

# LGVSD Plan Review Instructions and Information

Revised March 12, 2024



If you are planning to obtain plan review approval on sewer related improvements within the Las Gallinas Valley Sanitary District (LGVSD) service area, please read the following information regarding the District's requirements and connection fees.

## FOR EXISTING BUILDINGS, STRUCTURES, AND DEVELOPMENTS

LGVSD Ordinance places specific requirements on building additions or alterations when plumbing fixtures are being added. An Application for Allocation of Capacity and a processing fee of \$250 must be submitted to the District for authorization of the additional capacity.

A connection fee of \$413 per Plumbing Fixture Unit (PFU) or Drainage Fixture Unit (DFU) will be charged when the addition or alteration causes the existing structure to exceed twenty (20) PFUs. Plumbing fixtures have PFU counts according to Table 702.1 of the latest California Plumbing Code. Use the Plumbing Fixture Count Worksheet to estimate the existing and proposed PFU.

For example, a typical bathroom addition project that has one water closet (toilet) – 3 PFU, one lavatory sink – 1 PFU, and one tub/shower – 2 PFU, would have a total PFU count of six (6). At \$413 per PFU, the property owner could expect to pay a connection fee of \$2,478.

LGVSD Board approval is required when the additions or alterations will cause the existing structures to have greater than or equal to forty (40) PFUs.

Any new section of sewer lateral added to accommodate a building addition or alteration will be built to the LGVSD Specifications for Lateral Sewers. It is the property owner's responsibility to schedule a field inspection with 24-hour notice before covering the pipe. Prior to the inspection, the applicant must complete and submit the [Permit and Inspection Application](#) to the District.

**Application materials and Specifications for Lateral Sewers are available at <https://www.lgvsd.org>.**

## FOR NEW BUILDINGS, STRUCTURES, AND DEVELOPMENTS

LGVSD Ordinance requires a Capital Facilities Charge for new buildings and structures. An Application for Allocation of Capacity and a processing fee of \$500 for new connection must be made to the District to gain utilization of the District's sewer collection systems and treatment plant. Upon Board approval of the application, LGVSD will issue a Will Serve Letter requiring the applicant to pay a Capital Facilities Charge (connection fee) of \$8,266 per Equivalent Sewer Unit (ESU) upon Board approval of the application. The actual fees may be adjusted according to specific conditions outlined in the ordinance.

### APPLICATION INSTRUCTIONS

Please email the following application materials to [pquinn@lgvsd.org](mailto:pquinn@lgvsd.org):

- Full plan set for the proposed project in PDF format.  
*If sewer lateral work is included in the project scope, then the plan set shall include a utility plan showing including but not limited to the following: location of backwater prevention devices, existing and proposed sewer lateral, cleanouts, sanitary sewer main, and other relevant sanitary sewer details, or information that may be applicable. All proposed sewer lateral work shall comply with the [LGVSD Specifications for Lateral Sewers](#).*
- Completed [Application for Allocation of Capacity](#)
- Two (2) Completed [Plumbing Fixture Unit \(PFU\) worksheets](#):
  - One (1) PFU Worksheet for Existing Conditions
  - One (1) PFU Worksheet for Proposed Conditions
- Application Fee:  
\$250 for Additional Sewer Capacity OR \$500 for New Sewer Capacity. Mail or drop off check at 101 Lucas Valley Rd, Suite 300, San Rafael, CA 94903.