City of Saint Paul Sewer Assessment Program Packet

Program Information and Instructions

Who is eligible?

- Any City of Saint Paul property owner who owes **no delinquent taxes** on a property in need of any of the following work done.
  - Repair of an existing sanitary sewer service.
  - Replacement of an abandoned or removed sanitary sewer service that is or was located along the alignment of a previously functioning sanitary sewer service. Please note that this program cannot be used for the construction of a new sanitary sewer service along an alignment that previously did not have a functioning sanitary sewer service.
  - Disconnection of a rainleader.
  - Rerouting of a private storm sewer service from the City's sanitary sewer system to the City's storm sewer system.

  Participation in this program is voluntary. Property owners have the option to arrange for private financing. Feel free to call the Sewer Utility at 651-266-6234 to verify that you qualify to use this program.

What are the eligible costs?

- Only costs (parts, labor, restoration, etc.) deemed necessary for performing any of the work listed above.

What forms need to be filled out and returned to the Sewer Utility?

- Before any work is done, the following must be submitted to the Sewer Utility for review and approval:
  - An application form (included in this sewer assessment packet) signed by the property owner.
  - At least one (preferably three) estimates. A list of licensed sewer contractors who are authorized to perform this type of work is included in this sewer assessment packet. Please call them for estimates.
  - Contact the Sewer Utility by phone at 651-266-6234 to discuss your estimates. Note that the decision of which licensed sewer contractor ultimately performs the work belongs to the property owner.
- After the work is completed, the following must be submitted to the Sewer Utility for processing:
  - A completion form (included in this sewer assessment packet) signed by the property owner.
  - A mechanic's lien waiver form (included in this sewer assessment packet) filled out and signed by the licensed sewer contractor.
  - A copy of the final invoice of the work performed by the licensed sewer contractor.

How does the contractor get paid?

- After the work is completed and all required forms are received and approved by the Sewer Utility, the City's Finance Department processes and mails out a check to the property owner. The check is made payable to both the property owner and the licensed sewer contractor. The property owner must endorse the back of check and mail it to the licensed sewer contractor. Please note that since this process can take several weeks, it is important to **immediately** mail the check to the licensed sewer contractor.

How does the property owner pay for the work done?

- The City's Real Estate Division processes a special assessment for the cost of the work done and sends it to the City Council for ratification. The ratified assessment is then certified to the County, with charges appearing on the property owner's real estate tax statement the following year.
- The current fixed interest rate for this program is 4.25%. This rate is set by the City Council and is subject to change without notice. An administrative fee of $60 is added to the total cost of the work done.
- Through real estate property taxes, the property owner pays the charges (cost of the work done, $60 administrative fees, and 4.25% interest charges) over a twenty year period, starting the year after the City Council ratifies the assessment.
- Payment in full without penalty can be made any time prior to end of the twenty year period.
- An example of how this program works is included in this sewer assessment packet.

Example of how the Sewer Assessment Charges are Calculated

*NOTE: $4,500 used below is just an example. The cost of your work may cost more or less

Repair Cost	Administration Fee	Total Assessment
$4,500.00	**$60.00**	**$4,560.00**

Year	Installment	Interest	Payment	New Balance	Interest Rate
1	$228.00	$193.80	$421.80	$4,332.00	4.25%
2	$228.00	$184.11	$412.11	$4,104.00	4.25%
3	$228.00	$174.42	$402.42	$3,876.00	4.25%
4	$228.00	$164.73	$392.73	$3,648.00	4.25%
5	$228.00	$155.04	$383.04	$3,420.00	4.25%
6	$228.00	$145.35	$373.35	$3,192.00	4.25%
7	$228.00	$135.66	$363.66	$2,964.00	4.25%
8	$228.00	$125.97	$353.97	$2,736.00	4.25%
9	$228.00	$116.28	$344.28	$2,508.00	4.25%
10	$228.00	$106.59	$334.59	$2,280.00	4.25%
11	$228.00	$96.90	$324.90	$2,052.00	4.25%
12	$228.00	$87.21	$315.21	$1,824.00	4.25%
13	$228.00	$77.52	$305.52	$1,596.00	4.25%
14	$228.00	$67.83	$295.83	$1,368.00	4.25%
15	$228.00	$58.14	$286.14	$1,140.00	4.25%
16	$228.00	$48.45	$276.45	$912.00	4.25%
17	$228.00	$38.76	$266.76	$684.00	4.25%
18	$228.00	$29.07	$257.07	$456.00	4.25%
19	$228.00	$19.38	$247.38	$228.00	4.25%
20	$228.00	$9.69	$237.69	$0.00	4.25%
Totals	**$4,560.00**	**$2,034.90**			

Total Assessment + Interest: $4,560.00 + $2,034.90 = $6,594.90

Please Note: These figures are not 100% accurate, but the dollar amounts will be close because the 1st year is prorated according to the date that the assessment is approved by the City Council.

City of Saint Paul Sewer Assessment Program

Application for Sewer Assessment

As owner of the property listed below, I have reviewed the Sewer Assessment Program instructions and agree to the following terms and conditions:

Administration Fee: I will be charged a one-time fee of $60.00 for administration, which will be included in the cost assessed against my property.

Payback period: Cost of work performed, administrative fees, and interest will be collected through my real estate taxes over a twenty year period. Interest charges will be based on the fixed rate approved by the Saint Paul City Council and is subject to change without notice. The current rate is 4.25%. I may pay the unpaid balance in full at any time during this twenty year period, without penalty.

Waiver of Appeal: **I AGREE TO WAIVE MY RIGHT TO APPEAL THIS ASSESSMENT. I AGREE TO PAY THE LICENSED SEWER CONTRACTOR PROMPTLY UPON RECEIPT OF THE JOINT CHECK ISSUED BY THE CITY. THE CITY IS NOT RESPONSIBLE FOR ANY CHARGES THE LICENSED SEWER CONTRACTOR MAY LEVY FOR FAILURE TO PAY PROMPTLY.**

Damage Awards: If the work performed was necessitated by damage resulting from the actions of another party, and I collect compensation from that party, I agree to apply the full amount collected towards the unpaid balance of the assessment.

Property Address: _____
(Location where work was performed)

Owner's Name (print): _____

Owner's Signature: _____

Owner's Address: _____
(if different from property address)

Telephone Number: _____

Date: _____

Please return this completed "Application for Sewer Assessment" form, and at least one (preferably three) contractor bids to:

St. Paul Sewer Utility
700 City Hall Annex
25 W 4th St
St. Paul, MN 55102

May also be faxed or emailed.
Fax number: 651-298-5621
Email address: PW-SewerAssessment@ci.stpaul.mn.us

If you are not delinquent on your property taxes, you are eligible to use the program. Please call Sewer Utility at (651) 266-6234 for questions.

City of Saint Paul Sewer Assessment Program

Completion Form

(TO BE FILLED OUT BY PROPERTY OWNER)

Request for Assessment: The work has been completed to my satisfaction. I request the Sewer Utility to pay the attached invoice and assess the costs of this work against my property. I understand that the City does not warrant the work done by my licensed sewer contractor. I further understand that contractual relationships between property owners and licensed sewer contractors do not include the City and so questions relating to the work done must be directed to my licensed sewer contractor.

Administration Fee: I understand that the assessed charge against my property for this work will include a one-time fee of $60.00 to process this assessment.

Payback period: I understand that the contractor's cost, the City administrative fee, and interest charges will be collected through real estate taxes over a twenty year period. Interest charges will be based on the fixed rate approved by the Saint Paul City Council and is subject to change without notice. The current rate is 4.25%. I also understand that I may pay the unpaid assessed balance in full at any time during this twenty year period without penalty.

Mechanic's Lien Waiver: I understand that I also need to submit a completed Mechanic's Lien Waiver (filled out and signed by the licensed sewer contractor) with this form.

Waiver of Appeal: As owner of the property listed below, I agree to waive my right to appeal this assessment.

Date work was performed: _____

Company Name: _____

Company Address: _____

Invoice Amount: $_____

Property Address: _____
(Location where work was performed)

Owner's Name (print): _____

Owner's Signature: _____

Owner's Address: _____
(if different from property address)

Telephone Number: _____

Please fill out and return this form, along with the "Waiver of Mechanics' Lien Rights" form, and a copy of the contractor's final invoice to: St. Paul Sewer Utility, 700 City Hall Annex, 25 W. 4th St., St. Paul, MN 55102. May also be faxed or emailed.

Fax number: 651-298-5621; Email address: PW-SewerAssessment@ci.stpaul.mn.us

Please call (651) 266-6234 if you have questions.

City of Saint Paul Sewer Assessment Program

Waiver of Mechanics' Lien Rights

(TO BE FILLED OUT BY LICENSED SEWER CONTRACTOR)

The Undersigned hereby waives all rights acquired by the Undersigned to file or record mechanic's liens against property for labor, skill or material furnished to effect construction work at property address.

The Undersigned acknowledges having received payment of $_____ from property owner participating in the City of Saint Paul's Sewer Assessment Program, as full and final payment for all labor, skill and material furnished to effect said construction work.

(If this instrument is executed by a corporation it must be signed by an officer, and if executed by a partnership, it must be signed by a partner)

Property Address: _____
(Location where work was performed)

Property Owner's Name: _____

Date of repair: _____

Name (print): _____

Signature: _____

Title: _____

Company Name: _____

Address: _____

_____

All lines need to be filled in. Payment check is made out to "Property Owner and Company name". Payment amount needs to match final invoice amount.

Please return this "Lien Waiver", along with the "Completion Form" and a copy of the licensed sewer contractor's final invoice to: St. Paul Sewer Utility, 700 City Hall Annex, 25 W. 4th St., St. Paul, MN 55102. May also be faxed or emailed.

Fax number: 651-298-5621
Email address: PW-SewerAssessment@ci.stpaul.mn.us

Please call (651) 266-6234 if you have questions.

Private Sewer Service Televisor List

The plumbing and licensed sewer contractors on this list have agreed to perform their video sewer inspections according to the City of Saint Paul Televising Specifications.

Please Note: The Sewer Utility does not make any referrals. You may find additional contractors who provide this service in the yellow pages listed under Plumbing Contractors, Plumbing Drains & Sewer Cleaning, Sewer Contractors & Cleaners, and Sewer Inspections.

THE LIST BELOW IS FOR COMPANIES THAT TELEVISE SEWERS.

SEE NEXT PAGE FOR CONTRACTORS WHO ARE LICENSED TO DO SEWER REPAIR WORK.

M & B Services	651-248-1697
Drain King	763-786-3000
All Ways Drains	651-458-5052
Midway Sewer Service Co. of St. Paul	651-698-4033
JMJ Sewer Services	612-245-0028
Mr. Rooter	763-551-0555
Roto Rooter	651-638-9990
Benjamin Franklin Plumbing	651-222-1551

The typical cost of televising a private sewer service ranges between $175 and $250. There may be additional costs for sewer cleaning prior to televising your private sewer service. **Since the price of televising your private sewer service can vary**, p**lease call several contractors for price quotes.** If your private sewer service is in need of repair, be sure to request a copy of the video tape/DVD for your use. It can then be shown to licensed sewer contractors for a more accurate bid on your repair.

St. Paul Televising Specifications: The video tape/DVD should be in color, have audio stating the date and address (can also be typed in), show digital foot measurements, have adequate lighting, and be slowly paced. Suggested speed should be one foot per second or slower so that the licensed sewer contractor can better see problem areas.

If you have questions regarding your private sewer service or need sewer records, please call the Sewer Utility Service Desk at 651-266-6234.

City of Saint Paul
Public Works/Sewer Utility Division
25 W. 4th Street, 700 City Hall Annex
Saint Paul, MN 55102

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CITY OF ST PAUL / SEWER ASSESSMENT PROGRAM

LICENSED HOUSE SEWER CONTRACTORS

Capra's Utilities Inc	(651) 762-2500	
2340 Leibel St		CIPP
White Bear Lake MN 55110		

Commercial Utilities Inc	(651) 774-0330	
1146 7th St E		
St Paul MN 55106		SR

Curella Company	(651) 774-0330	
1146 7th St E		
St Paul MN 55106		SR

Grant Utilities Inc	(651) 793-5251	
553 Como Ave		CIPP
St Paul MN 55103		SR

Jacon LLC	(651) 200-4174	
3580 Centerville Rd		
Vadnais Heights MN 55127		

M & B Services LLC	(651) 248-1697	
25817 Goldfinch Ave		CIPP
Wyoming MN 55092		SR

Mr. Rooter	(763) 551-0555	
5155 E River Rd Ste 412		CIPP
Fridley MN 55421		

Piperight Plumbing	(612) 789-0836	
10710 Mississippi Blvd NW		
Coon Rapids MN 55433		

Roto Rooter	(651) 638-9990	
99 5th Ave NW Ste 200		CIPP
New Brighton MN 55112		

Benjamin Franklin Plumbing	(651) 222-1551
1424 3rd St N	
Minneapolis MN 55411	

Key

CIPP: Includes Cure-In-Place Pipelining

SR: Includes Sandrock Tunnel Repair

Revision 10/9/2015

Sewer Utility

(651) 266-6234