



Application for New Water and/or Sewer Services

Office Use Only
Current Customer No.
Service Location No.

Residential

Residential Rental

Commercial

Other _____

Owner's Name _____ Phone No. _____

Mailing Address _____

SSN (optional) _____ ADL# _____ DOB _____

Service Location Subdivision _____ Block _____ Lot _____

Physical Address of Service _____

Date to begin/end services: _____ Seasonal approx. end/return: _____

Owner has given consent for direct billing to tenant: YES NO Not a Rental

Service Required and/or Comments:

Service Charge	Description
\$	Water Connect/Disconnect
\$	Sewer Connect/Disconnect
\$	Material/Equipment Cost
\$	Labor Cost
\$	Subtotal
\$	City Sales Tax
\$	Total Paid

Field Report

Note: Standard services are for ¾" water and 4" sewer lines. For larger diameters the cost is based on labor, time, material, and equipment costs.

*\$10 fee for each start and end of service

For Internal Use Only:

Encroachment permit number: _____

Land Use permit number: _____

Planning Commission approval: Resolution _____ Date: _____

City Council approval: Resolution _____ Date: _____

By this application I understand that:

1. If the service is provided on or crossing City property, an encroachment permit application must be submitted to the City Planning Department.
2. The applicant must apply for a land use permit from the City to install a line on their own property.
3. Only the owner of real property receiving water and/or sewer service shall be permitted to apply for service to their property.
4. All hookups directly to the City's water and sewer system must be made by the City's Public Works Department.
5. It is the applicant's responsibility to obtain legal easements from the property owners through whose land a service line extension trespasses to enter his/her property.
6. The City is authorized to install a water meter at the owner's expense and charge a commercial rate, if applicable.
7. All connections to City water and/or sewer shall be made at the expense of the owner.
8. After connecting to the City water or sewer system, the owner must provide an as-built with accurate location of the new line.
9. Where more than one customer is served from the same service line between the City's water main and sewer line and customer's premise, the city reserves the exclusive right to determine and apportion demand charges between customers.
10. Only a representative of the city is allowed to turn on water and/or sewer services. A \$75.00 penalty and a minimum of one month service back billing will be assessed to the owner of the property for failure to notify the city of occupancy.
11. By receiving service to a property the owner is agreeing to abide by and accept all of the provisions of Ordinance Title 13 and 14. Copies of Title 13 and 14 will be provided upon request.
12. The owner of the property receiving the service provided shall be responsible for all charges for water and sewer service provided.
13. The City, upon owner's request, will bill tenants; however, if the tenant should fail to pay, the City reserves the right to collect from the owner for services provided. The City shall inform the owner in writing when tenant becomes 60 days delinquent.
14. Water and/or sewer service rates, fees, and charges are adopted and approved by the Dillingham City Council and reviewed annually. A copy of the rate schedule will be provided upon request.
15. Bills will be mailed on the first business day of the month. Payment for water and/or sewer services is due and becomes delinquent on the 25th of the month.
16. Currently, a penalty of 20% will be added to each delinquent payment, and interest of 10.5% per annum will be charged on the delinquent amount as established by City Council resolution. Penalties and interest are subject to change.
17. Services may be terminated 60 days after the bill has been mailed. Water and/or sewer service will not be restored until the account is paid in full.
18. This form shall be returned to City Hall and approved prior to starting work on the project. No adjustments will be made to an existing account until the work is completed.

Customer's Signature _____ Title. _____

Order Taken By _____ Date. _____

Planning Director Review _____ Date _____

Finance Director Review _____ Date. _____

Public Works Director Review _____ Date. _____

City Manager Review _____ Date. _____