



CITY *of* CALABASAS

(Property Owner)
(Address)
(Calabasas, CA 91302) or (Topanga, CA (XX))

**SUBJECT: ONSITE WASTEWATER TREATMENT SYSTEM (OWTS)
OPERATING PERMIT REQUIRED BY May 14, 2010**

Dear Property Owner,

This summer, the Calabasas City Council adopted Ordinance 2009-262, and Resolution No. 2009-264, which requires property owners with on site wastewater treatment systems (OWTS), also known as a septic system, to obtain an OWTS operating permit from the City within a period of six months. Your property has been identified from our records as having an operational OWTS system.

All property owners with an OWTS will be required to hire an independent Septic Inspector from the City's list of eight certified inspection firms to test their septic system for integrity and secure an OWTS Operating Permit by May 14, 2010.

Until May 14, 2010, OWTS operating permits will be issued at no charge upon documentation that a City Certified OWTS Inspector has found your system to be operating in compliance with our guidelines. After May 14, 2010, the operating permit issuance fee will be \$85. Permits may be valid for up to five years for an OWTS found to have no outstanding problems. The City has established a web page to help guide you through the requirements. We are also attaching a list of frequently asked questions and list of certified City Inspectors for your use.

The cost to inspect your system will vary based on its age and difficulty of access to the septic tank. A basic inspection is estimated to range between \$500 and \$800 dollars, while others will be more if the system cannot be located, or needs to be exposed. The City encourages you to obtain multiple bids from the eight inspection firms certified by the City prior to contracting with one to perform the inspection. The City council has established a grant program for low income property owners.

If you have any questions regarding the OWTS Operating Permit Program, feel free to contact Building and Safety staff members Jason Reithoffer or Ruben Flores at (818) 224-1600. If you received this letter in error and do not own property with an OWTS, please contact us and we will update our records accordingly.

Sincerely,

Sparky Cohen,
Building Official