

## WARREN COUNTY WATER DISTRICT APPLICATION FOR SERVICE

Customer No. \_\_\_\_\_

Map No. \_\_\_\_\_

**SECTION 1**

ADDRESS OF SERVICE TO BE ACTIVATED \_\_\_\_\_

NAME \_\_\_\_\_ SOCIAL SECURITY NO. \_\_\_\_\_

NEW BILLING ADDRESS \_\_\_\_\_ DRIVERS LICENSE NO. \_\_\_\_\_

\_\_\_\_\_ PLACE OF EMPLOYMENT \_\_\_\_\_

1ST PHONE NO. \_\_\_\_\_ 2<sup>ND</sup> PHONE NO. \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ E-BILL REQUESTED \_\_\_\_\_

SPOUSE OR ROOMMATE'S NAME(S) \_\_\_\_\_

SPOUSE OR ROOMMATE'S SOC SEC NO(S): \_\_\_\_\_

OWN \_\_\_\_\_ RENT \_\_\_\_\_ IF RENTAL LIST LANDLORD'S NAME & PHONE NO.: \_\_\_\_\_

**SECTION 2**

*The undersigned hereby applies for EXISTING water/sewer service from the Water District and agrees to the following terms:*

1. To pay the deposit and connection charges applicable. Deposit is refundable upon termination of service and payment of all accounts owed.
2. To purchase water/sewer service under rates, policies, rules and regulations of the District. No more than one residence, including mobile homes, or business may connect to one water meter or one sewer tap. Where multiple apartment buildings under separate roofs are built on the same lot, each building must have its own water meter and sewer connection. Other usage from a water meter or provided from a sewer connection shall be as defined in rules and regulations of the District. Copies of rates, policies, rules and regulations are available for inspection.

**OR**

*The undersigned hereby applies for NEW INSTALLATION of water service from the Water District upon the following terms:*

1. The Applicant will pay to the District the sum established as the non-refundable tap-on fee, which when accepted by the District, will constitute the installation fee for water service.
2. **The tap-on fee for a residential 5/8 x 3/4-inch meter is \$750.00.** (Additional charges apply for a road crossing longer than 60 feet.)
3. **For all meter installations larger than 5/8 x 3/4-inch**, the fee is the actual cost incurred by the District for the installation of the \_\_\_\_\_ inch service which is estimated to be \$ \_\_\_\_\_. If the estimated cost of the water service connection exceeds the actual cost, the District will refund the credit to the Applicant from whom payment was received. If the cost is greater than the estimate, then the Applicant will pay the balance due. The payment for the estimate is due at the time that the application is received by the District.
4. The meter will be set on Applicant's property within 5 feet of the main, if the water main is on the Applicant's side of the road. If the Applicant's property is on the opposite side of the road from the existing water main, the service will be run under the road and the meter set on private property adjacent to the highway right of way. For 5/8 x 3/4-inch meters the cost of the road crossing is included in the standard tap-on fee, up to a total of 60 feet of service line. If the service line length is more than 60 feet, the Applicant will be required to pay the cost of the excess footage. For meters larger than 5/8 x 3/4-inch the cost of the entire road crossing is paid by the Applicant. This cost is included in the estimated installation fee for larger meters.
5. The Applicant agrees to permit the District to lay, maintain, repair, remove and disconnect a service line and meter, and read meter at a point on Applicant's property to be designated by the District for each meter with right of direct ingress and egress from the road for these purposes over Applicant's property. Gates and ladders for access will be provided by the Applicant.
6. The Applicant will install and maintain a service line at his own expense, which shall begin at the water meter and extend to the dwelling or other portions of his premises. No more than one residence, including mobile homes, or business may connect to a water meter. Where multiple apartment buildings under separate roofs are built on the same lot, each building must have its own water meter. Other usage from a water meter shall be as defined in rules and regulations of the District.
7. The Applicant assumes responsibility for any damage to metering equipment in making connection to the meter.
8. In consideration of water service to serve the premises of the Applicant, the Applicant agrees to pay for water service at a minimum monthly rate based on meter size in accordance with the rates approved by the Public Service Commission for one consecutive month, beginning on the date service becomes available and continuing monthly until written notice is received by the Water District three days in advance of the requested termination date.
9. The Applicant agrees to purchase water service under rates, policies, rules and regulations of the District. Copies of rates, policies, rules and regulations are available for inspection.

X Signature \_\_\_\_\_

Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Existing Service Requested \_\_\_\_\_

Water Deposit \_\_\_\_\_

Sewer Deposit \_\_\_\_\_

Connect Fee \_\_\_\_\_

Contribution \_\_\_\_\_

Permit No. \_\_\_\_\_

Residence/Business/Other \_\_\_\_\_

Method of Payment \_\_\_\_\_

**Auto Bank Draft Offered?** \_\_\_\_\_

**Void Ck Filed w/Signed Form?** \_\_\_\_\_

Outstanding Bill Review \_\_\_\_\_

Near # Info For New Service \_\_\_\_\_

Employee Signature \_\_\_\_\_

Service Order No. Issued \_\_\_\_\_

**WARREN COUNTY WATER DISTRICT  
STATEMENT OF UNDERSTANDING CONCERNING  
INSTALLATION OF WATER METERS**

1. **The Applicant is responsible for setting the wooden stake provided by the District at the approximate location where the new water service is to be installed. It is the applicant's responsibility to maintain this stake. When the District's personnel arrive on site to install the new water service and the stake has not been set or has been removed by someone else, the applicant will be charged the additional costs incurred by the District for having to return at a later date to install the new water service.**
2. The water meter will be installed with the top of the meter box being at ground level unless otherwise specified by the Applicant at the time application for service is made. The Applicant should caution those making the service connection that if it becomes necessary to remove the meter box, it should be reinstalled with the top being flush with the ground. If the box is altered and has to be lowered, the Applicant agrees to pay any cost involved. If any excavation is done around the meter installation, it will result in the Applicant paying the cost of raising or lowering the service to the proper depth.
3. When the Applicant is connecting to the meter installation, the dirt should be backfilled around the meter up to the top of the lid to keep it from freezing. Connections of non-frost proof hydrants and failure to backfill around the service can result in damage to the meter in freezing weather. Should the meter freeze and break, the Applicant shall be responsible for all water loss and the cost of repairing the meter service. Failure to backfill around the meter may result in the District doing the backfilling; the Applicant hereby agrees to pay the cost involved.
4. A check valve will be installed within the meter installation. The applicant will need to install a properly sized thermal expansion tank.

Set Meter Box: \_\_\_\_\_ Meter Location: I understand that the water meter will be a \_\_\_\_\_ road crossing/  
 \_\_\_\_\_ Inches above ground level \_\_\_\_\_ short side and the meter location will be the following.  
 \_\_\_\_\_ Inches below ground level Location: \_\_\_\_\_  
 \_\_\_\_\_ Ground Level Date: \_\_\_\_\_ X Signature: \_\_\_\_\_

***The undersigned hereby applies for NEW INSTALLATION of sewer service from the Water District - Sewer Division upon the following terms:***

1. The sewer connect fee is established based on the following schedule: Residential - \$500.00; Business, Commercial, Industrial or Other Establishment - \$1000.00.
2. The Applicant will pay for the actual physical connection of his line to the District's line. This work is to be done by a licensed plumber in accordance with State Plumbing Law, Regulations, and Code and work is to be inspected by the authorized plumbing inspector and an authorized representative of the District before the line is backfilled, and inspected by the District during backfilling. It shall be the applicant's responsibility to maintain the service line free of stop-ups all the way to the District's sewer main.
3. The Applicant agrees to permit the District to lay, maintain, repair, or remove such sewer lines as are the property of the District, which are on the Applicant's property with the right of ingress and egress over Applicant's property.
4. All of the Applicant's water usage discharged into the District's sewer must be metered through a water meter of the District or Bowling Green Municipal Utilities. No more than one residence, including mobile homes, or business may connect to one sewer connection. Where multiple apartment buildings under separate roofs are built on the same lot, each building must have its own sewer connection. Other usage provided from a sewer connection shall be as defined in rules and regulations of the District.
5. The point of connection for the applicant shall be correctly installed. The Applicant will be responsible for any damage to the sewer main in making a service line connection which includes breaking the District pipe or pulling the sewer service line sections of pipe apart. The Applicant shall provide all material for his service line and all required crushed stone to cover the point of connection, bends and service line. No rock shall be placed in the ditch backfill larger than 3" diameter to a level 18" above pipe.
6. Only approved ductile iron and Schedule 40 PVC pipe shall be permitted for any sewer service lines. The pipe must be installed to meet manufacturer's recommendations. No bituminous fiber pipe will be permitted for any sewer service lines. Other types of pipe and their installation must receive District approval and be approved by the State Plumbing Law, prior to installation.
7. Only wastewater is allowed to be discharged into the sewer. Storm drains, roof drains, surface flow, etc., shall not be permitted to be discharged into the sewer.
8. Service stations, restaurants, and others who discharge grease and oil shall be required to install approved type grease and oil traps or other acceptable methods of removal before the sewage enters the sanitary system. Applicant may be required to provide a sampling manhole.
9. In consideration of sewer service to serve the premises of the Applicant, the Applicant agrees to pay for service at a minimum monthly rate based on water meter size in accordance with the rates approved by the Public Service Commission for one consecutive month, beginning on the date service becomes available and continuing monthly until written notice is received by the Water District 3 days in advance of the requested termination date.
10. The Applicant must comply with Bowling Green Sewer Use Ordinances as administered by Bowling Green Municipal Utilities.
11. Industrial Applicants must complete the Application for Wastewater Discharge permit.
12. The Applicant agrees to purchase sewer service under rates, policies, rules and regulations of the District. Copies of rates, policies, rules and regulations are available for inspection.
13. The Applicant understands the District's standard procedure is to set a new water meter only after the Applicant's sewer service line is installed and passes inspection. However, if the Applicant requests it, in certain cases the District can install a water meter and provide water service before the sewer service lines passes inspection. If this alternative sequence is implemented, the Applicant agrees to one of the two options listed below regarding commencement of sewer billing as indicated by Applicants initials.

\_\_\_\_\_ Begin monthly sewer billing with water billing.  
 \_\_\_\_\_ Begin sewer billing after sewer service line inspection and pay Service Connection Charge of \$25.

X Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

Sewer Connect Fee \_\_\_\_\_ Residence/Business/Other \_\_\_\_\_  
 Near # Info \_\_\_\_\_ Permit No. \_\_\_\_\_  
 Employee Signature \_\_\_\_\_