

# City of Tarpon Springs, Florida

324 EAST PINE STREET  
P.O. BOX 5004  
TARPON SPRINGS, FLORIDA 34688-5004

BUILDING DEVELOPMENT (727) 942-5617  
PROJECT ADMINISTRATION (727) 942-5638

## **OFFICIAL NOTICE**

March 25, 2024

**RE: SEABREEZE DRIVE SANITARY SEWER SYSTEM  
MANDATORY CONNECTION INFORMATION PACKET**

Dear Homeowner,

The City of Tarpon Springs' contractor has recently completed substantial construction of sanitary sewer lines along Seabreeze Drive and the City has received the Florida Department of Environmental Protection (FDEP's) final permitting authorization to place the sanitary sewer system into operational mode. As a result, this means that you and your neighbors can now fully make the connection from your home to the City's new wastewater collection system.

We would like to take this opportunity to thank you and the entire Seabreeze community for thoughtful input and your patience and understanding throughout the lengthy construction process.

The remaining material along with this letter will help explain the next steps in getting your home connected to the new public sewer system. As required by State law and local ordinance, as a property owner this is a mandatory requirement and you have up to **365 days** from the date of this official notice to connect to the new system. However, please keep in mind if your onsite sewage treatment and disposal system (septic tank and drain field) needs repair or modification to function in a sanitary manner or to comply with the State law or administrative regulations, you must connect to the city sewer system within **90 days** from the date of this notice.

Please review the remaining enclosed materials that make up an informational packet that should help further clarify the connection process, requirements and finance options.

For general questions concerning the project and connection process, please call the City's Project Administration Department at (727) 942-5638 or email: [projadmin@ctsfl.us](mailto:projadmin@ctsfl.us). For other questions related to the City's general permitting process please contact the City's Building Development office at (727) 942-5617. Sign up can be completed in person at the City's Building Development Department in City Hall during regular business hours or visiting <https://www.ctsfl.us/building-development-department/>.

Sincerely,

City of Tarpon Springs  
Project Administration Department  
Building Development Department

## **OVERVIEW OF SANITARY SEWER MANDATORY CONNECTION**

1. Review these instructions and associated documents in their entirety.
2. Mandatory connection can be completed simply by visiting the City's Building Development Department (located in City Hall; 324 E. Pine Street) during normal business hours throughout the required time period (365 days or 90 days if existing septic system needs repair) or email: **dsinfo@ctsfl.us** General City permitting information can be found at ***<https://www.ctsfl.us/building-development-department/>***.
3. After visiting the City's Building Development Department, coordinate with a licensed plumbing contractor who can assist in connection of your home to the City's new sanitary sewer system. They will also be able to apply for a required City building permit and subsequent inspection on behalf of you, the property owner. It should be noted that an inclined homeowner also has the ability to coordinate the required City permitting and connection to the new sewer system themselves.
4. During coordination to connect to the City's sanitary sewer system, the homeowner/licensed plumber must also contact the Pinellas County Health Department in order to subsequently properly abandon the home's old existing septic tank/system once fully connected to the City's sanitary sewer system. The separate Health Department's Septic Tank Abandonment Permit Packet is included in this information packet for your convenience.
5. Remember this mandatory connection allows a full 365 days from the date of the official notice to connect to the City sewer, unless the septic system is in a state of failure, in which case the time limit is reduced to 90 days.
6. The following and remaining pages of this information packet provide pertinent details concerning the schedule of fees and various financing options available.



# INSTRUCTIONS

## MANDATORY CONNECTION TO THE SANITARY SEWER SYSTEM

Please read the following instructions carefully before beginning the process required to connect to the new public sewer system. Remember, you have up to 365 days to connect to the new system unless your septic system needs repair or modification in which case you have up to 90 days to connect. You have the following two (2) selections available for payment:

### Payment in Full

If you intend to make payment in full, simply go to the Building Development Department at City Hall and our staff will help you complete the necessary paperwork for connection. Please bring picture identification such as a driver's license or passport along with the applicable fees listed in the Table below - Schedule of Sewer Fees. For illustrative purposes, a homeowner who intends on **paying in full** will pay **\$2,006** (\$350 sewer tap-in + \$1,616 sewer impact fee + \$40 deposit for a typical 3/4-inch meter = \$2,006) It should be noted that the \$100 closing and administrative fee is waived when making payment in full. Sewer Impact Fees, Tap-In Fees, and other costs are provided for the current City Fiscal Year. Costs and fees may change in the future as part of annual rate updates for the next Fiscal year, which typically begins on October 1.

The City accepts cash, checks, money orders and most major credit cards.

### SCHEDULE OF SEWER FEES

Building Type	Required Fees (§ 20-1, T.S. Code of Ordinances) <sup>2</sup>			
	<i>Sewer Tap-in</i>	<i>Sewer Impact</i>	<i>Deposit*</i>	<i>Administrative**</i>
<b>Residential</b>	\$350 for each dwelling unit	\$1,616 for each dwelling unit	\$40 for each ¾" water meter	\$100 Recording Fee

*\*Larger meters require higher deposits*

*\*\*No charge if full payment is made*

<sup>1</sup>*Sewer tap is based on one tap per home.*

<sup>2</sup>*Required fees are subject to potential BOC approved ordinance changes and updated rate adjustments.*

*Please note these above costs do not include the owner's direct responsibilities (e.g. labor and materials required to make the final connection to the lateral cleanout, and disconnecting/abandonment associated with the existing septic system.*

### Payment to be Financed through the City

For those who do not plan to make payment in full, the City is offering three (3) financing options to meet its customer's needs. Please refer to the next page for available **Financing Options** as an alternative to Payment in Full.

## FINANCING OPTIONS

The below listed financing options are available to residents as alternatives to full payment before connection to the City's sanitary sewer system.

**Option #1: Available only if the property is your legal homestead.**

The impact fee but not the tap-in fee may be financed in equal monthly principal installments over a period of five years plus interest at the rate of 8% per year on the unpaid balance with no penalty for pre-payment.

**Option #2:**

The impact fee and tap-in fee may be financed without interest in equal monthly principal installments over a period of time not to exceed two years from the date of the required connection or of the date of the actual connection, whichever is first.

**Option #3: Available only if Financial Hardship is demonstrated. A separate Certificate of Financial Hardship must be completed and notarized. Available only if the property is your legal homestead.**

The impact fee and tap-in fee may be financed without interest in equal monthly principal installments over period of time not to exceed five years from the date of required connection or the date of actual connection which ever is sooner, if the owner has demonstrated a financial hardship. The criteria for financial hardship shall be established by resolution of the city commission and shall take into account the owner's net worth, income and financial needs.

Using the financing alternatives available you can expect monthly payments similar to those listed below. **Please keep in mind these are only estimates.**

### ESTIMATED PAYMENTS

	Up-Front Charges	Estimated Monthly Payment
<b>Option #1</b>	\$350 Sewer Tap-in Fee \$40 Sewer Deposit \$100 Closing & Administrative Fee	\$32.77 x 60 months
<b>Option #2</b>	\$40 Sewer Deposit \$100 Closing & Administrative Fee	\$81.92 x 24 months
<b>Option #3</b>	\$40 Sewer Deposit \$100 Closing & Administrative Fee	\$32.77 x 60 months

Each obligation option above shall be evidenced by a ***Finance and Note Agreement*** and ***Mortgage*** to be executed by the property owner, be recorded upon the official records of Pinellas County, and which shall be due and payable upon transfer of title of the property served. Important to note; Property Owner is defined as *all* persons listed on the deed. For example, if the property is titled to a husband and wife, then *both* must sign the associated finance documents.

Please refer to the required items listed on the **Checklist for City Financing** presented on the following page.

## CHECKLIST FOR CITY FINANCING

If you plan to use City financing, please be prepared to provide the following listed items. Bring these items to the Building Development Department in City Hall. Staff cannot execute the agreement and mortgage without these items, as applicable.

- Picture identification of *all* persons listed on the deed (e.g. driver's license or passport)
- Evidence the property is your legal homestead. For example, a copy of your property tax bill, homestead exemption certificate, property appraiser's record, etc. (Required for financing Option #1).
- A certified copy of the deed identifying you as the present owner the property. You can obtain a certified copy of your deed from the Pinellas County Clerk of the Circuit & County Court at either address listed below:

North County Office  
29582 U.S. Highway 19 N.  
Clearwater, FL 33761  
(727) 464-7000

Main Office  
315 Court Street  
Clearwater, FL 33756  
(727) 464-3341

- Completed ***Certificate of Financial Hardship*** (Separate form required for financing Option #3). Your banking institution or accountant can assist you with completing this form.
- Payment of applicable up-front charges. We accept cash, checks, money orders and most major credit cards.

If you have questions please contact the Building Development Department at the address or telephone number listed below.

Tarpon Springs City Hall  
324 E. Pine Street  
Tarpon Springs, FL 34689  
727-942-5617

**CERTIFICATE OF FINANCIAL HARDSHIP**

I, \_\_\_\_\_, of \_\_\_\_\_, City of Tarpon Springs, Florida, hereby declare that I meet the criteria developed for showing financial hardship, as established by Section 20-22(7) of the Code of Ordinances of the City of Tarpon Springs and Resolution 2003-12 of the City of Tarpon Springs, and as evidence thereof, state as follows:

1. My net worth (income less debts) is\_\_\_\_\_.
2. My monthly income is\_\_\_\_\_.
3. My monthly debts or payments average\_\_\_\_\_per month.
4. My income to debt ratio is\_\_\_\_\_.

Under penalty of perjury, I declare that I have read the foregoing, and the facts alleged are true, to the best of my knowledge and belief.

Signed on \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Print name:

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this\_\_\_\_\_day of \_\_\_\_\_, 20\_\_\_\_\_, by\_\_\_\_\_, who ( ) is personally known to me or who ( ) has produced a\_\_\_\_\_Driver's License or \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public

My Commission Expires:

**Mission:**

To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.



**Ron DeSantis**  
Governor

**Joseph A. Ladapo, MD, PhD**  
State Surgeon General

**Vision:** To be the **Healthiest State** in the Nation

## Septic Tank Abandonment Permit Packet

**Please submit the following items:**

- 1) Complete the attached **Application Page**. All applicable information must be completed. The application will not be processed without a property street address and property ID (parcel number). **NOTE:** Please list the property owner as the applicant on the application and the individual applying for the application as the agent.
- 2) An **Agent Authorization Form** is required if the application is submitted by an individual that is not the property owner or a contractor licensed under section 489 of the Florida Statutes.
- 3) A **Site Plan**. The site plan must show the layout of the property including building structures, streets, and the location of the septic tank to be abandoned.
- 4) A fee of **\$50.00**. Please make checks payable to Florida Department of Health in Pinellas or FL DOH-Pinellas.

**A licensed inspector must visually inspect that the septic tank has been properly abandoned. It is the responsibility of the agent, contractor, or property owner to schedule an inspection appointment, providing a minimum of 24 hours advanced notice. Please call 727-538-7277 to schedule an appointment. As of July 1, 2021, virtual evidence may be submitted to ensure the tank is crushed, filled and no sanitary nuisance exists.**

**During the inspection, the following abandonment procedures will be verified:**

- 5) After receiving the permit:
  - A) The septic tank must be pumped out by a state licensed septage disposal service. A copy of the receipt for the pumpout must be provided to the inspector at the time of inspection.
  - B) The bottom of the tank shall be crushed or caved in, or multiple holes punched in bottom of tank to prevent the tank from holding water. In addition, the ENTIRE lid of the septic tank must be removed and/or crushed PRIOR to inspection.
  - C) **An inspector from DOH will conduct an inspection during the pre-scheduled time slot to verify the septic tank abandonment. Please do not cover the abandoned septic tank prior to inspection.**
  - D) After the inspection, the septic tank shall be filled with clean sand or other clean fill material.

**NOTE: Failure to call for the required inspection may result in a citation and/or fine.**

**Please note:** If the septic tank will not be ready for inspection at the pre-scheduled appointment time, it is the responsibility of the agent or property owner to call and cancel the appointment. Cancellations must be made a minimum of one hour prior to the appointment time slot. A re-inspection fee of \$50 will be charged for failing to cancel the appointment or to provide a one-hour notice. To schedule, re-schedule, or cancel an inspection, please call (727) 538-7277.



STATE OF FLORIDA  
 DEPARTMENT OF ENVIRONMENTAL PROTECTION  
 ONSITE SEWAGE TREATMENT AND DISPOSAL  
 SYSTEM (OSTDS)

PERMIT NO. \_\_\_\_\_  
 DATE PAID: \_\_\_\_\_  
 FEE PAID: \_\_\_\_\_  
 RECEIPT #: \_\_\_\_\_

APPLICATION FOR CONSTRUCTION PERMIT

APPLICATION FOR:

[ ] New System [ ] Existing System [ ] Holding Tank [ ] Innovative  
 [ ] Repair [ ] Abandonment [ ] Temporary [ ] \_\_\_\_\_

APPLICANT: \_\_\_\_\_ EMAIL: \_\_\_\_\_

AGENT: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

=====

TO BE COMPLETED BY APPLICANT OR APPLICANT'S AUTHORIZED AGENT. SYSTEMS MUST BE CONSTRUCTED BY A PERSON LICENSED PURSUANT TO 489.105(3)(m) OR 489.552, FLORIDA STATUTES. IT IS THE APPLICANT'S RESPONSIBILITY TO PROVIDE DOCUMENTATION OF THE DATE THE LOT WAS CREATED OR PLATTED (MM/DD/YY) IF REQUESTING CONSIDERATION OF STATUTORY GRANDFATHER PROVISIONS.

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PROPERTY INFORMATION OSTDS REMEDIATION PLAN? [ Y / N ]

LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_ SUBDIVISION: \_\_\_\_\_ PLATTED: \_\_\_\_\_

PROPERTY ID #: \_\_\_\_\_ ZONING: \_\_\_\_\_ I/M OR EQUIVALENT: [ Y / N ]

PROPERTY SIZE: \_\_\_\_\_ ACRES WATER SUPPLY: [ ] PRIVATE PUBLIC [ ] <=2000GPD [ ] >2000 PD

IS SEWER AVAILABLE AS PER 381.0065, FS? [ Y / N ] DISTANCE TO SEWER: \_\_\_\_\_ FT

PROPERTY ADDRESS: \_\_\_\_\_

DIRECTIONS TO PROPERTY: \_\_\_\_\_

BUILDING INFORMATION [ ] RESIDENTIAL [ ] COMMERCIAL

Unit No	Type of Establishment	No. of Bedrooms	Building Area Sqft	Commercial/Institutional System Design Table I, Chapter 62-6, FAC
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____

[ ] Floor/Equipment Drains [ ] Other (Specify) \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



**APPLICANT:** Property owner's full name.  
**AGENT:** Property owner's legally authorized representative.  
**EMAIL:** Email address for applicant or agent.  
**TELEPHONE:** Telephone number for applicant or agent.  
**MAILING ADDRESS:** P.O. box or street, city, state and zip code mailing address for applicant or agent.

**OSTDS REMEDIATION PLAN:** Is the property subject to the requirements of an Onsite Sewage Treatment and Disposal System (OSTDS) Remediation Plan developed pursuant to 403.067(7)(a), Florida Statutes?

**LOT, BLOCK, SUBDIVISION:** Lot, block, and subdivision for lot (recorded or unrecorded subdivision). If lot is not in a recorded subdivision, a copy of the lot legal description or deed must be attached.

**DATE OF SUBDIVISION:** Official date of subdivision recorded in county plat books (month/day/year) or date lot originally recorded. Dividing an approved lot into two or more parcels for the purpose of conveying ownership shall be considered a subdivision of the lot.

**PROPERTY ID#:** 27-character number for property. County Health Department may require property appraiser ID # or section/township/range/parcel number.

**ZONING:** Specify zoning and whether or not property is in I/M zoning or equivalent usage.

**PROPERTY SIZE:** Area of lot in acres (square footage divided by 43,560 square feet). List only the square footage contained within the bounds of the legal description.

**WATER SUPPLY:** Check private or public <= 2000 gallons per day or public > 2000 gallons per day.

**SEWER AVAILABILITY:** Is sewer available as per 381.0065, Florida Statutes, and distance to sewer in feet?

**PROPERTY ADDRESS:** Street address for property. For lots without an assigned street address, indicate street or road and locale in county.

**DIRECTIONS:** Provide detailed instructions to lot or attach an area map showing lot location.

**BUILDING INFORMATION:** Check residential or commercial.

**TYPE ESTABLISHMENT:** List type of establishment from Table I, Chapter 62-6, FAC. Examples: single family, single wide mobile home, restaurant, doctor's office and number of occupants.

**NO. BEDROOMS:** Count all rooms designed primarily for sleeping and those areas expected to routinely provide sleeping accommodations for occupants per 381.0065(2 b), Florida Statutes.

**BUILDING AREA:** Total square footage of enclosed habitable area of dwelling unit, excluding garage, carport, exterior storage shed, or open or fully screened patios or decks. Based on outside measurements for each story of structure.

**BUSINESS ACTIVITY:** For commercial/institutional applications only. List number of employees, shifts, and hours of operation, or other information required by Table I, Chapter 62-6, FAC.

**FIXTURES:** Mark Floor/Equipment Drains or Others and specify item or "NA" if not applicable.

**SIGNATURE / DATE:** Signature of applicant or agent. Date application submitted to the County Health Department with appropriate fees and attachments.

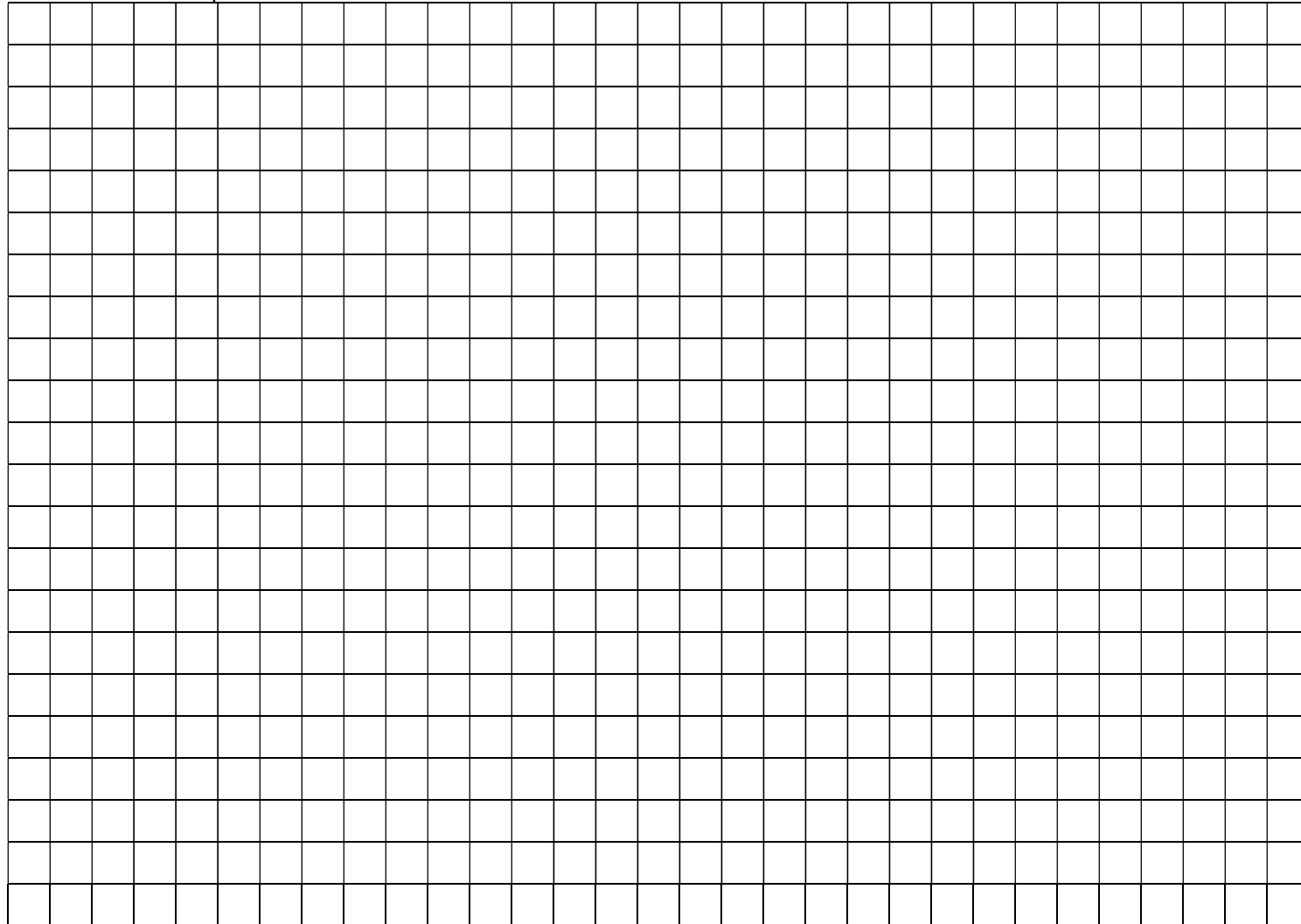
**ATTACHMENTS:** A site plan drawn to scale, showing boundaries with dimensions, locations of residences or buildings, swimming pools, recorded easements, onsite sewage disposal system components and location, slope of property, any existing or proposed wells, drainage features, filled areas, obstructed areas, and surface water. Location of wells, onsite sewage disposal systems, surface waters, and other pertinent facilities or features on adjacent property, if the features are within 75 feet of the applicant lot. Location of any public well within 200 feet of lot. For residences, a floor plan (residences) showing number of bedrooms and building area of each unit. For nonresidential establishments, a floorplan showing the square footage of the establishment, all plumbing drains and fixture types, and other features necessary to determine composition and quantity of wastewater.

STATE OF FLORIDA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
APPLICATION FOR CONSTRUCTION PERMIT

Permit Application Number \_\_\_\_\_

----- PART II - SITEPLAN -----

Scale: Each block represents 10 feet and 1 inch = 40 feet.



Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Site Plan submitted by: \_\_\_\_\_

Plan Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Date \_\_\_\_\_

By \_\_\_\_\_ County Health Department

**ALL CHANGES MUST BE APPROVED BY THE COUNTY HEALTH DEPARTMENT**

**FOR NEW/EXISTING/MODIFICATION SYSTEM APPLICATIONS:** The plan must be **DRAWN TO SCALE** and must be for the property where the system is to be installed.

1. The site plan must **SHOW BOUNDARIES WITH DIMENSIONS** and any of the following **FEATURES THAT EXIST OR THAT ARE PROPOSED:**

- a. Structures;
  - b. Swimming pools;
  - c. Recorded easements;
  - d. Onsite sewage treatment and disposal system components;
  - e. Slope of the property;
  - f. Wells;
  - g. Potable and non-potable water lines and valves;
  - h. Drainage features;
  - i. Filled areas;
  - j. Excavated areas for onsite sewage systems;
  - k. Obstructed areas;
  - l. Surface water bodies *Requires a surveyor to set the Mean High Water Line boundary for tidally influenced surface water bodies. Requires a surveyor or department staff to set the Mean Annual Flood Line for permanent non-tidal surfacewater bodies.*
  - m. Location of the reference point for system elevation.
2. If the county health department is responsible for performing the site evaluation, the applicant or applicant's authorized representative must **indicate the approximate location of wells, onsite sewage treatment and disposal systems, surface water bodies and other pertinent facilities or features on contiguous or adjacent property. If the features are within 75 feet of the applicant lot, the estimated distance to the feature must be shown but need not be drawn to scale.**
3. If the county health department will not be performing the site evaluation, the applicant or authorized agent is responsible for the measurements to all features, including the pertinent features within 75 feet of the applicant lot. **The location of any public drinking water well, as defined in paragraph 62-6.002(44 b), F.A.C., within 200 feet of the applicant's lot must also be shown, with the distance indicated from the system to the well.**
4. If an individual lot is five acres or greater, the applicant may draw a minimum one acre parcel to scale showing all required features, or the minimum size drawing necessary to properly exhibit all required features, whichever is larger. The applicant must also show the location of that one acre or larger parcel inside the total site ownership. *To scale parcel must be large enough to provide sufficient authorized flow.*
5. All information that is necessary to determine the total sewage flow and proper setbacks on the site ownership must be submitted with the application. The applicant lot shall be clearly identified. **A copy of the legal description or survey must accompany the application for confirmation of property dimensions only.**

**FOR REPAIR APPLICATIONS:** A site plan (*NOT REQUIRED TO BE DRAWN TO SCALE*) showing:

- property dimensions
- the existing and proposed system configuration and location on the property
- the building location
- potable and non-potable water lines, within the existing and proposed drainfield repair area
- the general slope of the property
- property lines and easements
- any obstructed areas
- any private well *show private potable wells if within 100 feet of system, non-potable within 75 feet*
- any public wells *show if within 200 feet of system*
- any surface water bodies and stormwater systems *show if within 100 feet of system. Requires a surveyor to set the Mean High Water Line boundary for tidally influenced surface water bodies. Requires a surveyor or department staff to set the Mean Annual Flood Line for permanent non-tidal surface water bodies.*
- The existing drainfield type shall be described. For ex., mineral aggregate, non-mineral aggregate, chambers, or other.
- Any unusual site conditions which may influence the system design or function** such as sloping property, drainage structures such as roof drains or curtain drains, and any obstructions such as patios, decks, swimming pools or parking areas.

**FOR ALL SITE PLANS (IF APPLICABLE)**

- A Coastal Construction Control Line Permit or an exemption notice from the Department of Environmental Protection if any component of the onsite sewage treatment and disposal system or the shoulders or slopes of the system mound will be seaward of the Coastal Construction Control Line, established under Section 161.053, F.S. Should the location of the proposed onsite system relative to the control line not be able to be definitively determined based on the site plan and the online products available on the DEP website, the applicant shall provide a survey prepared by a certified professional surveyor and mapper showing the location of the control line on the subject property.
- All plans and forms submitted by a licensed engineer shall be dated, signed and sealed.
- The evaluator shall document the **locations of all soil profiles** on the site plan.