



## PUBLIC WORKS & MOBILITY DEPARTMENT

1345 W BROADWAY • MISSOULA, MT 59802 • (406) 552-6769

### Sewer Connection Expense Relief Loan Program

Property Owners Names (all owners) \_\_\_\_\_  
\_\_\_\_\_

Owner's Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Owner's Telephone Number: \_\_\_\_\_

Address of property to be connected: \_\_\_\_\_

Legal Description of property to be connected: \_\_\_\_\_  
\_\_\_\_\_

Bank Name, Contact Person & Telephone Number: \_\_\_\_\_

**Owner Statement:** I certify that I have received a copy of Missoula Municipal Code Chapter 3.19, that I have reviewed the sewer loan program provisions on the reverse, and that I understand the ramifications of defaulting on my payments to the bank. I also agree to sign an Acknowledgment and Notice of Potential Lien form provided to me and I understand that document will be filed with the County Clerk and Recorders Office.

\_\_\_\_\_  
Property Owner(s)

\_\_\_\_\_  
Date

**Bank Statement:** I certify that the above mentioned property and owners are financing their sewer connection with the loan program entitled "City of Missoula and Missoula County Sewer Connection Loan Program with Missoula area banks" and that the loan is for a period of time not to exceed eight years in length and for a total of \$10,000.00 or less.

\_\_\_\_\_  
Loan Officer Signature

\_\_\_\_\_  
Name of Bank

\_\_\_\_\_  
Date

**City Statement:** The aforementioned property owner is hereby certified to be eligible to have their property connected to the City of Missoula sanitary sewer system and is eligible for participation in the City of Missoula and Missoula County Sewer Connection Loan Program with Missoula area banks.

\_\_\_\_\_  
Staff Representative – Public Works & Mobility

\_\_\_\_\_  
Date

1. Property owner
  - Calls Development Services to inquire about
    - Is sewer available?
    - Sewer Connection Fees
    - Necessity of easements/contracts
2. Public Works & Mobility Staff
  - Calculate fees
  - Mail/give fees, City Application Form and Acknowledgement and Notice of Existence of Potential Lien to property owner
3. Property owner
  - Gets bid (Recommendation is 3)
  - Chooses bank and determines if loan payments are feasible
  - If feasible – completes the Bank Loan Application
  - Property owner and bank sign City Application form
  - Completes Acknowledgement and Notice of Existence of Potential Lien
4. Property owner
  - Returns City Application Form and Acknowledgement and Notice of Existence of Potential Lien to City
5. Public Works & Mobility Staff
  - Signs City Application form – returns photocopy of Acknowledgement and Notice of Existence of Potential Lien and City Application Form to owner
  - Routes Acknowledgement and Notice of Existence of Potential Lien to City Clerk for filing @ County
6. Property Owner
  - Arranges to have excavator connect property to sewer
  - Sets up closing bank for loan with bank
  - After connection, obtains a copy of the connection record from Public Works
7. Public Works & Mobility Staff
  - File completed loan information within subject file.