

# CAPACITY AVAILABILITY FEE

## Procedures Manual

*December 2007*

**First revision**



Clear Answers for Clean Water™

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# 1. WESTERN LAKE SUPERIOR SANITARY DISTRICT AUTHORITY AND CAPACITY AVAILABILITY FEE

## Authority

The Western Lake Superior Sanitary District (WLSSD) is located in northeastern Minnesota at the western tip of Lake Superior. The District covers an area of approximately 530 square miles in northeastern Carlton County and southeastern St. Louis County.

The WLSSD was created in 1971 by the Minnesota Legislature as a special purpose sub-division of the State to address problems with water pollution, and to collect and dispose of sewage. Minnesota Statutes, Chapter 458D, outlines the District’s overall governing framework, the powers and duties of its Board and officers, taxing authority, cost sharing and planning responsibilities. The statute gives the District the responsibility to improve and protect the waters of the St. Louis River basin area. In 1974, additional legislation gave the District the added responsibility of solid waste management.

The enabling legislation as well as subsequent state legislative action including SCORE (Select Committee on Resources and the Environment) give the WLSSD broad powers to plan for wastewater treatment and solid waste services, acquire existing facilities, construct new facilities, operate facilities, provide for future growth in the service area, and set rates, fees and charges.

## Capacity Availability Fee

In 2005, the District Board adopted a Capacity Availability Fee (CAF) which addresses the cost of system capacity constructed to meet the needs of future growth in the service area. The CAF reflects the cost of system capacity available for expanded connections and uses.

The purpose of this Procedures Manual is to set forth rules and regulations governing the administration of the Capacity Availability Fee.

## 2. DEFINITIONS

**Capacity Availability Fee (CAF):** The WLSSD fee charged for all new connections to, and expanded uses of, the WLSSD system.

**Change of use:** A change of use occurs when the space in a residential, industrial or commercial property will be used differently than as currently utilized. Examples include converting a single-family residence into a duplex or into an office building, or when a retail space is converted to a restaurant.

**Commercial Customers:** Any customer connected either directly or indirectly to the WLSSD system that is not residential or industrial. This includes institutions such as schools, hospitals, etc.

**Demolition:** A demolition occurs when a building or structure is torn down, destroyed or moved off site. The date of a demolition is evidenced by the issuance of a demolition or building permit or by other official government actions.

**Delinquent Payments:** CAF payments (with supporting CAF forms) postmarked more than thirty days after the end of the reporting month (or unique payment and reporting period assigned by the District to a Municipal Customer).

**Determination:** The computation of CAF units assigned to a given wastewater system connection. A Determination should be performed when a new customer connects to the WLSSD system or when a customer changes uses in a manner that is expected to increase wastewater flows.

**District Consultation:** A building or plumbing permit involving greater than four (4) residential units or commercial construction expected to involve greater than four (4) equivalent CAF units shall require a consultation with District staff prior to collection of CAF from a developer or owner.

**Dwelling Unit:** A building (or portion thereof) designated as a residence for a single family.

**Industrial Customer:** Any business use that is discharging wastewater from an industrial process connected either directly or indirectly to the WLSSD system, and that is subject to being permitted by the WLSSD for industrial discharges in accordance with the District's Industrial Pretreatment Ordinance. Note that many "industries" are not Industries for CAF purposes. These are considered Commercial Customers. WLSSD will make the final determination regarding ambiguous business use classifications.

**Municipal Customers:** A municipal entity, including collection system operators, authorized to issue building permits, demolition permits and/or plumbing permits within the WLSSD service area.

**New Use:** The redevelopment of a property for a different residential, business or industrial use, evidenced by a building permit issued by a Municipal Customer or by

certain official government actions.

**Residential Customer:** A property that is used exclusively for permanent living space, including single family homes, attached homes, town homes, condominiums, and manufactured homes. It does not include motels/hotels, camps, apartment complexes, nursing homes, senior housing, and prisons.

**Residential Equivalent:** One hundred gallons per person per day multiplied by 2.6 persons per dwelling.

**Retainage:** An amount retained by the Municipal Customer equal to 4% of the net amount due to WLSSD, as a discount for prompt payment (within 30 days of the end of the month).

**Western Lake Superior Sanitary District (WLSSD):** The agency responsible for regional wastewater conveyance and treatment operations, industrial wastewater management, and water quality monitoring.

### 3. DESCRIPTION OF THE CAF SYSTEM

The WLSSD Capacity Availability Fee (CAF) is a fee payable to the WLSSD by new connections or existing connections that, as a result of a New Use, are anticipated to discharge increased wastewater flows within the WLSSD system or collection systems that are tributary to the WLSSD system. CAF are due and payable before a building permit is issued (or prior to expansions or changing use.)

A CAF is based on the cost of WLSSD system capacity, a portion of which is reserved for future growth. A CAF is required to be paid for new connections and New Uses based on projected flows and loadings from such new connections or New Uses. Single family houses, townhouses, duplexes, and most apartments each equal one CAF Unit. One CAF Unit is defined as 260 gallons of daily wastewater flow. Commercial Customers are charged CAF based on an equivalent number of CAF units in accordance with its projected maximum daily wastewater flow. Industrial Properties that have entered into a Capacity Allocation Agreement with the WLSSD are charged CAF in accordance with the debt service repayment provisions in that agreement. Industrial Customers that have not entered into such a Capacity Allocation Agreement are charged CAF in a manner similar to that of Commercial Customers.

#### 3.1. Cost Basis for the CAF System

The CAF System is based on the estimated replacement value of WLSSD system capacity net of accumulated depreciation as well as outstanding bonds. As such it is a measure of the unit cost of WLSSD system capacity that is available for growth.

The WLSSD reserves the right to update the cost basis for CAF from time to time in accordance with updated fixed asset records, planned capital improvements, or

current construction cost indices.

### **3.2. CAF Determinations**

WLSSD is a wholesaler of wastewater conveyance and treatment services within the WLSSD system. WLSSD collects CAF through its Municipal Customers and Industrial Customers. In turn, Municipal Customers are responsible for collecting CAF from individual property owners. Generally, Municipal Customers issue permits (building permits or plumbing permits) to authorize development or redevelopment within their service area. WLSSD has determined that such development or redevelopment is very likely to increase wastewater flows and loadings that will subsequently be discharged, either directly or indirectly, into the WLSSD system.

The projected change in demand triggers a CAF Determination. WLSSD makes all Determinations for Commercial and Industrial Customers while Municipal Customers make CAF Determinations for Residential Customers based on published WLSSD criteria. WLSSD will assist Municipal Customers to make CAF Determinations, conduct them on request, and make the final decisions regarding the correct number of CAF units applicable to a given building or plumbing permit.

### **3.3. CAF Revenue**

CAF revenue collected by WLSSD is used to support WLSSD system capacity that is reserved for growth. The CAF offsets cost that would otherwise be paid by existing, online customers.

## **4. ROLES OF WLSSD AND MUNICIPAL CUSTOMERS**

**4.1 WLSSD Role:** WLSSD's role in the CAF program includes the following:

Performs Determinations for Commercial Customers.

Performs all Determinations for Industrial Customers in accordance with that customer's Capacity Allocation Agreement.

Assists in providing training about the CAF program to Municipal Customer staff and property owners at the request of the Municipal Customer.

Collects CAF, in a uniform manner, from all Municipal Customers.

Audits Municipal Customer CAF records and payments from time to time, expected to occur on an annual basis.

Reserves the right to interpret and change CAF policies and procedures.

Maintains CAF records.

**4.2. Municipal Customer Role:** Municipal Customer responsibilities in the CAF program are the following:

Reports CAF activity to WLSSD on a monthly basis, on forms provided by WLSSD. (For Municipal Customers that do not experience a lot of building activity, WLSSD may at its sole option direct that CAF activity reporting occur less often.)

Makes Determinations for Residential Customers according to criteria established by the WLSSD.

Has initial responsibility for demolition credit determination, subject to verification by WLSSD.

Verifies accuracy of WLSSD's commercial determinations if the final plan changed after the initial determination was made.

Remittance arrangements of CAF to be made between municipal customer and WLSSD on case by case. Remits CAF to WLSSD in a timely manner.

Keeps CAF records available for a CAF audit and allows WLSSD staff or authorized agent access to such records upon request. Records will include specific information such as building permit numbers and whether structure is connected to sanitary sewer or septic system.

Resolves audit finding and remits unpaid CAF to WLSSD. The liability for unpaid CAF is each Municipal Customer's responsibility.

Collects local connection fees (if applicable) as long as WLSSD CAF charges are identified separately to avoid the appearance of varying CAF among Municipal Customers.

Collects CAF payment prior to issuance of building permit or other permit subject to CAF review.

## 5. RULES

All customers intending to discharge to the WLSSD system (directly or indirectly) pay CAF. There are different rules for residential, commercial, and industrial customers. CAF must be collected by municipality prior to issuance of a building permit.

### 5.1. CAF Determinations: Residential Customers

CAF Determinations for Residential Customers are generally triggered by building, plumbing, or utility connection permits, depending on the development review and approval process adopted by the Municipal Customer. Examples include the construction of a house or connecting a house to the WLSSD system for the first time.

**5.1.1. CAF Assignment**

All Residential Customers shall be assigned one CAF unit per dwelling unit.

**5.1.2. Discounts**

Apartments or condominiums with no plumbing for individual laundry facilities (generally evidenced by common laundry facilities) shall receive a discount of 20%.

Multi-dwelling housing with a minimum of 4 units and having no plumbing for garbage disposals or dishwashers shall receive a discount of 20%.

Adding a second kitchen with separate living space and separate laundry does require a payment of one additional CAF unit. If common laundry is utilized a CAF fee is not required.

A maximum of one 20% discount allowed per project.

**5.1.3. Remodeling**

Remodeling that increases the number of dwelling units shall result in a CAF Determination. This action is generally triggered by a building permit for the remodeling.

**5.1.4. Additions**

Additions that do not increase the number of dwelling units do not result in a Determination.

**5.1.5. Demolitions**

Demolitions that result in re-development of a property within one year shall result in a Determination that grandfathers in the number of dwelling units or business uses that existed prior to the demolition. This action is generally evidenced by building permits for the demolition and subsequent redevelopment. Property owners and Municipal Customers are responsible for providing adequate documentation.

Demolitions that do not result in re-development of the property within one year shall result in a redetermination of CAF.

EXAMPLE 1

Property	CAF	Requirement	Determination										
Four units are added to a multi-dwelling housing facility.	1 CAF per unit	No plumbing for garbage disposals or dishwasher	<table> <tr> <td>Base CAF at \$940/unit</td> <td>\$3760.00</td> </tr> <tr> <td>Less 20% Discount</td> <td>-\$752.00</td> </tr> <tr> <td>CAF Subtotal</td> <td>\$3008.00</td> </tr> <tr> <td>Less 4% Retainage</td> <td>-\$120.00</td> </tr> <tr> <td>Total Due</td> <td>\$2888.00</td> </tr> </table>	Base CAF at \$940/unit	\$3760.00	Less 20% Discount	-\$752.00	CAF Subtotal	\$3008.00	Less 4% Retainage	-\$120.00	Total Due	\$2888.00
Base CAF at \$940/unit	\$3760.00												
Less 20% Discount	-\$752.00												
CAF Subtotal	\$3008.00												
Less 4% Retainage	-\$120.00												
Total Due	\$2888.00												

EXAMPLE 2

Property	CAF	Requirement	Determination	
A single family dwelling is remodeled into four units, with common laundry facilities in the basement.	1 CAF per Unit	No plumbing for garbage disposals or dishwasher	4 CAF at \$940	\$3760.00
			Less 20% Discount	<u>-\$752.00</u>
			Subtotal	\$3008.00
			Less 1 CAF Credit	<u>-\$940.00</u>
			CAF Subtotal	\$2068.00
			Less 4% Retainage	<u>-\$82.70</u>
Total Due	\$1,985.30			

**5.1.6. District Consultation**

Residential building or plumbing permits involving more than four (4) residential dwelling units shall require a consultation with District staff prior to the collection of CAF from a developer or owner.

**5.1.7 Condo Conversions**

When a dwelling unit changes from a discount apartment to a condominium, additional CAF (20% of the current CAF rate) will be collected.

**5.1.8 Change of use**

A change of use of a residential property requires a CAF determination by WLSSD. Examples include converting a single-family home into a duplex or into an office building.

**5.2. CAF Determinations: Commercial Customers**

A Commercial Customer, for CAF purposes, is broadly defined to include any property that is not a Residential or Industrial Customer. This includes government and non-profit properties and some properties that are likely thought of as "industrial" for other purposes.

**5.2.1. Cost Basis**

The CAF Determination is based on the Commercial Customer's wastewater flow. WLSSD will use the criteria in Appendix A for determining CAF units for Commercial Customers. These criteria are based upon the recommendations and standards developed by the Minnesota Department of Health and are supported by flow data from similar Commercial Customers in the City of Duluth and the Twin Cities metropolitan region. Local Government staff should contact WLSSD for assistance in any Determination not clearly identified in Appendix A. It is the Municipal Customer's responsibility to collect unit metrics (e.g. square footage, fixture counts) to allow for a CAF Determination.

**5.2.2. Waste Fixture Units**

CAF Determinations for business uses not included in Appendix A will be based on similar use or waste fixture units as described in Appendix B.

**5.2.3. Minimum CAF**

There is a minimum CAF charge of one CAF unit for each new building. This charge is determined per building, not per business occupying the building. Individual businesses occupying the same building are not each subject to the minimum one CAF unit.

**5.2.4. Shell Buildings**

The CAF Determination of Commercial Properties is based on the future use of the building. In the case of a shell building that will be occupied by multiple tenants, with the use of each space not known, the CAF is determined and collected based on the speculative use of the shell building. As tenants occupy the building, the only time that a new CAF Determination has to be made is when the tenant's use varies from the original speculative use.

**5.2.5. Multiple Business Uses**

Where there are multiple planned uses for a new or redeveloped structure, the CAF shall be based on a sum of the Determinations made for each of the uses.

**5.2.6. Multi-Purpose Areas**

For a multi-purpose area (or room) the CAF Determination is based on the use that would generate the most flow. For example, a church with removable pews, where the space doubles as a banquet hall, would be charged as a banquet hall.

**5.2.7. Change in Use**

A CAF Determination is required whenever there is a change in use or a change in sewer demand, whether or not a demolition is involved. Examples that require a CAF Determination include: a change from retail sales to restaurant, any physical change in the building that requires a building and/or plumbing permit, and any changes in tenants in a mall.

**5.2.8. Retroactive CAF**

WLSSD may retroactively charge CAF when appropriate CAF Determinations should have been made and reported.

EXAMPLE 3

Property	CAF	Requirement	Determination	
A 6000 square foot retail store changes use to a 50 seat full-service restaurant.	1 CAF per 8 seats	Restaurant uses washable plates, drink cups and table utensils.	50 seats / 8 seats	6.25 CAF
			x CAF Rate	x \$940.00
	1 CAF per 3000 square feet	Credit for 2 CAF from previous retail store use.	6000 ft <sup>2</sup> / 3000 ft <sup>2</sup>	2 CAF
			x CAF Rate	x \$940.00
	CAF Subtotal	\$5,875.00	CAF Credit	\$1,880.00
Net CAF	\$3995.50	Less 4% Retainage	-\$159.80	
Total Due	\$3835.70			

**5.2.9. Demolitions**

Demolitions that result in re-development of the property within one year shall result in a Determination that grandfathers in the business uses and CAF that existed prior to the demolition. This action is generally evidenced by building permits for the demolition and subsequent redevelopment. It is the property owner's and associated Municipal Customer's responsibility to maintain and produce adequate documentation in such cases.

Demolitions that do not result in redevelopment of the property within one year shall result in a Determination that does not grandfather in business uses that existed prior to the demolition.

**5.2.10. Demolitions**

Commercial building or plumbing permits expected to involve more than four (4) equivalent CAF units shall require a consultation with District staff prior to the collection of CAF from a developer or owner.

**5.3. CAF Determinations: Industrial Customers**

CAF Determinations for Industrial Customers will be made within the context of each Capacity Allocation Agreement that provides for the financing of WLSSD system capacity allocated solely to a specific Industrial Customer. For those Industrial Customers that have not entered into a Capacity Allocation Agreement with the WLSSD, CAF Determinations shall be made in a manner similar to those for Commercial Customers.

**5.4. CAF Collection for Municipal Customers Discharging to the WLSSD System for the First Time**

CAF Determinations for Municipal Customers discharging to the WLSSD system for the first time will be made on a case-by-case basis.

**5.5. Municipal Customer Payments and Reporting**

**5.5.1 Payments**

**5.5.1.1. Periodic Payments**

Arrangements for method and timing of payment of the CAF will be made with each Municipal Customer on a case by case basis provided the remittance shall be no less frequent than monthly. The CAF rate is that rate in effect at the time of the end-user payment to the Municipal Customer, regardless of when the permitting process began. Also, CAF is not to be prepaid in advance of the Municipal Customer permitting process.

**5.5.1.2. Interest Charges**

WLSSD reserves the right to add interest to any unpaid CAF balances, as permitted by law.

**5.5.1.3. Past Due CAF**

When unremitted CAF from prior years are discovered (e.g. during a CAF audit), the Municipal Customer is responsible for correcting the annual

reporting and, within 30 days, remitting any amounts due to WLSSD. Continued nonpayment of CAF will result in inclusion of such amounts in the year-end rate revenue adjustments for normal operating charges.

**5.5.1.4. Good Faith Efforts and Use of an Earlier CAF Rate**

Where the Municipal Customer has acted in good faith, in the opinion of the WLSSD Finance Manager, WLSSD will accept the payment based on an earlier CAF rate and without interest accrual. The earlier CAF rate is that rate that was in effect at the time the charges should have been collected. Acceptance of the earlier rate is contingent on payment within 30 days of discovery of the omission.

**5.5.1.5. Retainage for Prompt Payment**

The Municipal Customer is allowed to retain 4% of the net amount due to WLSSD as a discount for prompt payment. This discount may not be taken if all of the reporting forms and payments are not remitted to WLSSD within 30 days of the end of the month, or the end of the allowed reporting period, if such period is longer than one month.

**5.5.1.6. Time Payments**

WLSSD does not administer a time payment plan for the CAF program. Payment of all CAF shall be due and payable upfront.

**5.5.2. Monthly Report Form**

**5.5.2.1. Monthly Report Deadline**

Within 30 days of the end of the month, or the end of the allowed reporting period if such period is longer than one month, the Municipal Customer is required to submit the Form CAF-1 regardless of whether or not CAF activity occurred during the month. Reports should also include Form CAF-2 and Form CAF-3 as necessary to support the summary information provided in Form CAF-1.

**5.5.2.2. No Activity**

If there is no activity, write "No Activity" on Form CAF-1 and mail it to WLSSD, without attachments.

**5.5.2.3. Voided Permit**

Municipal Customers may obtain a refund of CAF fees paid on a permit cancelled after fees were paid. Attach a copy of the permit, marked "Void", to Form CAF-1 and indicate "Voided Permit Attached" on the face of the form.

# Appendix A: Criteria for Commercial Properties

WLS SD CAPACITY AVAILABILITY FEE

Facility	Parameter	CAF
Animal Clinic (humane societies, animal research, boarding, etc.)		
Animal holding areas	17 fixture units	1
Animal runs (kennels)	34 fixture units	1
Apartment complexes (see discounts in section 5.1.2 and apply as warranted)	1 unit	1
Archery (6 feet/lane)	6 lanes	1
Arenas (bleachers 18 inches per person)	110 seats	1
Auditoriums (7 square feet per person)	110 seats	1
Automobile Service		
Fast service (less than 4 hours per car)	2 service bays	1
Major service (more than 4 hours per car)	14 employees	1
Car dealership (charges for office, retail, etc., are separate at established rates)	2 service bays	1
Fast service (number of service bays x 30%)	2 service bays	1
Major service (number of service bays x 70% x 1 employee per bay)	14 employees	1
Ballroom (exclude dance floor)		
Facility without liquor service	825 sq. ft.	1
Facility with liquor service	590 sq. ft.	1
Bank (exclude bank vault)	2,400 sq. ft.	1
Banquet room (15 square feet/person)		
Food catered	2,060 sq. ft.	1
Food catered with dishwashing	1,180 sq. ft.	1
Food catered with liquor	1,028 sq. ft.	1
Food catered with dishwashing and liquor	750 sq. ft.	1
Food preparation and dishwashing	825 sq. ft.	1
Food preparation and wishwashing and liquor	590 sq. ft.	1
Barber	4 cutting stations	1
Batting cage (6 feet/lane)	6 lanes	1
Beauty salon		
Hair cutting	4 cutting stations	1
Manicure	9 stations	1
Pedicure/facial	7 stations	1
Bingo Hall (used only for bingo)	1,650 sq. ft.	1
Boarding House (dorm rooms)	5 beds	1
Body Shop (major service-more than 4 hours per car, no vehicle washing)	14 employees	1
Bowling Alleys (does not include bar or dining area)	3 alleys	1

Facility	Parameter	CAF
Camps (number of gallons x occupant or site)		
Children's camps (central toilet and bath; overnight, primitive cabins; number of occupants x 50 gallons/occupant)	260 gallons	1
Day camps (no meals served; number of occupants x 10 gallons/occupant)	260 gallons	1
Labor/construction camps (number of occupants x 50 gallons/occupant)	260 gallons	1
Resorts (housekeeping cabins; number of occupants x 60 gallons/occupant)	260 gallons	1
Travel trailer parks		
With water and sewer hookup (number of sites x 100 gallons/site)	260 gallons	1
With central toilet and showers (number of sites x 75 gallons/site)	260 gallons	1
Sanitary dump (sites without hookup; number of sites x 10 gallons/site)	260 gallons	1
Car Wash	to be determined on a case-by-case basis	
Churches (for sanctuary, nave, chancel; 7 square feet/person seating area; remainder use other criteria; sacristy and ambulatory at no charge)	275 seats	1
Cocktail lounge (no food service)	23 seats	1
Coffee shop (no food service)	23 seats	1
Correction facility (prison)	2.5 inmates	1
Court rooms	1,650 sq. ft.	1
Dorm rooms (on and off campus; charge for classrooms is additional)	5 students	1
Daycare		
Number of children for which facility is licensed	14 children	1
Child/adult play area (not licensed)	490 sq. ft.	1
Dry cleaners (retail)	3,000 sq. ft.	1
Elder Housing (see also nursing home and group home) (at 100% of current CAF rates; see formula below to determine the number of residents)		
No washer/dryer in each unit	3 residents	1
Washer/dryer in each unit	2.5 residents	1
Three-bedroom unit with washer/dryer (separate formula below)		
Calculate the number of residents as follows:		
Number of efficiency units x 1.0 residents/unit		
Number of 1-bedroom units x 1.5 residents/unit		
Number of 2-bedroom units x 2.0 residents/unit		
Number of 3-bedroom units x 3.0 residents/unit		

Facility	Parameter	CAF
Exercise Area/Gym (juice bars at no charge; sauna and whirlpool included)	700 sq. ft.	1
	No showers	2,060 sq. ft.
Exhibit Hall (gross square feet x 45% usable space @ 7 sq. ft./person)	64 people	1
Fire Station (charges for office, meeting rooms, etc., are separate at established rates)		
Washing (hose tower, truck)	260 gallons	1
Full time, overnight people (75 gallons/person)	260 gallons	1
Volunteer (occasional overnight stays)	260 gallons	1
Funeral Home (charge for view areas only; e.g., chapel)	770 sq. ft.	1
Apartment	1 apartment	1
Game rooms (billiards, video, pinball)		
With bar	590 sq. ft.	1
Without bar	2,060 sq. ft.	1
Golf Course (if facility has showers, use Locker Room criteria for those areas)		
18 hole		3
9 hole (par 3)		2
Miniature		3
Country Club (private)		
Dining room (used only evenings and week-ends)	15 seats	1
Bar and grill (with bar and grill separate)		
Bar only	23 seats	1
Grill	15 seats	1
Golf dome or driving range	6 driving stations	1
Greenhouse		
Area not open to public	15,000 sq. ft.	1
Area open to public	5,000 sq. ft.	1
General retail area	3,000 sq. ft.	1
Group home		
Secondary treatment (residents leave during the day)	5 beds	1
Primary treatment (residents stay all day)	3 beds	1
Guest rooms (in an apartment or condominium complex; charge CAF as an apartment)		
Washer and dryer	100% of CAF rate	
No washer or dryer	80% of CAF rate	
No kitchen	50% of CAF rate	
Handball or racquetball courts	2 courts	1
Hospitals (licensed beds or baby cribs)	1 bed	1
Outpatient clinics	17 fixtures	1
Sterilizers (4 hours x gallons/minute x 60 minutes)		
X-ray film processors (9 hours continuous operations; 4 hours intermittent operation; operation time (hours) x gallons per minute x 60 minutes)	260 gallons	1
Dental clinic vacuum device (9 hours x gallons per minute x 60 minutes)	260 gallons	1

Facility	Parameter	CAF
Ice Arena		
Showers (see locker rooms)		
Team rooms (plumbing fixture units)	17 fixture units	1
Bleachers	110 seats	1
Ice resurfacers (if discharged to sanitary sewer)		4
Laundromat (required water volume for cycle time x 2 cycles/day)	260 gallons	1
Library (subtract book storage areas, file areas; charge for common plumbing fixture units in public areas)	17 fixture units	1
Reception, book checkout, offices	2,400 sq. ft.	1
Meeting rooms, board rooms	1,650 sq. ft.	1
Loading dock	7,000 sq. ft.	1
Locker rooms (if showers-20 gallons/locker)	16 lockers	1
Massage rooms (without showers) (With showers, add 1 CAF/shower)	5 stations	1
Meals to go (prepared bulk meals)		
Number of meals prepared in one day x 1.5 gallons/meal (no dishwashing)	260 gallons	1
Medical clinic ( <i>see hospitals, outpatient clinics</i> )		
Meeting rooms (conference rooms)	1,650 sq. ft.	1
Mini-storage (storage area - no charge)		
Living area		1
Public restrooms	17 fixture units	1
Motels and hotels (assume 2 person/room; no charge for pools, saunas, whirlpools, game rooms, or exercise rooms used exclusively by guests)	2 rooms	1
Breakfast only (complimentary)	45 seats	1
Cocktail hour (complimentary)	55 seats	1
Suites	1 room	1
Kitchenettes (number of kitchenettes x 100 gallons/day)	260 gallons	1
Museum	2,400 sq. ft.	1
Nursing home	3 beds	1
Office		
General office (deduct for mechanical rooms, elevator shafts, stairwells, restroom and storage areas)	2,400 sq. ft.	1
Dental and doctor's offices ( <i>see Hospital, Outpatient Clinic</i> )		
Parking Garage (minimum 1 CAF)	17 fixture units	1
Park Shelter	17 fixture units	1
Police Station (charge as office)		
Cells (overnight-jail)	3 people	1
Cells (holding area with no overnight stays)	14 people	1
Recording/Film studios	7,000 sq. ft.	1

Facility	Parameter	CAF
Restaurant		
Drive-in	9 parking spaces	1
Fast Food (with disposal plates, drink cups, and table utensils)	22 seats	1
Take-out (no seating)	3,000 sq. ft.	1
Full service (with washable plates, drink cups and table utensils)	8 seats	1
Retail stores (deduct for mechanical rooms, elevator shafts, stairwells, escalators, restrooms and unfinished storage areas)	3,000 sq. ft.	1
Roller rink (skating area only)	825 sq. ft.	1
Rooming houses (no food service)	7 beds	1
RV Dumping station (not in association with camp grounds)	To be determined on a case-by-case basis.	
Schools (teacher offices included in the per-student criteria)		
Elementary Schools (15 gallons/student; 30 sq. ft./student)	18 students	1
College/technical/vocational		
Class rooms (30 sq. ft./student)	18 students	1
Lecture halls (15 sq. ft./student)	18 students	1
Labs (50 sq. ft./student)	18 students	1
Dorm rooms (on and off campus)	5 students	1
Music school (number of practice rooms x 2 people/room)	18 students	1
Nursery schools (number of children for which a facility is licensed)	14 students	1
Houses of worship nurseries (used only during worship service; 30 sq. ft./student)	55 children	1
Nursery (health clubs, bowling alleys, etc.)	2,400 sq. ft	1
Secondary schools (30 sq. ft./student at 20 gallons/student)	14 students	1
Labs (50 square feet per student)	14 students	1
Gym (if permanent bleachers)	110 seats	1
Weekly workshop schools (e.g., not daily parochial schools; 30 sq. ft./student)	55 students	1
Service station		
Gas pumping		1
Convenience center	3,000 sq. ft.	1
Service bays	2 bays	1
Car wash (see car wash)		
Shooting ranges (rifle and handgun ranges at feet/lane)	6 lanes	1
Shower (if lockers, use locker room criteria; if not, use 1 CAF/shower)	1 shower	1
Swimming pools (public, swimming pool area only; no charge for private residential, townhouse, apartments, condominiums, hotels, and motels)	900 square feet	1

Facility	Parameter	CAF
Tanning rooms (no showers) With shower add 1 CAF/shower)	3,000 sq. ft.	1
Tennis courts (public; shower facilities available)	2 courts	1
Theater	64 seats	1
Drive-in (parking spaces)	55 seats	1
Vehicle garage		
Employees stationed in garage	14 employees	1
Vehicle drivers (per day)	28 drivers	1
Vehicle washing (number of vehicles/day x gallons/minute x minutes/vehicle)	260 gallons	1
Warehouses		
Assembly areas	7,000 sq. ft.	1
Office/warehouse		
Minimum 30% office	2,400 sq. ft.	1
Maximum 70% warehouse	7,000 sq. ft.	1
Whirlpools, therapy (at doctor's office or clinic; number of gallons to fill tank x 8 fills per day)	260 gallons	1
Yard storage buildings (e.g. lumber storage; customer pickup; no permanent employees)	15,000 sq. ft.	1

## Appendix B: Plumbing Waste Fixture Units

Drinking Fountain	1
Floor Drain	
2 inch waste (only if hose bib included)	2
3 inch waste (only if hose bib included)	3
4 inch waste (only if hose bib included)	4
Trench drain (per 6-foot section)	2
Sinks	
Lab in exam room, bathroom	1
Kitchen and others	2
Surgeon	3
Janitor	4
Water closet	6

## Appendix C: CAF Forms

Form	Form Number	Page
Monthly Report	CAF-1	18
Residential Detail Report	CAF-2	19
Commercial Detail Report	CAF-3	20
Examples	h/a	21



CAF-1

# CAPACITY AVAILABILITY FEES (CAF) Monthly Report

Municipality \_\_\_\_\_

Month \_\_\_\_\_ Year \_\_\_\_\_

Type of Unit	CAF Charges (Units)	CAF Credits (Units)	Subtotal (Charges - Credits)	Unit Charge	Total CAF
Residential: Each Housing Unit = 1 CAF					
Single Family House				x \$940.00	\$
Duplexes				x \$940.00	\$
Townhouses/Condominiums				x \$940.00	\$
Apartments (20% discount with WLSSD approval)				x \$752.00	\$
Commercial / Institutional (CAF Charges from CAF Form #3)				x \$940.00	\$
<b>Subtotal CAF Unit Charges</b>					\$
<b>Retainage</b> (4% discount for payment and report received within 30 days of the end of the month)					-
<b>Unpaid Balance</b> from Previous Month					+
<b>Total Amount Due</b>					\$

Attach CAF-2 to this form.

**Remit to:**  
Western Lake Superior Sanitary District  
Attn: Dan Belden  
2626 Courtland Street  
Duluth, Minnesota 55806-1984

WLSSD CAPACITY AVAILABILITY FEE

**WLSSD Use Only**

Invoice No. \_\_\_\_\_

Customer No. \_\_\_\_\_

Check No. \_\_\_\_\_

Date \_\_\_\_\_

Amount Paid \$ \_\_\_\_\_

**Monthly Report Prepared By:**

Name \_\_\_\_\_

Title \_\_\_\_\_

Phone \_\_\_\_\_

Date \_\_\_\_\_





# CAPACITY AVAILABILITY FEES (CAF)

## Commercial Detail Report

Municipality \_\_\_\_\_

Month \_\_\_\_\_ Year \_\_\_\_\_

Proposed Occupant	Type of Business	
Site Address		
Total Square Footage	Building Permit Number	Date Issued

WLS&S&D CAPACITY AVAILABILITY FEE

Use	Quantity in Square Feet	CAF Credits (Units)	CAF Charges (Units)
Retail	_____ sq ft @ 3000 sq ft per CAF		
Office	_____ sq ft @ 2400 sq ft per CAF		
Warehouse	_____ sq ft @ 7000 sq ft per CAF		
Other			

Total Credits (Units)	Total Charges (Units)*

\* If "Total Credits" is greater than "Total Charges", enter 0

EXAMPLE: CAF FORM COMPLETION

- 1) A single family home is built in a new housing development, requiring a new sewer connection.
- 2) A duplex is removed in order to build an apartment building with six units. Laundry facilities will be shared. Re-construction occurs within one year of demolition.
- 3) A multi-use building is being constructed that will house a coffee shop (to seat 35 people), a retail store (4500 ft<sup>2</sup>), a beauty salon (4 cutting stations), and an office (4800 ft<sup>2</sup>). A warehouse (15,750 ft<sup>2</sup>) is demolished 3 months prior to the project.

CAF-1



## Capacity Availability Fees (CAF) Monthly Report

Municipality *OUR TOWN*

Month *FEBRUARY* Year 20 *XX*

Type of Unit	CAF Charges (Units)	CAF Credits (Units)	Subtotal (Charges - Credits)	Unit Charge	Total CAF
Residential: Each Housing Unit = 1 CAF					
Single Family House	1	1		x \$940.00	\$940.00
Duplexes				x \$940.00	\$
Townhouses / Condominiums				x \$940.00	\$
Apartments (20% discount with WLSSD approval)	6	2	4	x \$752.00	\$3,008.00
Commercial / Institutional (CAF Charges from CAF Form #3)	6	2	4	x \$940.00	\$3,760.00
<b>Attach CAF-2 to this form</b>					
				<b>Subtotal CAF Unit Charges</b>	\$ 7,708.00
				<b>Retainage</b> (4% discount for payment and report received within 30 days of the end of the month)	- \$ 308.32
<b>Remit to:</b> Western Lake Superior Sanitary District Attn: Finance Department 2626 Courtland Street Duluth, Minnesota 55806-1984 caf@wlssd.duluth.mn.us				<b>Unpaid Balance</b> from previous month	+ \$ - 0 -
				<b>Total Amount Due</b>	\$ 7,399.68

WLSSD Use Only	
Invoice No.	Monthly Report Prepared By:
Customer No.	Name
Check No.	Title
Date	Phone
Amount Paid \$	Date

WLSSD CAPACITY AVAILABILITY FEE

