



Appeals Form

This form is used to seek review of actions (or inactions) of the East Bay Municipal Utility District (EBMUD) in connection with the Regional Private Sewer Lateral (PSL) Ordinance or a requirement thereof, as follows:

- 1) You may use this form at any time to request an extension of time or other temporary relief from a deadline or other requirement that you believe is impossible, infeasible or unreasonably burdensome.
- 2) You may appeal a decision, action, or determination made by EBMUD within 30 calendar days of the decision, action, or determination.
- 3) If you submit a written request for the District to take any action, and the District denies that request, you may appeal within 30 days of the denial. If you submit a written request for the District to take any action and the District does not respond, you may submit an appeal within 60 days of your request.

The complete requirements pertaining to appeals are described in Section 14 of the Regional Ordinance (<http://www.eastbaypsl.com>). Failure to provide a completed form and accompanying documents may delay or preclude consideration of your appeal. Requests are reviewed on a case by case basis, and additional supporting documentation may be required.

Note:

- If you are seeking an extension of time and are eligible to obtain a Time Extension Certificate (TEC) you must do so and submit required refundable deposit prior to submitting this form.
- EBMUD may deny the appeal, or grant the appeal with or without conditions, including entering into a Compliance Agreement, which may require a work schedule and/or a monetary deposit.
- If you enter into a Compliance Agreement, a fee will be due prior to issuance of your Compliance Certificate. See current fee schedule at <http://www.eastbaypsl.com>
- Decisions will be mailed to the Property Owner.
- If this appeal is denied, you will have a limited time to request reconsideration as provided in Section 14 of the Regional Ordinance.

Required Information (both sides)

1. Property and Property Owner Information

- Property Owner Name: _____
- Property Owner Email: _____ Phone number: _____
- Parcel Address: _____ City: _____
- Parcel Number: _____
- Contact Name: _____
- Contact Mailing Address: _____
- Contact Email and Phone number: _____

2. Are you requesting an extension of time or other relief from a deadline?

- Yes, if Yes, enter date you believe parcel will be compliant (MM/DD/YY): _____ *Go to Question No. 4*
- No *Go to Question No. 3*

3. Are you appealing a decision made by EBMUD or inaction?

- Nature of the Decision (or inaction): _____
- Date of Decision (or inaction) by EBMUD: _____

4. Have you obtained a Time Extension Certificate (if eligible)?

- Yes, TEC Number.: _____ TEC Expiration Date: _____
- No

5. Please explain the reasons for your appeal.

Include a brief statement with the relevant facts, such as the decision or inaction you are appealing and/or the requirement you are seeking relief from and why you believe it is impossible, unreasonable or overly burdensome to comply. Please attach additional pages, as necessary.

6. Please describe your specific request:

7. Please enclose *any* relevant documentation that supports this request.

Declaration: I declare under penalty of perjury under the laws of the State of California that this document and all attachments are true and correct. I make this declaration based on my personal knowledge or based upon my inquiry of persons who have such personal knowledge.

Property Owner Signature: _____ Date: _____

Appeal Forms and supporting documentation may be submitted by email, fax, mail, or delivered to:

Regional Private Sewer Lateral Program
375 11th Street, MS 702
Oakland, CA 94607
Email: psl@ebmud.com; Fax (510) 287-1530

If you have questions, please visit www.eastbaypsl.com or call (510) 287-1178.

For EBMUD Administration Use Only Date Received: _____ Response Date: _____

Date follow up docs received, if applicable: _____ Action Taken: Granted Granted w/CA Denied

Comments: _____

Approved due to

- 203K loan/Fannie Mae
- House Fire
- Redevelopment/ Remodel
- City-issued Stop Work Order
- Squatters
- Shared PSL with City-required disconnect
- Other: _____