SAC DETERMINATION PROCEDURE

The Building Code Division (BCD) is responsible for collecting Sewer Availability Charge (SAC) Fees at the time of permit issuance. A Metropolitan Council Environmental Service (MCES) Determination Letter must be received by the BCD before issuance of the building permit for all new construction, remodeled and demolished buildings, where there is change in the demand for sewage service. It is the responsibility of the project architect or engineer to prepare the SAC Determination Application Form for each project. Below are some key definitions as well as a guide that outlines the procedure for SAC determination.

DEFINITIONS:

Sewer Availability Charge (SAC): The Metropolitan Council Environmental Service (MCES) charge to the University of Minnesota for their portion of reserve capacity in the Metropolitan Disposal System (MDS)

Determination: The computation of SAC unit(s) assigned to a given property. A determination should be completed by MCES when a modification is made to the use of the property or a new use occurs on the property.

Determination Letter: When MCES completes a determination review, a letter will be sent to the BCD and a copy to the determination submittal applicant that states the Net SAC. The letter will include the name and location of the project, SAC charge, Credit calculations, and the Net SAC.

STEPS FOR DETERMINING SAC

Step One: Architect or Engineer calculates the number of SAC units. A detailed floor plan(s) and spreadsheet analysis is prepared using the facility types and parameters as defined in the SAC Procedure Manual. A SAC Determination Application Form is then prepared from the calculated findings. The most current version of the SAC Procedure Manual can be viewed at: http://www.metrocouncil.org/environment/RatesBilling/SAC_Program.htm. Please include the Project Number in the Project Description field and on all related correspondence.

Step Two: Architect or Engineer submits completed SAC Determination Application to the Department of Environment Health & Safety (DEHS) for review and approval. Submit application to Van-Ahn Thai at vathai@umn.edu.

Step Three: DEHS submits the SAC Determination Application to MCES on behalf of project.

Step Four: MCES sends a determination letter to the BCD.

Step Five: The BCD will notify the owner representative of the amount due, which must be paid prior to issuance of the building permit.