

Submitting Sewer Unit Charge Inquiries Through WEP's Online Form

- 1 Click the link to navigate to WEP's online application portal. (<https://countyofondagany.portal.opengov.com/>)

- 2 Click "Contact Us"

- 3 Select Sewer Unit Charge Inquiries

Online

Single Family Construction Permit	Select
Drainage Repair Permit This application for permits to repair piping for septic or drainage services.	Select
Sewer Unit Charge Inquiries	Select
Water Service Repair Permit This application for permits to repair water services.	Select

- 4 Click "Apply Online"

County Department of Water Environment Protection [Login](#) [Sign Up](#)

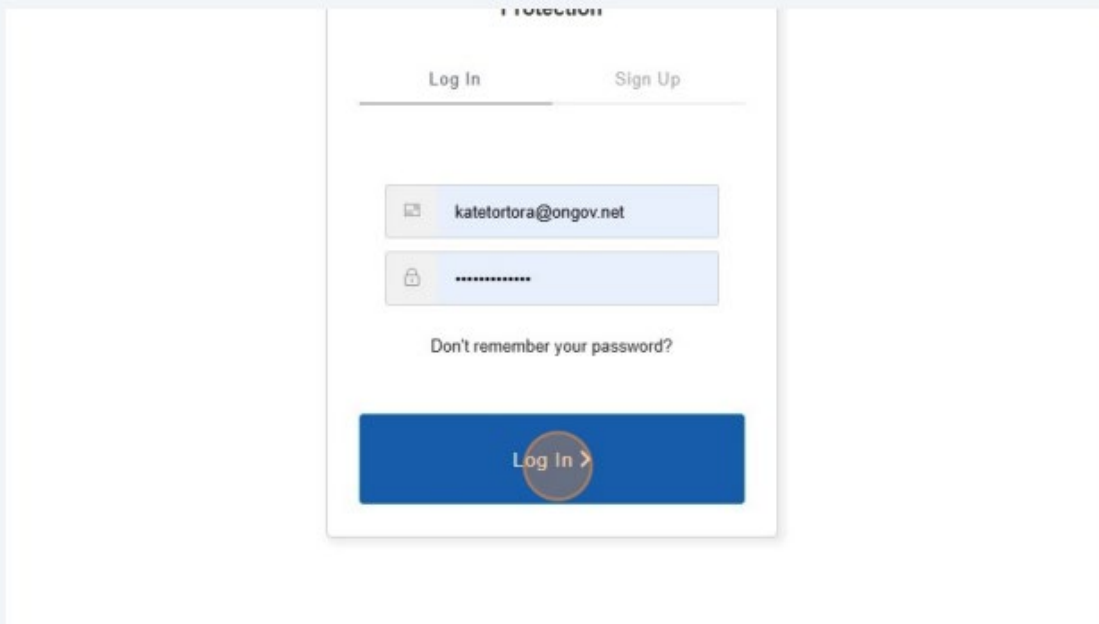
NOTIFICATION - DO NOT APPLY
Sewer Unit Charge Inquiries

[Apply Online](#)

Sewer Unit Charge Inquiries

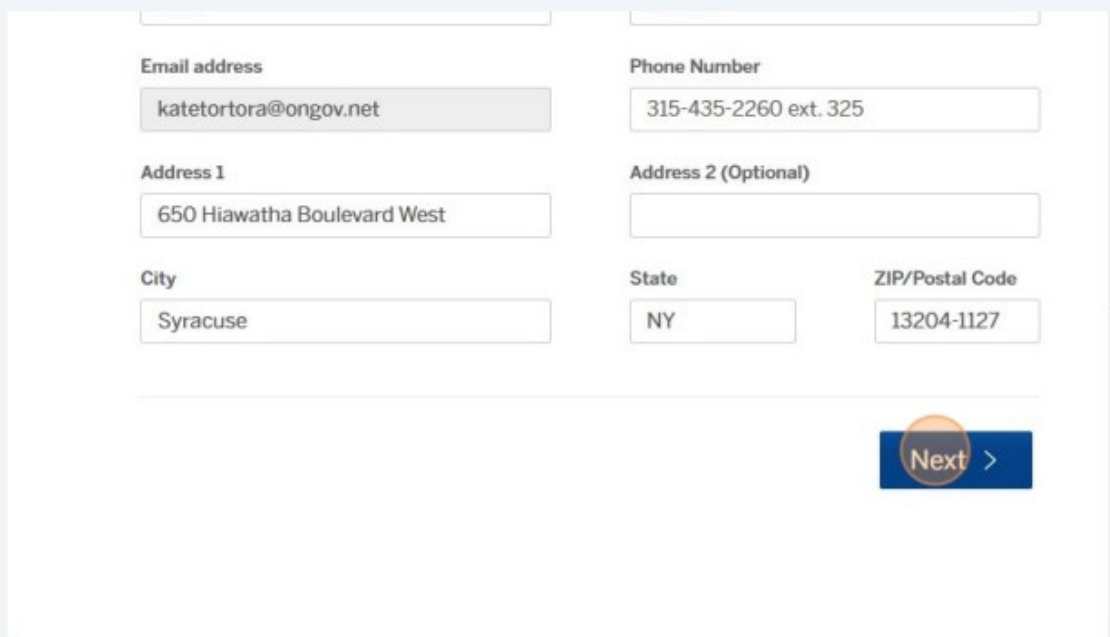
The County Department of Water Environment Protection charges a fee called the sanitary sewer unit charge for properties in the Consolidated Sanitary District (CSD) that are connected to the sewer system. WEP's sewer unit charge covers costs related to the ownership and maintenance of the County owned/leased sewer infrastructure. Local residents are also responsible for additional fees for the operation and maintenance of their individual sewer units. The sanitary sewer unit charge appears on Onondaga County property tax bills under Onondaga County Administrative Code Section 11.79 and establishes how properties are assessed a sanitary sewer unit charge based on their sewer unit type. One sewer unit is equal to 100,000 gallons of water.

5 You must log in or sign up for an account prior to submitting an application.



A screenshot of a web form titled "Log In / Sign Up". At the top, there are two tabs: "Log In" (selected) and "Sign Up". Below the tabs are two input fields: the first contains the email address "katetortora@ongov.net" and the second contains a masked password "*****". Below these fields is a link that says "Don't remember your password?". At the bottom of the form is a large blue button with the text "Log In >" in white.

6 The first page of the form will populate with information from your account. Review this information and click "Next".



A screenshot of a form with pre-filled information. The form is organized into several sections:

- Email address:** katetortora@ongov.net
- Phone Number:** 315-435-2260 ext. 325
- Address 1:** 650 Hiawatha Boulevard West
- Address 2 (Optional):** (empty field)
- City:** Syracuse
- State:** NY
- ZIP/Postal Code:** 13204-1127

At the bottom right of the form is a blue button with the text "Next >" in white.

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Enter the address for the tax parcel associated with the sanitary sewer unit charge inquiry. Once selected, click "Next"

Please choose the tax parcel associated with your Sewer Unit Charge.

Search for a name, address, or Parcel ID

123 E WATER ST, SYRACUSE CITY, NY 13202
Location (MBL 31150010400000170040000000)

123 SHOP CITY PLZ, SALINA, NY 13206
Location (MBL 31488906900000160390000000)

123 MILL ST, Unit REAR, MANLIUS VILLAGE, NY 13104
Location (MBL 31380302900000020260000000)

123 W FAYETTE ST, SYRACUSE CITY, NY 13202
Location (MBL 31150010100000050010010000)

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If you are submitting an inquiry on behalf of a property owner, select "I am submitting on behalf of the property owner" from the drop down.

Residential - Single Family ▼

Are you the property owner or submitting on behalf of the property owner? *

Select your option ▲

Select your option

I am the property owner.

I am submitting an behalf of the property owner.

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If you are not the property owner, it is required that you list the property owner and their preferred method of contact (mail or email).

Sewer Unit Charge
Inquiries

Property Type *

Residential - Single Family

Are you the property owner or submitting on behalf of the property owner? *

I am submitting on behalf of the property owner.

Property Owner's Name *

|

Please provide a preferred contact method for the property owner. *

Select your option

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Click "Select your option"

Residential - Single Family

Are you the property owner or submitting on behalf of the property owner? *

I am submitting on behalf of the property owner.

Property Owner's Name *

Kate Tortora

Please provide a preferred contact method for the property owner. *

Select your option

Select your option

Mail

Email

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If the mailing address is different than the property address, click the "Mailing address for owner is different than property address" check box to input the owner's preferred mailing address.

Are you the property owner or submitting on behalf of the property owner? *

I am submitting on behalf of the property owner.

Property Owner's Name *

Kate Tortora

Please provide a preferred contact method for the property owner. *

Mail

Mailing address for owner is different than property address. *

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If the preferred contact method is email, provide the owner's email address.

I am submitting on behalf of the property owner.

Property Owner's Name *

Kate Tortora

Please provide a preferred contact method for the property owner. *

Email

Owner's Email Address *

|

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Step 4 captures the details of an inquiry. If the property is Commercial or Mixed-Use, the property owner will be required to submit their water purveyor and account information in order for WEP to complete its review.

Step 4 of 7 · Save Draft and Exit

Inquiry Details

What is the nature of your inquiry? *

Select your option

- Select your option
- The sewer unit charge increased.
- Property does not have connection to public sewers
- I would like to verify my sewer unit charge is correct.
- Other

\$ Sewer Unit Charge *

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Applicants will digitally sign the application by checking the box and certifying that the information they provided is, to the best of their knowledge, true and correct.

Have a project #? Step 5 of 6 · S.

Signature

By submitting this form, I hereby declare and affirm that the information provided is, to the best of my knowledge, true and correct.

Signature *

Date *

MM/DD/YYYY

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- 15 On the attachments page, applicants may submit any and all documents that are relevant to their inquiry.

Have a project #? Step 6 of 6

Sewer Unit Charge Inquiries

Attachments

Include any additional files with your submission. Any box marked "Required" submit your application. Please note the maximum allowed file size for any up

Attachment	File
Attachments Please attach any documents or media relevant to your inquiry.	No file uploaded
Proof of Septic Please submit proof of a septic system (receipt of maintenance, drawings, dye testing, etc.).	No file uploaded

[Add attachment](#)

- 16 Applicants will have the opportunity to review their form before submitting. Once applicants have clicked "Confirm and Submit", the review process begins.

I certify under possible penalty of perjury under the laws of this jurisdiction that the preceding information is true and correct.

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Your Profile
Your Records
Resources
Claim a Record
Employee Login

Once an application has been submitted, applicants can track the status of the application when logged in by going to "Account", clicking on "Applications" in the left-hand navigation, and then clicking on the application. The status/steps of review are listed on the left-hand side. Once WEP's review is complete, a letter with the Department's determination will be issued. The applicant will receive a notification and the determination letter can be viewed by visiting "Account" and clicking "Permits & Docs" on the left-hand side of the screen.