listed items with the \$1,250.00 sewer connection fee per unit (Resolution 15-98, also listed in Fee Schedule binder) to City Public Works Dept.
4. City will inspect the tie-in and trench restoration.*
5. Once tie-in is completed satisfactorily, City will forward a copy of the *Sewer Service Application* to the Finance Dept. for inclusion on the County tax roll.** (Place original in file near front counter, "Approved/Connected Sewer Service Connection Application & Anti-Discrimination Form" and mark the new connection on the tally sheet in the file (for ease of regular Federal inspection of records).

If applying to connect within the Northeast Willows Community Services District (NEWCSD):

1. Applicant shall write a letter to NEWCSD requesting permission (include parcel # & address).
2. Bring the reply letter from NEWCSD granting permission to connect to the City of Willows offices.
3. Complete steps 1-3 from section above (connection within the City of Willows).
4. City will inspect the tie-in,* County will inspect trench restoration & on-site plumbing (a plumbing permit will be required from the County).
5. Once tie-in is completed satisfactorily, City will forward a copy of the *Sewer Service Application* to NEWCSD for inclusion on the County tax roll.** (Place original in file near front counter, "Approved/Connected Sewer Service Connection Application & Anti-Discrimination Form" and mark the new connection on the tally sheet in the file (for ease of regular Federal inspection of records).

City Office: 201 N. Lassen St. Willows CA 95988 (530) 934-7041

NEWCSD: PO Box 2010 Willows CA 95988

County Office: 777 N. Colusa St. Willows CA 95988 (530) 934-6530

*Per WMC 13.10.140 - (7) Connection to Public Sewer. The connection of the side sewer into the public sewer shall be made in accordance with city standard specifications and at the applicant's expense, including connection, trenching, backfill and paving. The connection to the public sewer shall be made in the presence of a city inspector and under his supervision and direction. Any damage to the public sewer shall be repaired in conformance with city standard specifications.

**Note for City staff: Don't forget to ask about water meters as well, as billing for commercial/industrial will be done via Cal Water (residential is done via tax assessor).