

Resident Guide for Sewer Connection (Septic-to-Sewer Conversions)



The city has created the following STS areas within city limits:

Highpoint	Bay Cliffs	Fairpoint	Eufaula	Florida Ave/Montrose
Gilmore	Poinciana	Warwick	San Carlos	Hoffman Bayou

1. ENROLL IN THE SEWER CONVERSION PROJECT:

Once the city is prepared to convert your neighborhood to a sewer system, residents will receive a sewer application/consent in the mail, along with details about the conversion process. Residents are advised to follow these steps to **ENROLL** in the conversion program:

- Fill out the enclosed Sewer Application: Residents may fill out the enclosed paper application or apply online [here](#).
- Fill out the enclosed “**TEMPORARY ACCESS & CONSTRUCTION EASEMENT**” form.

After completing the previous two steps, the resident will be enrolled in the conversion project. Subsequently, residents must establish a sewer account with the city. This will enable residents to pay the deposit, service, and impact fee in full, or they can opt to set up a payment plan with the city.

2. SET UP SEWER ACCOUNT WITH THE CITY:

- A [Utility Service Application](#) must be submitted to the UB office to establish sewer service. The application can be submitted online [here](#). Residents may also stop at the UB office (311 Fairpoint) and complete the application in person.

3. PAY SERVICE FEE AND SEWER DEPOSIT:

- A service fee will be charged to set up the sewer account. Fees are as follows:
 - \$25.00 – all new services with at least one existing service in their name.
 - \$30.00 – all new accounts without an existing/previous service.
- A deposit will be required to set up the sewer account. Fees are as follows:
 - \$110.00 – inside city limits
 - \$120.00 – outside city limits

4. IMPACT FEE: Residents must pay the **current** impact fee at the time of connection. The impact fee can be paid in full or financed interest-free over ten years through the city. Residents choosing to finance the impact fee will start repaying the fee once the financing agreement is signed. The monthly repayment amount will be approximately \$40.14 (based on a \$4,817 impact fee) and will appear on their monthly utility bill. The estimated monthly sewer bill is around \$20.10, with an additional \$5.09 charge for every 1,000 gallons of usage. Residents will only be billed for the sewer service once they are connected to the sewer system.

- PAYMENT LOCATION:** The payment plan or impact fee can be established/paid at the City Annex (Utility Billing Department) at 311 Fairpoint Drive.
- PAYMENT SCHEDULE:** Residents must pay the impact fee at the connection time. However, residents may pay the impact fee (or establish a payment plan) **anytime**. They will **NOT** be charged for the sewer service until the project manager informs the UB office the resident is connected to the sewer and to activate billing.
- PAYMENT PLAN:** If residents opt to set up a payment plan, they must make the initial payment and sign a financing agreement. Residents will be ‘locked’ into the current impact fee when the plan is established. **(Impact fees will increase by \$503 every September until it reaches the maximum amount of \$6,326 in 2026)**