



City and Borough of Sitka

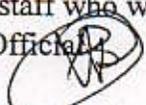
PUBLIC SERVICES

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Policy #04-01

MEMO

To: Public Works and Finance staff who work with development fees, see Distribution
From: Scott Brylinsky, Building Official 
Date: January 14, 2004
Subject: Procedure for water/wastewater hook-up fees under new customer service policies

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Effective today the city is operating under new water and wastewater customer service policies. These policies include fees of \$600 for each new building hookup to the city water system, and \$600 for each new building hookup to the city wastewater system.

Procedure: The Building Department will routinely assess these fees at the time of building permit issuance for each new building served by city utilities. They will be bundled with building permit and plan review fees for purposes of calculating sales tax.

The fees will not be assessed customers who submitted before January 14, 2004 a signed and dated 1) application for utilities connection, 2) foundation permit application, or 3) building permit application.

Appeals: If for any reason a customer feels the fees are not applicable the initial appeal is to the Public Works Director. Further appeal is through the standard administrative appeal process outlined in the Customer Service Policy.

Distribution:

Rich Riggs, Public Works Director
Dave Wolff, Finance Director
Mark Buggins, Environmental Superintendent
Bev Brill, Utilities
O'Dina Frank, Public Works
Tammy O'Neill, Public Works
Building Department Policy File