



## City of Osseo

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[www.DiscoverOsseo.com](http://www.DiscoverOsseo.com)

**From:** Nancy Abts, City Planner  
**To:** City of Osseo **Commercial** Building Permit Applicants  
**Re:** Sewer Availability Charge Determination Requirement for Building Permits  
**Date:** January 2016

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To apply for a City of Osseo **commercial** building permit for

- Commercial remodeling (if **any** building use change is occurring following remodeling, including changing from a vacant to an occupied building);
- Additions;
- New construction;
- Plumbing installation (including sinks, tubs, toilets, pedicure stations, and anything else draining into the sewer system);
- Any demolition work; or
- Changes to indoor or outdoor seating arrangements;

you will need to supply a Determination Letter from Met Council regarding any potential associated Sewer Availability Charge (SAC) associated with the building project before the permit can be approved. **You can apply for this Determination Letter yourself, or the City Planner can apply for you.** Submitting your own application might lead to less time needed to receive a determination, because you will be able to directly respond to the Met Council's questions or requests for more information.

If you would like to submit your own application for determination, some suggestions for filling out the form are provided on page 2. The most current, up-to-date forms can be downloaded from the Met Council website: <http://www.metrocouncil.org/Wastewater-Water/Funding-Finance/Rates-Charges/Sewer-Availability-Charge/SAC-Forms.aspx#Determination> All projects will require Transmittal A, submitted in PDF form with required attachments. Additional Transmittals, affidavits, or attachments may be required for some uses, including but not limited to food service or manufacturing uses.

The SAC program will contact you via email if any parts of your application are incomplete or need to be corrected. If you have questions while filling out your own application, you may contact the City of Osseo Planning Department at 763-425-1454 or via email at [nabts@ci.osseo.mn.us](mailto:nabts@ci.osseo.mn.us) Please include your property address in your message when contacting city staff.

Forms should be submitted to [SACprogram@metc.state.mn.us](mailto:SACprogram@metc.state.mn.us) in electronic/PDF format. Please copy [nabts@ci.osseo.mn.us](mailto:nabts@ci.osseo.mn.us) on your email submission to inform city staff of your application. A final determination letter from Met Council must be received by the City before a City of Osseo building permit can be approved.

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# SAC Determination Application Form Requirements & Suggestions

Metropolitan Council | Environmental Services  
300 Robert Street North  
St. Paul, Minnesota 55101-1805  
651.802.1531 | 651.802.1030 fax

MCES Transmittal-A  
Last Updated: 3/10/2016

## Sewer Availability Charge (SAC) 2016 DETERMINATION APPLICATION

Return to: SACprogram@metc.state.mn.us

*If filling form out by hand, you must print clearly. Incomplete or illegible form will be rejected.*

**CURRENT PROJECT INFORMATION (All fields are required)**

Business Name: \_\_\_\_\_  
 Type of Business: \_\_\_\_\_  
 Estimated Year of Occupancy: \_\_\_\_\_  
 Site Address (if address not assigned, need street intersections): \_\_\_\_\_  
 Suite Number: \_\_\_\_\_  
 City Name: \_\_\_\_\_  
 Site Location / Campus (e.g. Mall of America; etc): \_\_\_\_\_  
 Parcel Identification Number (PID): \_\_\_\_\_  
 Original Building Construction Year: \_\_\_\_\_  
 Project Description: \_\_\_\_\_

**PREVIOUS SITE/BUSINESS INFORMATION (All fields are required if there was a different business previously in this suite/building)**

Previous Business Name in same space as current project: \_\_\_\_\_  
 Previous Type of Business: \_\_\_\_\_  
 Estimated Year(s) of Occupancy: \_\_\_\_\_  
 Previous Site Address (if different than current project): \_\_\_\_\_  
 Previous Suite Number (if different than current project): \_\_\_\_\_  
 Has (or will) the Entire Building be Demolished (Check no or yes)?  No or  Yes, Year \_\_\_\_\_

**CONTACT INFORMATION (All fields are required)**

Contact Name for Questions and Copy of Determination: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Contact Phone Number (xxx-xxx-xxxx): \_\_\_\_\_  
 Contact Email Address: \_\_\_\_\_

Construction Date & PID can be found at Hennepin County's Property information search: [www.hennepin.us/propertytaxsearch](http://www.hennepin.us/propertytaxsearch)

Can include date estimates or "unknown" if necessary

Information should be for the building owner or tenant (person responsible for application)

## Submittal Checklist

(Please submit items 2-4 to the City Planner as a PDF or on paper no larger than 11" x 17" if you are **not** applying for your own determination.)

1. SAC Determination Application (Transmittal-A)
  - o **Incomplete and old version forms will be rejected**
2. Site Plan
3. Architectural Floor Plans – 1 set; Electronic floor plans are preferred (NO SPEC BOOKS)
  - o Must be the same plan as submitted to the City for their review (Please copy [nabts@ci.osseo.mn.us](mailto:nabts@ci.osseo.mn.us) on your email submission to ensure the City of Osseo receives these plans.)
  - o Scalable – or with individual dimensions for **every** wall, room and space
  - o Room Schedule, showing use for every room and space (if not specified on plan)
  - o Seating layout (if restaurant, bar or theater) – Include both indoor & outdoor seating
  - o Plumbing fixture layout (if clinic, hospital or parking garage)
4. Demolition plans (if existing or remodel) – 1 set – include room schedule
5. SAC Affidavit, Reclaim, Transmittal-B and/or Transmittal-C forms (if applicable)