### Sewer Availability Charge (SAC) Standard Operating Procedure

#### Identify, Gather, & Create

- **Identify SAC is needed**
- **Gather Information**
- **Draft Proposal Form**
- **Finalize Proposal with MCES forms**
- **Submit Proposal (Form XYZ)**
- **Answer / Update Proposal**
- **Review Proposal**
- **Issue Determination Letter**

#### Submit & Approve

- **Internal Proposal Review**
- **Proposal Approved?**
  - NO
  - YES

#### Process & Pay

- **Need to Appeal?**
  - NO
  - YES
  - Pay BCD

- **Contact MCES**
  - Follow MCES Appeal Process
  - Pay MCES

- **Create & Submit Monthly Reports**

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**Meet as early as possible with PM, BCD, EM**

**Gather Information as needed from PM, BCD & EM. This includes any known paid SAC charges or industrial flow rates**