

**Procedures for Connecting to  
San Antonio River Authority (SARA) Retail Wastewater System**

Submit written request for sewer availability or sewer purveyor to John Gomez, Utilities Development Superintendent, at P. O. Box 839980, San Antonio, Texas 78283, Office No. 210-227-1373. In the written request include physical address or physical location such as lot, block, street name and what is planned for construction (commercial or residential). Submit a utility layout; address plat/subdivision plat, sewer plan and profile.

Sanitary sewer construction cannot commence until plans are reviewed and fees are paid.

Based on submittal, the Utilities Development Superintendent will relay information to RoseMarie Calderon, Collections Administrative Assistant. The Collection Administrative Assistant will then check the customer inventory database to insure that this development has not been previously paid.

Utilities Development Superintendent will review plans and provide a written response (Plan Approval / Impact Fee Letter) including comments concerning the plans or connections to the system to which it will be serviced by, as well as impact fees required for the development. (For internal office purposes, a copy of the Plan Approval/Impact Fee letter is placed on an electronic file. This letter contains the development name, impact fees, and the plant system. An electronic link to this file serves as a tracking tool and useful for the Finance department when impact fees are received.)

Payment for impact fees can be mailed and received at: San Antonio River Authority, Attn: Utilities Department, 100 East Guenther Street, P. O. Box 839980, San Antonio, Texas 78283-9980. Payment for impact fees can also be submitted and received at SARA's Environmental Office located at 600 E. Euclid, San Antonio, Texas 78212. Please include the name of development (subdivision name, unit or address) for tracking purposes.

When impact fees are received in our office, Finance will provide a copy of the check and forward it to the Collections Administrative Assistant. The Collections Administrative Assistant will provide a copy of check to SARA Inspectors, and a letter acknowledging payment will be mailed and sent to the developer/engineering firm and payment will be recorded in the customer inventory database. It will be recorded as vacant until inspectors' log book is returned indicating the connection(s) has been inspected. At that time it will be considered as "connected" to the system it is being serviced. A copy of the letter will be retained for file and a copy will be provided to SARA Inspectors.

**Procedures for Connecting to  
San Antonio River Authority (SARA) Wholesale Wastewater System**

City (refers to City of Converse, City of Live Oak and City of Universal City) submits payment along with a Wastewater Collection System Connection Application to the San Antonio River Authority at 100 East Guenther Street, P.O. Box 839980, San Antonio, Texas 7283-9980, Attn: RoseMarie Calderon, Utilities Dept, - Collections Administrative Assistant.

Finance forwards copy of check and original connection application(s) to the Collections Administrative Assistant. Collections Administrative Assistant checks customer inventory database to see if it has been paid previously or request a copy of the map or plat to verify if the impact fee amount is correct.

If it is a subdivision, the address that has been paid is logged as paid with a paid date.

If the subdivision has not been entered into the customer inventory database, City is contacted to obtain a subdivision plat for the Collections Administrative Assistant to enter the information into the customer inventory database.

There can be an occasion that an inspector's log will have addresses that are connected but not paid. This is how we determine what has been connected and not paid for.

Once the paid connections are recorded and verified, a letter is generated by Collections Administrative Assistant and sent to City acknowledging payment.

(attachment: connection application form)

**San Antonio River Authority (SARA)**  
Wastewater Collection System Connection Application

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Developer/Contractor/Engineer/Builder/Plumber

\_\_\_\_\_  
Subdivision Name & Unit Number

Address of Connection \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_ N.C.B. \_\_\_\_\_  
(If more than one residential connection, attach a list giving address, lot, block, subdivision name and unit number. Individual applications must be submitted for each commercial and industrial connection.)

Type of Connection: \_\_\_\_\_ Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Industrial \_\_\_\_\_  
\_\_\_\_\_ Other – specify \_\_\_\_\_

Specify Service line size (if larger than 4" diameter) \_\_\_\_\_

- \_\_\_\_\_ Submit subdivision/address plat.
- \_\_\_\_\_ Submit sewer plans for approval.
- \_\_\_\_\_ Submit utility site plan.
- \_\_\_\_\_ Completed SARA Industrial Waste Questionnaire will be required for commercial and industrial connections.

Water purveyor: \_\_\_\_\_

Impact fee determination and approval for connection to the SARA Wastewater Collection System is hereby requested based on plan submittals.

Name	Title	Date
------	-------	------

Attach a cover letter with contact person, return address, and phone number and mail or deliver to:

San Antonio River Authority  
Attn: Utilities Department  
P. O. Box 839980  
100 East Guenther Street  
San Antonio, Texas 78283-9980

Construction of sewer lines will not be permitted until quoted impact fees have been paid.

**CONNECTION APPROVAL**

Impact Fee determined: \$ \_\_\_\_\_

Pending receipt of impact fee payment, approval for connection to the SARA Wastewater Collection System, in accordance with SARA Ordinance No. 0-745 dated September 15, 1982 as amended for the retail systems and the Sewage Transportation, Treatment and Disposal Contract dated June 1, 1978 as amended for the wholesale system, is hereby granted for the above described location. (Approval is granted with the understanding that water conservation practices are being required of all new connections to the system)