

Capacity Availability Fee

Procedures Manual



April 2023
Third Revision



Clear Answers for Clean Water™

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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 subdivision 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.

Revision History

- 2005 adopted CAF Ordinance
- 2006 printed original manual
- 2007 first revision
- 2015 second revision
- 2023 third revision

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1. 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 single-family residence into a duplex or into an office building, or when a retail space is converted to a restaurant.

Commercial Customer: 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 Payment: 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 prior to a customer receiving a building or plumbing permit to connect to the WLSSD system or when a customer initiates a change of use (see definition).

Dwelling Unit: A building (or portion thereof) designated as a residence for a single family. One apartment is one dwelling unit.

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 Customer: 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 development or 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: An owner of 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 unit. One CAF Unit is 260 gallons per day of capacity availability.

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.

2. 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 at the time of connection to the System (or at the time that permits for such new connection are issued).

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 their estimated maximum daily wastewater flows. Industrial Properties that have entered into a Capacity Allocation Agreement with 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.

2.1. 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.

2.2. CAF Determination

WLSSD is a wholesaler of wastewater conveyance and treatment services. WLSSD collects CAF through its Municipal Customers and Industrial Customers. In turn, Municipal Customers are responsible for collecting CAFs from individual property owners. Generally, Municipal

Customers issue permits (building permits or plumbing permits) to authorize development or redevelopment within their service area. WLSSD makes all Determinations for Commercial and Industrial Customers while Municipal Customers make CAF Determinations for Residential Customers based on WLSSD criteria contained within this manual. 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.

2.3. CAF Revenue

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

3. ROLES OF WLSSD AND MUNICIPAL CUSTOMERS

3.1 WLSSD Role

WLSSD's role in the CAF program includes the following:

- Performs all CAF 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.

- Reserves the right to interpret and change CAF policies and procedures and set rates.
- Maintains CAF records.

3.2. Municipal Customer Role

Municipal Customer responsibilities in the CAF program are as follows:

- 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 discretion direct that CAF activity reporting occur less often.).
- Performs CAF Determinations for Residential Customers according to criteria established by WLSSD.
- Verifies accuracy of WLSSD's commercial determinations if the final plan changed after the initial determination was made.
- Remits CAF to WLSSD in a timely manner. Remittance arrangements of CAF to be made between municipal customer and WLSSD on a case-by-case basis.
- Keeps CAF records available for a CAF audit and allows WLSSD staff or authorized agent access to such records upon request.
- Resolves audit findings and remits unpaid CAF to WLSSD. The liability for unpaid CAF is the responsibility of the Municipal Customer.
- 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.

4. 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.

CAFs must be collected by the municipality prior to issuance of a building permit or other permit subject to CAF review. If not collected as required, WLSSD may suspend sewer extensions and connections within that municipality until WLSSD determines the municipality to be in compliance.

4.1. CAF Determinations for 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 municipal sewer system for the first time.

4.1.1. CAF Assignment

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

4.1.2. Remodeling or Additions

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

Remodeling or additions that do not increase the number of dwelling units do not result in a CAF Determination.

4.1.3. Demolitions

Demolitions that result in redevelopment of a property within one year shall result in a Determination that takes into consideration 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 redevelopment of the property within one year shall result in a redetermination of CAF. No credits or discounts are available after 12 months.

4.1.4. District Consultation

Residential building or plumbing permits involving four (4) or more residential dwelling units in one building shall require a consultation with District staff as this would be considered a commercial property as referenced in Section 4.2.

4.1.5. Condo Conversions

When a dwelling unit changes from a discounted apartment to a condominium, additional CAF (20% of the current CAF rate) will be collected pursuant to Section 4.2.2.

4.1.6. 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 office building.

4.2 CAF Determinations for 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.

4.2.1. Cost Basis

The CAF Determination is based on the Commercial Customer's estimated maximum wastewater flow potential or demand. WLSSD will use the criteria in Appendix A for determining CAF units for Commercial Customers.

4.2.2. Discounts

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

Adding a second kitchen with separate living space and separate laundry requires a payment of one additional CAF unit. If common laundry is utilized, then a CAF fee is not required. A maximum of one 20% discount is allowed per project.

Example 1 - Addition

Property Type	CAF	Requirements	Determination	
Four units are added to a multi-family housing facility.	1 CAF per Unit	No plumbing for Individual laundry hook-ups.	4 CAF at \$940/unit	\$3,760.00
			<u>Less 20% Discount</u>	<u>- \$752.00</u>
			CAF Subtotal	\$3,008.00
			<u>Less 4% Retainage</u>	<u>- \$120.32</u>
			Total Due	\$2,887.68

Example 2 – Remodel

Property Type	CAF	Requirements	Determination	
A single family dwelling is remodeled into four units, with common laundry facilities in the basement.	1 CAF per Unit	No plumbing for individual laundry hook-ups	4 CAF at \$940/unit	\$3,760.00
			<u>Less 20% Discount</u>	<u>- \$752.00</u>
			Subtotal	\$3,008.00
			<u>Less 1 CAF Credit</u>	<u>- \$940.00</u>
			CAF Subtotal	\$2,068.00
			<u>Less 4% Retainage</u>	<u>- \$82.72</u>
			Total Due	\$1,985.28

4.2.3 Waste Fixture Units

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

4.2.4. 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.

4.2.5. Shell Buildings

The CAF Determination for Commercial Customers is based on the future use of a 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.

4.2.6. 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.

4.2.7. Multi-Purpose Areas

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

4.2.8. Change of Use

A CAF Determination is required whenever there is a change of 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 change from storage facility to retail facility
- any change from single residential dwelling use to multi dwelling use
- any physical change in the building that requires a building and/or plumbing permit
- any changes in tenants in a mall, and
- any changes for outdoor seating and outdoor space usage.

4.2.8.1 Outdoor Spaces

Peak demand on the WLSSD wastewater conveyance and treatment facilities is experienced typically during significant wet weather events. During these events, the use of outdoor areas is significantly reduced, thereby contributing little or no wastewater to disposal system peaks.

WLSSD grants a 75% reduction to certain outdoor spaces for which there is potential for minimal or no use during rain events. This includes driving ranges, golf courses including mini-golf (a clubhouse is not eligible for the reduction), certain park shelters (contact WLSSD for determination), outdoor seating areas for food and drink establishments, outdoor pools and water parks, drive-in restaurants and theaters, outdoor tennis courts, and outdoor public areas such as zoo exhibits.

This does not include arenas or stadiums which may only delay the event or where they may be used in the rain (e.g., football games). Outdoor areas with structural roofs of any type will only qualify for the discount if, at the discretion of WLSSD staff, the demand for the space or transit to it (e.g., gazebo for food and drink seating) is exposed to weather and will be predominantly reduced during wet weather days.

If these outdoor spaces are eliminated, they will only receive discounted credits.

4.2.8.2 Outdoor Seating

CAF is calculated for outdoor seating on patio or sidewalks using the same criteria as inside seating. For example, if the interior portion is calculated as a food and drink establishment, the outside seating is also calculated as food and drink and a 75% reduction on the outdoor space is given. If a take-out restaurant has only outdoor seating, that area will be charged using the criteria food and drink – outdoor with the 75% discount already included in the criteria. Outdoor areas with structural roofs of any type will only qualify for the discount if, as determined by WLSSD staff, the demand for the space or transit to it (e.g., gazebo) is exposed to weather and the use will be predominantly reduced during wet weather days.

4.2.9. Retroactive CAF

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

4.2.10. Demolitions

A Demolition that results in redevelopment of the property within one year shall result in a CAF Determination that takes into consideration the business use(s) 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.

A Demolition that does not result in redevelopment of the property within one year shall result in a CAF Determination that does not consider business use(s) that existed prior to the demolition.

4.3. CAF Determinations for 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.

Example 3 - Commercial Change of Use

Property Type	CAF	Requirements	Determination	
A 6,000 square foot retail store changes use to a 60 seat full-service restaurant.	1 CAF per 10 seats	Restaurant uses washable plates, drink cups and table utensils.	60 seats/10 seats <u>x CAF Rate</u>	6 CAF <u>x \$940.00</u>
			CAF Subtotal	\$5,640.00
			6,000 sq ft/3,000 sq ft <u>x CAF Rate</u>	2 CAF <u>x \$940.00</u>
	1 CAF per 3,000 sq ft	Credit for 2 CAF from previous retail store use.	CAF Credit	\$1,880.00
			Net CAF	\$3,760.00
			<u>Less 4% Retainage</u>	<u>- \$150.40</u>
			Total Due	\$3,609.60

4.4. CAF Collection for New Municipal Customers

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

4.5 Municipal Customer Payments and Reporting

4.5.1. Payments

4.5.1.1. 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. 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. CAF is not to be prepaid in advance of the Municipal Customer permitting process.

4.5.1.2. Interest Charges

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

4.5.1.3. 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. If not paid in 30 days as provided, continued non-payment of CAF after 30 days will result in inclusion of such amounts in the municipality's wastewater year-end adjustments.

4.5.1.4. 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's Executive Director or designee, WLSSD will accept the payment based on an earlier CAF rate and without interest accrual. The earlier CAF rate is the 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.

4.5.1.5. Retainage for Administration

The Municipal Customer is allowed to retain 4% of the net amount due to WLSSD for administrative expenses. This retainage 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.

4.5.1.6. Time Payments

WLSSD does not administer a time payment plan for the CAF program. No partial payments are accepted.

4.5.2. Monthly Report Form

4.5.2.1. 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 to support the summary information provided in Form CAF-1.

4.5.2.2. No Activity

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

4.5.2.3. 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

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.

Business Type	Parameter	CAF
Airport/Terminals	<i>Contact WLSSD</i>	-
Animal Clinic (e.g., veterinarian, humane societies, animal research, boarding, etc.)	-	-
Fixture Units	*17 fixture units	1
Animal Washing	1 tub	1
Animal Grooming	-	-
Animal Grooming	4 stations	1
Animal Washing	1 tub	1
Office	2400 square feet	1
Meeting	1650 square feet	1
Retail	3000 square feet	1
Warehouse/Storage	7000 square feet	1
Kennel Floor Drains/Showers	*17 fixture units	1
Apartment (See Section 5.2.2 for discount); NOTE: No charge for a pool inside the apartment building used by residents only	1 apartment	1
Office (administrative)	2400 square feet	1
Retail	<i>Use GSF Criteria</i>	-
Parking Garage	*17 fixture units	1
Car Wash Bay	1 bay	3
Clubhouse (See <i>Clubhouse/Mechanical/Maintenance Building/Pool House, etc.</i>)	-	-
Arena	-	-
Bleachers (1.5 feet per seat)	110 seats	1
Spectator Viewing	1650 square feet	1
Office/Press Box	2400 square feet	1
Meeting	1650 square feet	1
Warehouse	7000 square feet	1
Retail	3000 square feet	1
Concessions	*17 fixture units	1
Team/Referee Rooms	*17 fixture units	1
Ice Resurfacer	1 resurfacer	4
Food & Drink Area (non-concessions)	<i>Use GSF Criteria</i>	-
Banquet	<i>Use GSF Criteria</i>	-
Parking Garage	*17 fixture units	1
Assisted Living (See <i>Elderly Housing</i>)	-	-

Business Type	Parameter	CAF
Bakery/Butcher Includes office, retail, warehouse/storage; Process discharge is charged additional	-	-
Retail Bakery with production area, no customer seating	1300 square feet	1
Retail Bakery with production area and customer seating, calculate at <i>Food & Drink</i>	-	-
Wholesale Bakery/Food Production with no retail area or customer seating, calculate at <i>Mixed Use</i> or <i>Warehouse</i> ; production area fixtures are charged additional	-	-
Banquet Hall Includes office, meeting, kitchen, warehouse/storage, lounge, bride/groom suites, lockers/showers	1650 square feet	1
Barber/Salon Spa Includes office, retail, meeting, warehouse/storage, hair stations, nail stations, lockers/showers, and massage tables (if business also has hair and/or nail stations, if not, massage is charged a different criteria); Whirlpool/tub is charged additional	700 square feet	1
Vichy Shower – 4 shower heads or fewer per treatment station	1 treatment station	4
Vichy Shower – 5 or more showers heads per treatment station	1 treatment station	8
Bingo Hall (used only for bingo; if serves food and/or drink, calculate at <i>Food & Drink GSF</i>)	1650 square feet	1
Boarding House (with food service)	5 beds	1
Bowling Alley	-	-
Alley	3 alleys	1
Retail	3000 square feet	1
Office/Daycare	2400 square feet	1
Meeting	1650 square feet	1
Warehouse/Storage	7000 square feet	1
Game Room with liquor	590 square feet	1
Game Room without liquor	2060 square feet	1
Food & Drink	<i>Use GSF Criteria</i>	1
Banquet	<i>Use GSF Criteria</i>	1
Brewery/Distillery Includes office, retail, meeting, warehouse/storage, production space, customer seating; Process discharge is charged additional	-	-
Production area is more than 10% of total gross square feet and has customer seating	950 square feet	1
Production area is 10% or less total gross square feet and has customer seating, calculate at <i>Food & Drink</i>	-	-
No customer seating, calculate at <i>Mixed Use</i> or <i>Warehouse</i>	-	-
Camp	-	-
Children's camps (central toilet and bath; overnight, primitive cabins; number of occupants x 50 gallons/occupant)	274 gallons	1
Day camps (no meals served; number of occupants x 10 gallons/occupant)	274 gallons	1

Business Type	Parameter	CAF
Labor/construction camps (number of occupants x 50 gallons/occupant)	274 gallons	1
Resorts	-	-
Housekeeping cabins with private baths (number of beds x 60 gallons/bed)	274 gallons	1
Resort Only Dining (resort guests only; If open to public, calculate at <i>Food & Drink GSF criteria</i> ; Includes the gross square feet of the kitchen, wait area, kitchen/bar storage, seating area, and bathroom designated for the dining room)	450 square feet	1
Travel trailer parks	-	-
With water and sewer hookup (number Sites x 100 gallons/Site)	274 gallons	1
With central toilet and showers (number of Sites x 75 gallons/Site)	274 gallons	1
Sanitary dump (Sites without hookup; number of Sites x 10 gallons/Site)	274 gallons	1
Car/Vehicle Dealership Includes office, retail, warehouse, service bays, lockers/showers, floor drains; Wash Bays/Hose Bibs for vehicle washing are charged additional	3250 square feet	1
Car Wash	-	-
Self-Serve (Non-automatic); Other Car Wash Bay or Hose Bib Area	1 Bay	3
Conveyor/Pull-Through (Automatic) (Spec sheet stating the number of gallons per <u>each</u> wash type divided by number of wash types x 200 cars)	274 gallons	1
Reclaim System	Contact WLSSD	-
Card Room	Contact WLSSD	-
Catering/Meal-to-Go (no customer seating; if has customer seating calculate at <i>Food & Drink</i>)	-	-
Food Prep with No Dishwashing – Maximum number of meals prepared in one day x 1.5 gallons/meal	274 gallons	1
Food Prep & Dishwashing – Maximum number of meals prepared in one day x 3 gallons/meal	274 gallons	1
Office	2400 square feet	1
Meeting	1650 square feet	1
Warehouse/Storage	7000 square feet	1
Shower	*17 fixture units	1
Church/Worship Includes worship and congregation space, office, meeting, warehouse/storage, lockers/showers, classrooms, nursery, stage, banquet, small coffee café, ablution rooms	2300 square feet	1
Clinic Includes dental vacuum, sterilizers, office, meeting, warehouse, lockers/showers; Dialysis is charged additional	-	-
50% or more of the exam rooms have sinks	2150 square feet	1
Less than 50% of the exam rooms have sinks, calculate at <i>Office</i>	-	-
Clubhouse/Mechanical/Maintenance Building/Pool House, etc. (for general use by residents of residential complex only; must be restricted with key or keycard access)	1 unit	1
If used by public or does not have restricted access	*17 fixture units	1

Business Type	Parameter	CAF
Community Center Includes office, meeting, classrooms, banquet, warehouse/storage, prayer, library, fitness, lockers/showers	-	-
Less than 50% of total gross square feet is fitness area (pool, courts, weight rooms, track, workout area, etc.)	1750 square feet	1
50% or more of total gross square feet is fitness area, calculate at <i>Fitness</i>	-	-
Condominiums	1 unit	1
Parking Garage	*17 fixture units	1
Meeting	1650 square feet	1
Office (speculative)	<i>Use GSF Criteria</i>	-
Office (administrative)	2400 square feet	1
Retail	<i>Use GSF Criteria</i>	-
Convention Center (15 square feet/person)	14 people	1
Office	2400 square feet	1
Meeting	1650 square feet	1
Warehouse/Storage	7000 square feet	1
Banquet	<i>Use GSF Criteria</i>	1
Food & Drink	<i>Use GSF Criteria</i>	1
Showers	*17 fixture units	1
Parking Garage	*17 fixture units	1
Correction Facility (e.g., prison)	-	-
Inmates	3 inmates	1
Guards	14 people	1
Office	2400 square feet	1
Meeting	1650 square feet	1
Warehouse/Storage	7000 square feet	1
Shooting Range (6 feet/lane); <i>See Section 5.2.1.6 for discount</i>	6 lanes	1
Showers/Lockers (employee)	*17 fixture units	1
Court Room	1650 square feet	1
Office	2400 square feet	1
Meeting	1650 square feet	1
Warehouse/Storage	7000 square feet	1
Daycare Includes office, preschool classrooms, meeting, warehouse/storage, shower/lockers	900 square feet	1
Dialysis Center (See <i>Clinic</i> in addition to the dialysis charge below)	<i>Use GSF Criteria</i>	-
Calculate the number of gallons for dialysis as follows: Dialysis – number of chairs x gallons/treatment x number of treatments/day + Dialyzer – number of chairs x gallons/treatment x number of treatments/day + Filters – number of filters x gallons/filter + Regeneration/Backwash – number of units x gallons/unit + RO Reject – <u>number of units x gallons/unit</u> Total number of gallons for CAF calculation	274 gallons	1

Business Type	Parameter	CAF
Drive-In Restaurant	9 parking spaces	1
Educational Includes elementary, secondary, college and learning centers. Includes classroom, lab, office, meeting, auditorium, gymnasium, showers/lockers	1150 square feet	1
Dorm Room (on and off campus)	5 beds	1
Exterior Bleachers (with restroom facilities available)	110 seats	1
Elderly Housing (Includes Assisted/Independent Living, 55+ Apartment, & Memory Care)	-	-
Office	2400 square feet	1
Meeting	1650 square feet	1
Warehouse/Loading Dock	7000 square feet	1
Parking Garage	*17 fixture units	1
Guest Unit (With washer/dryer)	1 unit	1
Guest Unit (No washer/dryer)	1 unit	0.80
Guest Unit (No kitchen and no washer/dryer)	1 unit	0.50
Nursing Home	2 beds	1
No washer/dryer in any unit (<i>see formula below to determine number of residents</i>)	3 residents	1
Washer/dryer in unit (<i>see formula below to determine number of residents</i>)	2.5 residents	1
Calculate the number of residents as follows: Number of studio/suite 1 bed units x 1.0 resident/unit + Number of studio/suite 2 bed units x 2.0 residents/unit + Number of one-bedroom units x 1.5 residents/unit + Number of two-bedroom units x 2.0 residents/unit <u>+ Number of three-bedroom units x 3.0 residents/unit</u> Total number of residents for CAF calculation	-	-
Fairgrounds (For an open area without fixed limit of attendance and with buildings that have facilities connected to sanitary sewer)	Contact WLSSD	-
Fire Station	-	-
Office	2400 square feet	1
Meeting	1650 square feet	1
Warehouse/Storage	7000 square feet	1
Washing Machine (Residential-type, limited use)	*17 fixture units	1
Hose Tower	1 tower	1
Vehicle Washing (3.5 gallons per minute x 20 minutes x number of vehicles)	274 gallons	1
Full time, overnight people (75 gallons/person)	274 gallons	1
Volunteer (occasional overnight stays)	14 volunteers	1
Showers	*17 fixture units	1
Floor Drains	*17 fixture units	1
Fitness Includes fitness, dance, office, meeting, retail, warehouse/storage, daycare, salon, massage, tanning, small café, showers/lockers, pool/whirlpool, team sport courts/cages, roller rinks (excluding tennis courts as those are charged separately)	1600 square feet	1

Business Type	Parameter	CAF
Food & Drink Include bar, coffee shop, tap room, dance floor, brewery/distillery with 10% or less production space, bakeries with seating, and restaurant with customer seating. The gross square feet includes all areas associated with the business on each level/floor. This may include seating area, bar area, bathrooms, hallways, storage, prep space, coolers, kitchen, minimal retail area, etc.	300 square feet	1
Food & Drink - Outdoor (75% outdoor spaces discount already applied)	1200 square feet	1
Funeral Home Includes prep area, viewing area, office, meeting, banquet, fixture units; Residential unit charged separately	1200 square feet	1
Game Room (e.g., billiards, video, pinball games and outdoor games; If area does not have a clear separation of space and has food or drink, calculate at <i>Food & Drink GSF criteria</i>)	-	-
With liquor	590 square feet	1
Without liquor	2060 square feet	1
Gas Station Includes gas pump, retail, storage, office, customer seating	1950 square feet	1
Customer seating area does not have a clear delineation of space and is greater than 10% of the total gross square feet, calculate at <i>Food & Drink</i>	-	-
Golf Course/Dome See Section 5.2.8.1 for discount	-	-
18 hole	1 course	3
9 hole	1 course	2
Miniature Golf	1 course	3
Office	2400 square feet	1
Meeting	1650 square feet	1
Retail/Pro Shop	3000 square feet	1
Country Club Dining Room (members only; used evenings and weekends only; If open more hours, calculate at <i>Food & Drink GSF criteria</i> ; Includes the gross square feet of the kitchen, wait area, kitchen/bar storage, seating area, and bathroom designated for the dining room)	450 square feet	1
Warehouse/Storage	7000 square feet	1
Showers/Locker Room	*17 fixture units	1
Cart Washing	1 bay	3
Tennis Courts	1 court	2
Fitness (e.g., weights, workout, track, handball/racquetball, etc.)	Use GSF Criteria	-
Barber/Salon Spa	Use GSF Criteria	-
Massage	Use GSF Criteria	-
Golf Dome or Driving Range	6 stations	1
Greenhouse	-	-
Area not open to the public (e.g., employees only)	15,000 square feet	1
Area open to the public	3000 square feet	1
Group Home	-	-
Secondary treatment (residents leave during the day)	5 beds	1

Business Type	Parameter	CAF
Primary treatment (residents stay all day)	3 beds	1
Hangars (Corporate/Commercial)	<i>Contact WLSSD</i>	-
Hangars (Private/Individual Aircraft)	1 hangar	1
Plane/Vehicle Washing (3.5 gallons per minute x 20 minutes x # of Bays)	274 gallons	1
Hospital	-	-
Licensed beds or baby cribs	1 bed/crib	1
Sleep Center/Overnight	5 beds	1
Clinic (outpatient)	<i>Use GSF Criteria</i>	-
Food & Drink (e.g., cafeteria, coffee shop)	<i>Use GSF Criteria</i>	-
Office (administration)	2400 square feet	1
Meeting (administration)	1650 square feet	1
Warehouse/Storage	7000 square feet	1
Showers (employee use only)	*17 fixture units	1
Laundromat (number of gallons of water per cycle x 8 cycles/day x # of washers of each type)	274 gallons	1
Marina (Dumping Station)	1 station	1
Areas Open to Public	<i>Contact WLSSD</i>	-
Massage Includes office, retail, storage, showers/lockers	-	-
Massage stations only	1200 square feet	1
Massage stations with hair and/or nail stations, calculation at <i>Barber/Salon Spa</i>	-	-
Vichy Shower – 4 shower heads or fewer per treatment station	1 treatment station	4
Vichy Shower – 5 or more showers heads per treatment station	1 treatment station	8
Meals to Go (prepared bulk meals)	-	-
# Meals prepared in one day x 1.5 gallons/meal (<i>no dishwashing</i>)	274 gallons	1
Memory Care (see <i>Assisted Living</i>)	-	-
Mini-Storage	-	-
Apartment	1 apartment	1
Public Area/Storage	*17 fixture units	1
Mixed Use Mixture of office, warehouse and retail that exceed 10% accessory use threshold; Includes office, warehouse, retail, meeting, cafeteria, fixture units, showers/lockers	3800 square feet	1
Wholesale Bakery/Food Production (in addition to <i>Mixed Use</i>)	*17 fixture units	1
Mixed Use Entertainment Mixture of fitness or interactive space such as trampolines, gaming, climbing towers, arcade, thrill rides, indoor golf, bowling, office, warehouse/storage, retail, meeting, party rooms, etc. that may include food and drink space. Go-karts, bowling/throwing lanes, golf course/driving range, etc. are charged in addition to gross square feet criteria.	-	-
Food & Drink area less than 10% of gross square feet	1600 square feet	1
Food & Drink area 10%-24% of gross square feet	1000 square feet	1

Business Type	Parameter	CAF
Food & Drink area 25%-50% of gross square feet	600 square feet	1
Food & Drink area 51% or more of gross square feet	300 square feet	1
Mobile Home	1 unit	1
Motel and Hotel (no charge for pool/saunas, game rooms, or fitness used by guests only)	-	-
Hotel Room	2 rooms	1
Office	2400 square feet	1
Meeting	1650 square feet	1
Warehouse/Storage	7000 square feet	1
Parking Garage	*17 fixture units	1
Banquet	<i>Use GSF Criteria</i>	1
Food & Drink (non-complimentary)	<i>Use GSF Criteria</i>	1
Breakfast only (complimentary; includes the gross square feet of the kitchen, prep, storage, seating area, and designated bathrooms; if no kitchen there is no charge)	1350 square feet	1
Kitchenette (number of kitchenettes x 10 gallons/day)	274 gallons	1
Museum/Exhibit Hall	-	-
Exhibit Hall (gross square feet x 45% usable space @ 7 square feet/person)	64 people	1
Office	2400 square feet	1
Meeting	1650 square feet	1
Retail	3000 square feet	1
Warehouse/Storage	7000 square feet	1
Banquet	<i>Use GSF Criteria</i>	1
Food & Drink	<i>Use GSF Criteria</i>	1
Process Discharge	<i>Contact WLSSD</i>	-
Nursing Home (See Assisted Living)	-	-
Office Includes meeting, shower/lockers, cafeteria, fixture units	2650 square feet	1
If warehouse use exceeds 10% of the total gross square feet, calculate at <i>Mixed Use</i>	-	-
Park Building <i>See Section 5.2.8.1 for discount on which type receive discount</i>	*17 fixture units	1
Swimming Pool/Hot Tub	900 square feet	1
Splash Pads	<i>Contact WLSSD</i>	-
Parking Garage (if connected to sanitary sewer)	*17 fixture units	1
Vehicle Washing	1 bay	3
Police Station Includes cells, office, meeting, storage, showers/lockers, vehicle bays, private shooting range, floor drains, drivers	2400 square feet	1
Private Vehicle Storage and Maintenance Bays	-	1
Private Vehicle Storage Garage & Maintenance Bays	7000 square feet	1
Vehicle Wash (3.5 gallons/minute x 15 minutes x # of bays)	274 gallons	-
<i>Community Building</i>	-	1

Business Type	Parameter	CAF
Office	2400 square feet	1
Meeting	1650 square feet	1
Warehouse/Storage	7000 square feet	1
Banquet	<i>Use GSF Criteria</i>	1
Shower	*17 fixture units	1
Process Discharge	Contact WLSSD	-
Public Library Includes office, meeting, storage, fixture units, showers/lockers	3950 square feet	1
Restaurant – Drive-In	9 parking spaces	1
Food & Drink – Outdoor	1200 square feet	1
Restaurant – Takeout No indoor customer seating. If it has indoor customer seating, calculate at <i>Food & Drink</i> . If it has outdoor seating only, in addition to <i>Restaurant-Takeout</i> criteria for indoor use, calculate outdoor area at <i>Food & Drink – Outdoor</i>	1300 square feet	1
Retail Includes office that is part of the main function of the business (e.g., managers, accounting, etc.), meeting, warehouse/stock, showers/lockers, and fixture units; Individual tenant spaces will be excluded from the gross square feet calculation and charged based on their individual use	3050 square feet	-
Additional uses (e.g., clinic, salon, café, etc.) that exceed the 10% accessory use threshold and does not have a clear separation of tenant space, calculate at <i>Retail- Mixed</i>	-	1
Retail-Mixed Retail criteria where additional uses exceed the 10% accessory use threshold; Individual tenant spaces will be excluded from the gross square feet calculation and charged based on their individual use	1900 square feet	1
Roller Rink (skating area only)	825 square feet	1
Concessions	*17 fixture units	1
Rooming House (no food service)	7 beds	1
RV Dumping Station (not in association with campgrounds)	1 station	1
Shooting Range (rifle and handgun ranges, 6 feet/lane); <i>See Section 5.2.8.1 for discount</i>	6 lanes	1
Tennis Court (non-Residential); <i>See Section 5.2.8.1 for discount</i>	-	-
Shower facilities available	1 court	2
No showers available	5 courts	1
Theater	-	-
One show per day	110 seats	1
More than one show per day	64 seats	1
Non-fixed theater seating – one show per day	1000 square feet	1
Non-fixed theater seating – more than one show per day	500 square feet	1
Drive-in Theater (parking spaces)	55 spaces	1
Office	2400 square feet	1
Meeting	1650 square feet	1
Warehouse/Loading Dock	7000 square feet	1

Business Type	Parameter	CAF
Food & Drink (with customer seating, inside ticketed area)	*17 fixture units	1
Food & Drink (with customer seating, outside ticketed area)	<i>Use GSF Criteria</i>	-
Treatment Center (includes nursing care; inpatient only)	-	-
Inpatient Beds	2 beds	1
Office	2400 square feet	1
Meeting	1650 square feet	1
Warehouse/Loading Dock	7000 square feet	1
Parking Garage	*17 fixture units	1
Guest Unit (with kitchen and washer/dryer)	1 unit	1
Guest Unit (no washer/dryer)	1 unit	0.80
Guest Unit (no kitchen and no washer/dryer)	1 unit	0.50
Vehicle Garage/Public Works Maintenance Facilities Primary use is vehicle storage or fleet operations. Includes office, meeting, warehouse/storage, showers/lockers, service bays for private use only, drivers, fixture units; Process discharge and wash bays/hose bibs used for vehicle washing are charged additional	4300 square feet	1
Vehicle Service Primary use is service performed on customer vehicles. Includes office, meeting, retail, warehouse/storage, service bays, showers/lockers, fixture units; Wash bay/hose bib used for vehicle washing are charged additional If the gross square feet of the vehicle service building has 50% or more warehouse or storage, then the following criteria applies	2550 square feet	1
Office	2400 square feet	1
Meeting	1650 square feet	1
Retail	3000 square feet	1
Service Bays – Fast Service (fewer than 4 hours per vehicle)	2 bays	1
Service Bays – Major Service (4 or more hours per vehicle)	14 bays	1
Warehouse/Storage	7000 square feet	1
Vehicle Drivers	28 drivers	1
Vehicle Washing	1 bay	3
Shower	*17 fixture units	1
Floor Drains	*17 fixture units	1
Vichy Showers	-	-
Vichy Shower – 4 shower heads or fewer per treatment station	1 treatment station	4
Vichy Shower – 5 or more showers heads per treatment station	1 treatment station	8
Warehouse Includes office, meeting, showers/lockers, and fixture units	6950 square feet	1
If office use exceeds 10% of the total gross square feet, calculate at <i>Mixed Use</i>	-	-
Wholesale Bakery (in addition to <i>Warehouse</i>)	*17 fixture units	1
Water Treatment Plants	<i>Contact WLSSD</i>	-
Yard Storage	15,000 square feet	1

Appendix B: Plumbing Waste Fixture Units

*Asterisks in Appendix A denote facilities where determinations are based on fixture units, as described below:

Type of Fixture (including rough-ins)	Fixture Unit Value (f.u.)
Bathtub	17
Drinking Fountain	1
Floor Drain (1 f.u. per inch drain)	-
2" waste	2
3" waste	3
4" waste	4
Shower	-
Stall (Public/Multi-User)	17
Stall (Private/Single-User)	2
Gang Shower Head	1 per head
Sinks	-
Exam Room; Bathroom (per sink)	1
Breakroom (per sink)	2
Procedure; Others (per basin)	2
Surgeon (per basin)	3
Janitor; Service (per sink)	3
Trench Drain (per each 6-foot section)	2
Urinal	3
Washing Machine (limited use, residential-type)	2
Water Closet	6

Appendix C: CAF Forms

Form	Form Number	Page
Monthly Report	CAF-1	22
Residential Detail Report	CAF-2	23
Commercial Detail Report	CAF-3	24
Examples	n/a	25-26



Capacity Availability Fees (CAF) Monthly Report

CAF-1

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	\$
Duplex				x \$940.00	\$
Townhouse/Condominium				x \$940.00	\$
Apartment (20% discount with WLSSD approval)				x \$752.00	\$
Commercial/Institutional (CAF Charges from CAF-3)				x \$940.00	\$
Attach CAF-2 to this form.					
Subtotal CAF Unit Charges					\$
Retainage (4% discount for payment and report received within 30 days of the end of the month)					-\$
Unpaid Balance from Previous Month					+\$
Total Amount Due					\$

WLSSD Use Only

Invoice No. _____

Customer No. _____

Check No. _____

Date _____

Amount Paid \$ _____

Monthly Report Prepared By:

Name _____

Title _____

Phone _____

Date _____

Send completed form to caf@wlssd.com or mail to WLSSD, 2626 Courtland St., Duluth, MN 55806

CAPACITY AVAILABILITY FEES (CAF)

Building Permit/Change of Use/Expansion Report

Municipality _____

Month _____ Year _____

[illegible]



Capacity Availability Fees (CAF)

Commercial Detail Report

CAF-3

Municipality _____

Month _____ Year _____

Proposed Occupant	Type of Business		
Site Address			
Street	City	State MN	Zip
Total Square Footage	Building Permit Number	Date Issued	

Use	Quantity in Square Feet	CAF Credits (Units)	CAF Charges (Units)
Retail	_____sq ft @ 3,000 sq ft per CAF		
Office	_____sq ft @ 3,000 sq ft per CAF		
Warehouse	_____sq ft @ 3,000 sq ft per CAF		
Other			
Other			
Other			


Total Credits (Units)	Total Charges (Units)*

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

Send completed form to caf@wlssd.com or
mail to WLSSD, 2626 Courtland St., Duluth, MN 55806

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. Reconstruction occurs within six months of demolition.
3. A multi-use building is being constructed that will house a coffee shop (to seat 35 people), a retail store (4,500 sq ft), a beauty salon (4 cutting stations), and an office (4,800 sq ft). A warehouse (15,750 sq ft) 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
Attach CAF-2 to this form					
Subtotal CAF Unit Charges					\$ 7,708.00
Retainage (4% discount for payment and report received within 30 days of the end of the month)					- \$ 308.32
Remit to: Western Lake Superior Sanitary District Attn: Finance Department 2626 Courtland Street Duluth, Minnesota 55806-1984 caf@wlssd.duluth.mn.us					
Unpaid Balance from previous month					+ \$ - 0 -
Total Amount Due					\$ 7,399.68

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



Capacity Availability Fees (CAF)^{CAF-3} Commercial Detail Report

Municipality *OUR TOWN*

Month *FEBRUARY* Year 20 *XX*

Proposed Occupant <i>MALL DEVELOPER</i>	Type of Business <i>MALL</i>	
Site Address <i>MALL DRIVE</i> City <i>OUR TOWN</i> State <i>MN</i> Zip <i>XXX</i>		
Total Square Footage <i>14,000</i>	Building Permit Number <i>XXXXX</i>	Date Issued <i>2/3/XX</i>

Use	Quantity in Square Feet	CAF Credits (Units)	CAF Charges (Units)
Retail <i>RETAIL STORE</i>	<i>4,500</i> sq ft @ 3000 sq ft per CAF		<i>1.5</i>
Office <i>OFFICE SPACE</i>	<i>4,800</i> sq ft @ 3000 sq ft per CAF		<i>2</i>
Warehouse <i>(DEMOLITION)</i>	<i>15,750</i> sq ft @ 3000 sq ft per CAF	<i>2.25</i>	
Other <i>BEAUTY SALON</i>	<i>4 CUTTING STATIONS</i>		<i>1</i>
Other <i>COFFEE SHOP</i>	<i>35 SEATS</i>		<i>1.5</i>
Other			

Total Credits (Units) *2* Total Charges (Units) * *6*
If "Total Credits" is greater than "Total Charges", enter 0.
Send completed form to caf@wised.duluth.mn.us or



Capacity Availability Fees (CAF)^{CAF-3} Commercial Detail Report

Municipality *OUR TOWN*

Month *FEBRUARY* Year 20 *XX*

Proposed Occupant <i>MALL DEVELOPER</i>	Type of Business <i>MALL</i>	
Site Address <i>MALL DRIVE</i> City <i>OUR TOWN</i> State <i>MN</i> Zip <i>XXX</i>		
Total Square Footage <i>14,000</i>	Building Permit Number <i>XXXXX</i>	Date Issued <i>2/3/XX</i>

Use	Quantity in Square Feet	CAF Credits (Units)	CAF Charges (Units)
Retail <i>RETAIL STORE</i>	<i>4,500</i> sq ft @ 3000 sq ft per CAF		<i>1.5</i>
Office <i>OFFICE SPACE</i>	<i>4,800</i> sq ft @ 3000 sq ft per CAF		<i>2</i>
Warehouse <i>(DEMOLITION)</i>	<i>15,750</i> sq ft @ 3000 sq ft per CAF	<i>2.25</i>	
Other <i>BEAUTY SALON</i>	<i>4 CUTTING STATIONS</i>		<i>1</i>
Other <i>COFFEE SHOP</i>	<i>35 SEATS</i>		<i>1.5</i>
Other			

Total Credits (Units) *2* Total Charges (Units) * *6*
If "Total Credits" is greater than "Total Charges", enter 0.
Send completed form to caf@wised.duluth.mn.us or

