



December 19, 2024

TO: All SAC Report Preparers & Building Officials

SUBJECT: 2025 SAC Procedure Manual Information

Happy holidays to you all! While there are no major SAC changes coming for 2025, we have updated some language in the manual as well as added and updated a few criteria. Here are some important notes related to the SAC program:

- 1) Submit determinations online! Go to: <https://SACsubmittal.metc.state.mn.us> This is the fastest way for us to receive the determination submittal.
- 2) New forms for 2025! After 1/1/25, go to <http://www.metrocouncil.org/SACforms> Determination forms with 2024 in title will not be accepted after 1/1/25. Starting with January 2025 reporting, SAC Activity Reports will also be required to use the 2025 forms.
- 3) All determinations that had a permit issued, even if 0 SAC due, need to be reported at the time of permit issuance. All you need to do is write the permit number and issue date on the copy of the determination letter (or include copy of permit with letter) and include with the regular SAC reporting.
- 4) The basic urban metropolitan SAC unit rate in effect as of 1/1/25 will again be \$2,485. The SAC rate applicable in your payment to us is the rate in effect at the time of permit issuance and payment.
- 5) SAC Activity Report and payment must be **received** by MCES within 30 days of the end of each reporting period (post mark date is not acceptable). No 1% prompt payment discount for late reports. Please send payments to the lockbox at our bank at: Metropolitan Council, PO Box 856513, Minneapolis, MN 55485-6513. Let us know if you would like to set up electronic funds transfer.
- 6) All full building demolitions must be reported on the MCES SAC-D form and submitted to MCES to receive demolition credit.

A lot of information can be found on our SAC website: <http://www.metrocouncil.org/SACprogram> Please share the information in this letter with your staff as appropriate. Your continuing cooperation is always appreciated!

Sincerely,

Manager, SAC Program