



Pierce County Public Works - Sewer Division
Sewer Conservation Loan Application



Forward

On November 17, 2014 the Pierce County Council took action to enact a Commercial Sewer Conservation Loan Program through the Sewer Division of Public Works to assist commercial businesses in connecting to the sewer collection system. Through this loan program businesses would be able to apply for a loan of up to 90% to assist with the costs of providing pretreatment to on-site wastewater discharges prior to introduction into the sanitary sewer system.

In the interest of assisting in the economic development of Pierce County and to help to minimize the financial impacts for new or relocating businesses of connecting to the sewer system, the Pierce County Council passed Ordinance 2014-69s. The ordinance established a commercial sewer conservation program consistent with the County's economic development goals to support the local business community and to enhance the operating environment for commercial businesses. Passage of the ordinance also benefits the Sewer Division by facilitating the installation of materials and equipment for the conservation and more efficient use of the County's sewer system.

Consistent with the requirements of state and federal law, Pierce County has adopted sewer pretreatment standards in order to prevent the introduction of pollutants into the County's wastewater system which could interfere with normal operation of the system. These pretreatment standards, depending upon type and intensity of the individual business, may be a significant financial impact.

The Commercial Sewer Conservation Loan Program has been established to provide loans for up to 90% of the estimated total cost for any required sewer pretreatment facilities. The costs of such facilities eligible for loan funding may not exceed a maximum loan amount of \$50,000. Any such loan shall be secured by a lien against the title of the commercial real property and shall be subject to the Department's terms and conditions including, but not limited to, the payment of a non-refundable application fee and the filing fees for the recording and release of the lien.

User Categories Eligible for Loan Funding

As described in PCC Section 13.04.045, the County's commercial/industrial sewer customers are classified into one of three User Categories:

- Significant and Minor Industrial Users:
 - Significant and Minor Industrial Users are typically required to install pretreatment devices such as grease interceptors, oil/water separators, hair traps, and silver recovery units prior to connection to the public sewer system. Examples of significant and minor industrial users are retail stores and office buildings, medical, restaurants, auto garages, and personal care businesses.
- Insignificant Industrial Users not classified as a significant or minor user may require less intensive pretreatment measures such as a grease interceptor. Grease interceptors are a standard pretreatment requirement of environmental, health, and safety codes.

The terminology used to identify user types matches that identified in state and federal industrial pretreatment regulations. All pretreatment requirements for any business utilizing the County sewer system will be determined through a separate application for connection to the sewer system.



Project Types Eligible for Loan Funding

Through Pierce County Council Ordinance 2014-69s, the Sewer Division may provide assistance in the form of loans for wastewater pretreatment improvements for the following Project Types:

- All new tenants or owners taking over an existing business with or without changes to the tenant space or building;
- All existing commercial tenants or commercial building owners adding a new use, new plumbing, or increasing employees in an existing business;
- All existing businesses that are changing or expanding their production or manufacturing process;
- All additions to existing or new commercial buildings on parcels that have an existing on-site sewer system (public or private) located within the parcel boundaries; and
- All apartment/condominium complexes with laundry, recreational, or office facilities.
- All cottage industry uses.

A business wishing to utilize this program must fall into one of the three listed user categories, and also be listed under the approved Project Types to be eligible to apply for funding.

Terms and Conditions

All applicants are subject to the following Terms and Conditions:

- Applicant shall meet one of the three user categories as found in Section 13.04.045 PCC.
- The project shall be located within the County's Sewer Service Area;
- Loans are available for new or existing commercial development;
- Loans may be for any pretreatment facility or device required by the Department;
- Applicants must pay a non-refundable application fee of **\$250** to cover the Administrative costs.
- The interest rate for the loan shall not be less than the maximum interest rate (excluding any subsidies) of any outstanding bonds issued by the Department;
- Loans may be made for up to 90% of the eligible project cost as determined by the Department;
- The minimum loan amount is **\$10,000** and the maximum is **\$50,000**;
- Loan repayment terms are 36 months;
- Loan repayments shall be made monthly and are separate of regular sewer billing;
- All delinquent loan repayments are subject to a penalty in the amount of ten percent (10%) of the unpaid balance (exclusive of any interest);
- Loans shall be secured through a contractual lien against the project property;
- Applicants shall pay all filing fees for the recording and the release of the lien;
- Applicants shall apply for the loan prior to issuance of project permits; and
- Loan disbursements will not take place until the project is completed and signed off by the Department.

Application

This application is to be used by those businesses referenced in both "User Categories" and "Project Types" to be eligible for loan funding. All loan requests shall be accompanied with a completed application form including the following information:

- One original-signature application and two copies of the signed original;
- Sewer Availability Letter;



- Scope of work, and
- Project budget.

Notes:

- Application Period: Open until modified or terminated by Council.
- Sewer Division staff is available to provide clarification and answer questions pertaining to the program, contact information can be found in the submittal section below.
- Incomplete applications will not be considered for loan funding.

Application Submittal

US Postal Mailing/Hand Delivery Address:

Pierce County Public Works
Environmental Services Building
9850 64th Street West
University Place, WA 98467-1078

Sewer Division Staff Contact:

Stefan Kamieniecki
Sewer Division Senior Planner
253-798-3094
skamien@co.pierce.wa.us

For Pierce County Use Only:

Application No. _____

Place the cursor in the gray box at Section 1, fill in the answer, and then use the F11 function key to navigate through the remaining questions in the application.

1. Project /Business Name

2. Applicant

Name:

Applicant Mailing Address

Name:

Address:

City:

State:

Zip Code:

Telephone:

Fax:

email:

3. Description of the Business

4. Project Permit and Sewer Availability

Is Project Permit Application for Sewer with Pierce County?

Yes

No

If NO – STOP HERE - PROJECT DOES NOT QUALIFY FOR LOAN ASSISTANCE

If YES – Pierce County Application /Permit Number(s) _____

Does the project have a valid Sewer Availability Letter?

Yes

No

If NO – STOP HERE - SEWER AVAILABILITY LETTER REQUIRED TO APPLY FOR LOAN ASSISTANCE

If YES – Please attach copy to this application

5. Business Address

Business Mailing Address:

Street Address:

City:

Zip Code:

Telephone:

Fax:

email:

6. Project Use Category

Significant Industrial Use

Minor Industrial Use

Insignificant Industrial Use

7. Project Type Category

New tenant/owners taking over an existing business with/without changes to space or building

All existing commercial tenants or commercial building owners adding a new use, new plumbing, or increasing employees in an existing business;

All existing businesses that are changing or expanding their production or manufacturing process

Additions to existing or new commercial buildings that have an on-site sewer system (public or private) located within the parcel boundaries

Apartment/condominium complexes with laundry, recreational, or office facilities.

Cottage Industry.

8. Funding Request

Total Cost of Pretreatment Improvements

This amount represents the full cost of the improvement.

\$ _____

Sewer Conservation Loan Funding Request

This represents the amount the Sewer Division is being requested to fund.

\$ _____

Percentage of Improvement Funded through Program:

1-20% 21-40% 41-60% 61-80% 81-100%

Total Loan Request

\$ _____

9. Application Certification

I CERTIFY THAT THE INFORMATION IN THIS APPLICATION IS TRUE AND CORRECT AND THAT I AM THE LEGALLY AUTHORIZED SIGNATORY OR DESIGNEE FOR THE SUBMITTAL OF THIS INFORMATION.

Printed Name

Signature

Title

Date