

Equivalent Dwelling Unit (EDU) Transfer Request Form

Commercial / Industrial Uses Only

In accordance with Board Policy 3163, adopted by the South Placer Municipal Utility District Board of Directors on March 5, 2026, the transfer of EDUs between parcels may be allowed under certain conditions. This form is used to provide documentation and certification of eligibility and submit a written request to transfer EDUs from one commercial/industrial parcel to another commercial/industrial parcel.

PROGRAM REQUIREMENTS:

- The property owner has demonstrated efforts to comply with District regulations and has been responsive to District communications (e.g., tenant improvement review process or fee letters) and is in compliance with all District ordinances and regulations applicable to the parcel(s).
- The parcels/properties are held in common ownership.
- The transfer of EDU(s) shall not have any adverse impacts to the downstream portion of the sewer system.
- The transfer of EDUs will not violate the terms and conditions of any lease agreements or purchase and sale agreements between the property owner and any third party.
- The transferred EDUs will run with the parcel in perpetuity, and the EDUs may not be transferred back to the original parcel or any other parcel without the prior written consent of the General Manager or Board of Directors, as appropriate.
- The execution of an EDU Transfer Agreement between the property owner and the District, in form and substance satisfactory to the District, documenting the transfer and setting forth any conditions as may be determined by the General Manager or Board of Directors in their sole and exclusive discretion.

PROGRAM CRITERIA:

- The property owner must submit a written request for the transfer of EDUs between parcels/properties.* The request must contain the following information:
 - The property owner must demonstrate a history of applying for and complying with all local permitting requirements for the building.
 - A calculation must be provided and approved by the District to determine the minimum use for each parcel/property per the District's Sewer Code based on the best available information. In no case shall this determination and subsequent transfer leave a parcel/property with less than one (1) EDU without the prior written consent of the General Manager or Board of Directors, as appropriate.
 - Proof of ownership for both parcels/properties must be provided.
 - Acknowledgement that the transfer of EDU(s) will be permanently binding, unless or until a subsequent transfer that meets the established requirements is approved.

**Use of this form is intended to help customers comply with the requirement to submit a written request.*

REQUEST

Property Owner Information (Proof of Ownership must be attached to this form):

First Name: _____ Last Name: _____

Address: _____

Phone: _____ Email: _____

Number of EDUs Requested to be Transferred: _____

PARCEL INFORMATION

Parcel with Excess EDU Credits

Address: _____

Parcel Number: _____

Current EDUs: _____

Information on Current Business for Each Tenant Space (attach additional pages, as needed):

Business Name: _____ Suite #: _____

Use: _____ Square Footage: _____

Business Name: _____ Suite #: _____

Use: _____ Square Footage: _____

Business Name: _____ Suite #: _____

Use: _____ Square Footage: _____

Business Name: _____ Suite #: _____

Use: _____ Square Footage: _____

Business Name: _____ Suite #: _____

Use: _____ Square Footage: _____

Business Name: _____ Suite #: _____

Use: _____ Square Footage: _____

Business Name: _____ Suite #: _____

Use: _____ Square Footage: _____

Vacant Spaces must also be included. Attach supporting documentation (i.e. rent rolls, approved building plans)

Parcel Receiving EDU Credits

Address: _____

Parcel Number: _____

Current EDUs: _____

Information on Current Business for Each Tenant Space (attach additional pages, as needed):

Business Name: _____ Suite #: _____
Use: _____ Square Footage: _____

Business Name: _____ Suite #: _____
Use: _____ Square Footage: _____

Business Name: _____ Suite #: _____
Use: _____ Square Footage: _____

Business Name: _____ Suite #: _____
Use: _____ Square Footage: _____

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Use: _____ Square Footage: _____

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Use: _____ Square Footage: _____

Vacant Spaces must also be included. Attach supporting documentation (i.e. rent rolls, approved building plans)

CERTIFICATION

Submission of this form serves as my formal request to transfer EDUs between the two parcels listed in this form. I certify that I am the property owner for both of the parcels, and I have attached proof of ownership for both parcels to this form. I acknowledge that, if approved, the transfer of EDU(s) will be permanently binding, unless or until a subsequent transfer is approved.

(Property Owner Signature) (Must be notarized)

(Date)

TO BE COMPLETED BY DISTRICT ENGINEER

Date Received: _____ Number of EDUs to be Transferred: _____

Approval Required by: ☐ General Manager (</= 5 EDUs) ☐ Board of Directors (> 5 EDUs)

(District Engineer Signature)

(Date)

APPROVAL

General Manager Signature)

(Date)

AND (if transfer is greater than 5 EDUs per parcel)

Board Resolution # (attached): _____ Meeting Date: _____