



Connection Charges Program Guidance

Payment Deadlines and Late Fees

Created January 10, 2019 — Revised March 13, 2019

Summary

District regulations **require payment of connection charges upon approval or invoice**. For new connections approved by the commission, payment is due prior to construction of the public sanitary sewer mains. For other charges, payment is due upon issuance of a district invoice.

The district will charge **late fees of ½% per month**, not compounded, and an administrative fee.

For **undisclosed connections, additional factors apply**.

Guidance

Background

To encourage timely payment of connection charges and reduce confusion over deadlines, district regulations require payment upon approval or invoice and require collection of penalties and late fees.

Normal Deadlines and Late Fees

- Extensions:
 - Charges due prior to construction of sanitary sewer mains.
 - Late fees of ½% per month, not compounded.
 - First late fee added immediately on construction (no grace period).
- Connections to existing mains (direct connections):
 - Charges due upon issuance of a district invoice.
 - Late fees of ½% per month, not compounded.
 - First late fee added 30 days after invoicing.
- Redevelopment charges (see separate guidance document):
 - Charges due upon issuance of a district invoice, which will occur no later than occupancy.

The district maintains an interceptor system in its service area. When customer communities connect to the system, various fees are due, including late fees where applicable. The connection charges program is governed by the district's sewer use ordinance and connection charges regulations, which are approved by the commission. Program guidance is approved by the chief engineer and director. Visit <http://www.madsewer.org/ConnectionCharges>.

- Late fees of ½% per month, not compounded.
- First late fee added 30 days after invoicing.

Late Fees for Undisclosed Connections:

Connection charges regulations require customer communities to notify the district of sewer connections. When a connection is not disclosed and is later discovered, the district will charge additional fees as follows:

- One-time administrative fee of \$500.*
- For the period *between connection and discovery*:
 - Late fees of ½% per month, not compounded.
 - Number of months counted from date of connection.
 - Total connection-to-discovery late fee may not exceed the connection charge due at time of payment.
- For the period *after discovery*:
 - Late fees continue to accrue on the connection charge amount at ½% per month, not compounded.
 - First after-discovery late fee added immediately on discovery (no grace period).

To determine the date of connection, the district will consult with the customer community; examine aerial photographs to identify when buildings were constructed; and review property and building records.

If the connection is in an area not yet annexed to the district, the district will also require annexation. In such cases, the district will charge the administrative fee plus a late fee equal to the larger of (a) the connection charges late fee above; or (b) the amount of the annexation fee.

Note: Undisclosed connections that were made prior to Jan. 1, 2018 are not subject to these late fees (see separate guidance document).

Authority

General:

- State law: chapter 200, subchapter I <https://docs.legis.wisconsin.gov/statutes/statutes/200/I>
- District sewer use ordinance: <http://www.madsewer.org//Planning/Permits-Ordinances>

* Fee may be adjusted for inflation in future versions of this guidance.

- Connection charges regulations: <http://www.madsewer.org/ConnectionCharges>

This Guidance:

- Connection charges regulations s. 5.5 (fees for late payment), s. 6.2 (date of connection), and ss. 6.3 and 6.4 (administrative fee and late fees for undisclosed connections)

Document History

2019 January: Created.