

**BIG BEAR AREA REGIONAL WASTEWATER AGENCY
SEWER ENTITY AGREEMENT AND PROPERTY OWNER
FOR SEWAGE HOLDING TANK
ADMINISTRATIVE POLICY AND PROCURES #28**

I. PURPOSE

To establish the policy and procedures pertaining to the issuance of a Sewer Entity Agreement (BBARWA) with property owners within the approved areas for regulation of the use, or proposed use, of sewage holding tanks.

II. POLICY

The San Bernardino County has adopted a procedure for regulation of the use, or proposed use, of sewage holding tanks. Where a sewage holding tank permit is required the property owner is required to obtain a building permit, or to operate a holding tank, an individual may select to obtain either a construction or operating permit.

A construction permit is issued for the purpose of obtaining a building permit with a sewage holding tank as the proposed means of sewage disposal. This permit is issued by the Department of Environmental Health Services, **valid for the period of construction only**. No renewal of this permit is required. If the sewage holding tank is installed, an operating permit must be obtained BEFORE any use is made of the holding tank.

In order to comply with the County of San Bernardino's issuance of the sewage holding tank permit BBARWA is required to complete the Agreement between the Sewering Entity and the Property Owner, BBARWA Exhibit A.

III. PROCEDURES

1. Property Owner will fill out the Agreement between the Sewering Entity and Property Owner, Exhibit A, ensure the following is completed:
 - a. Applicant Name
 - b. Property Address – verify address is located within the Big Bear Valley or address of property is approved for the disposal of waste into the BBARWA facilities.
 - c. Verify the waste hauler the property owner has contracted for sewage disposal is approved by BBARWA, approved waste haulers are as follows:
 - John Connelly
Connelly Pumping Services
(909) 584-9365

- Charles Clifford
Motherlode Enterprises
(909) 866-9150

- Rick Romans
Romans Construction
(909) 866-4270

- Frank Forbes
Big Bear Disposal
(909) 866-3942

- Ken Willis
Ken Willis Construction, Inc.
(909) 585-3224

2. Indicate the approved waste hauler being used by property owner under item 2 of the agreement, circle name of hauler if indicated on agreement or hand write the name of the approved hauler being used.
3. If subject to conditions (a) list items subject to conditions under “ADDITIONAL CONDITIONS” if not applicable cross out item (a).
4. The following information is required to finalize the agreement:
 - a. Date
 - b. Sewering Entity or Authorized Agency, BBARWA
 - c. Signature, employee completing form
 - d. Title, title of employee completing form
5. Collect \$25.00 processing fee from applicant, endorse check, if applicable and enter cash or check onto check log (located in fire proof file cabinet in reception area in the Union Bank Bag).

6. Issue receipt if applicant requests.
7. Make two copies of agreement, distribute accordingly:
 - a. Original to applicant
 - b. Copy to be filed with check
 - c. Copy to be filed in Sewering Entity Agreement binder
8. In the event Dumper requests to be billed directly for agreement follow the steps below:
 - a. Make sure Agreement is completed
 - b. Forward additional copy to Finance Department for dumper to be billed with monthly invoice

BBARWA EXHIBIT A

AGREEMENT BETWEEN THE SEWERING ENTITY AND THE PROPERTY OWNER

Applicant: _____

Property Address: _____

THE BIG BEAR AREA REGIONAL WASTEWATER AGENCY (BBARWA)

The sewerage entity for the above referenced property, agrees to the following:

(1) "The property is within the Entity's boundaries or "sphere of influence." If the property is not within the sphere of influence of a sewerage entity, the property must meet the conditions as set forth in Section 33.0873 (a) of the County Code."

(2) "The Entity shall accept sewage from the applicant's holding tank into its sanitary sewer system (a) subject to the conditions listed below or (b) with no additional conditions."

(Cross out (a) or (b) above). The property owner must use an approved septage hauler to deliver the waste material to the designated disposal site. Approved waste haulers are Connelly, Willis, Romans, Motherlode, and Big Bear Disposal.

(3) "The Entity is authorized to hold any bond requirement pursuant to Section 33.078 of the County Code, and to utilize the bond to render services necessary to eliminate any hazardous condition created by the applicant's sewage holding tank."

Date

Sewering Entity

Signature

Title

ADDITIONAL CONDITIONS:

The following additional conditions are deemed necessary for issuance of a permit to construct and/or operate a sewage holding tank. See Item 2 above.

(Use additional pages if necessary)

(Take this form to the governing sewerage entity, have them complete it, and return to the Division of Environmental Health Services with the balance of forms in the attached packet for issuance of a holding tank permit).