

City of Sublimity Water / Sewer Connection Request

Application Date	Connection Date
Customer Name	Business Name (if applicable)
Service Address	Mailing Address
Home Number / Alternate Number () ()	Mailing City, State, Zip
Please check one <input type="checkbox"/> Own <input type="checkbox"/> Rent	E-mail Address
Landlord Name (if applicable)	Landlord Phone Number (if applicable) ()
Landlord mailing address (if applicable)	Landlord Mailing City, State, Zip (if applicable)
Type of Service (check one) <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Water Only <input type="checkbox"/> Sewer Only	
Size of Water Service (check one) <input type="checkbox"/> 3/4" <input type="checkbox"/> 1" <input type="checkbox"/> 1 1/4" <input type="checkbox"/> 1 1/2" <input type="checkbox"/> 2" <input type="checkbox"/> 3" <input type="checkbox"/> 4"	

I wish to make a connection to the public water and/or sewer service as detailed in this application form. I have read and understood the conditions of the current water / sewer ordinance and agree to abide by them. I understand that failure to abide by all conditions could result in discontinued service and that I may be subject to fees as set forth in the current water/sewer ordinance.

_____ Customer Name (Please Print)

_____ Customer Signature _____ Date

FOR OFFICE USE ONLY

Existing Service New Service Beginning Read: _____

For Rental Deposits:

Deposit Date: _____ Deposit Amount: _____ Receipt # _____

Attached: Sections of Current Water/Sewer Ordinance

SECTION 5 - APPLICATIONS.

1. Applications for the use of water and sewer services shall be made on printed forms furnished by the City. The applicant must state fully and truthfully all purposes for which the services may be required and must agree to conform to all rules and regulations of the City and laws of the State of Oregon, as a condition for the use of the services.

2. The following criteria must be met regarding application for service:

A. No service will be provided without a signed application containing the following information:

1. The date of application.
2. The location of the premises to be served.
3. The date on which the applicant will be ready for service.
4. Whether the premises has ever been supplied with City water or sewer services.
5. The purpose for which the service is to be used.
6. The size of the service.
7. The address to which bills are to be mailed or delivered.
8. Whether the applicant is the owner or tenant of the premises. A copy of the signed application shall be mailed to the property owner when the applicant is a tenant or agent of the owner; if the applicant is the tenant, then the owner's name and address must be provided.
9. An agreement to abide by all rules, regulations and ordinances of the City.
10. Such other information as the City may reasonably request.

3. All service charges shall be billed and mailed to the person and at the address as set forth on the application until a new application is received by the City. Two or more parties who join to make application for service shall be jointly and individually liable, and shall be sent a single billing.

SECTION 6 - DISCONTINUE OR CHANGE OF USE.

1. Every customer who is about to vacate any premises to which service is supplied by the City shall give five(5) days' notice in advance of the intended date of discontinuance of service. The customer shall be held responsible for all services rendered to such premises until such notice is received and service discontinued.

2. In the event any customer shall desire to use water for any purpose not specified in the original application, a new application shall be made and a permit obtained therefor. Requests to turn off water or to turn on water shall in all cases be in writing and signed by the owner, tenant, or agent of the premises to be served.

3. Any customer desiring to discontinue the use of City water or sewer services for any purpose must give notice in writing to the City of such intention before any reduction will be made in the water charge.

SECTION 8 - DEPOSITS.

1. Each application for the use of water and sewer services from the City by a person not the owner of the premises served shall be accompanied by a deposit of \$75.00 which shall be held by the City in a security account. For industrial and commercial water and sewer customers, each non-owner customer shall pay to the City a water deposit of \$100 prior to connection. The deposit shall not bear interest and shall be refunded, less a \$25.00 administrative fee, to the customer within 30 days after the service is terminated, less any unpaid charges and fees due to the City.

2. A new utility deposit may be waived when any customer moves from one location in the City to another location or requests service at a new location in the City if, within the prior twelve (12)

months, the customer has paid all utility bills to the City within ten (10) days of the due date and service has not been discontinued for nonpayment.

SECTION 11 - BILLING. Meters shall be read on or about the 25th day of each month and water usage will be charged for the month ending on or about the 25th day of each month. All service charges shall be mailed to the premises where service is furnished unless the property owner submits a written request that the bill be sent to another address. Bills shall be paid by the owner, agent or customer on or before the date set forth on the billing.

SECTION 12 - DISPUTING ERRONEOUS CHARGES.

Whenever any customer whose water supply is metered shall make complaint that the bill for any particular month or portion of month is excessive, the Director of Public Works shall, upon request, have such meter re-read and the service inspected for leaks. If said cursory inspection shows no faults and if the customer should then desire that the meter be tested said customer shall make a deposit of \$25.00 to cover the cost of making said test. The meter shall then be tested at the premises, or at the shop of the Public Works department. Should such meter show an error of over 5 percent in favor of the City, the \$25.00 deposit will be refunded to customer, the meter will be changed and the bill or charge for water adjusted accordingly. If the test of such meter should show an accurate measurement (an error of 5 percent or less) of the water, or should such test shown an error in favor of the customer the \$25.00 deposit shall be retained by the City.

SECTION 13 - DELINQUENT ACCOUNTS.

1. A monthly billing sent pursuant to Section 11 is delinquent if not paid within ten (10) days after it becomes due, as specified on the billing. Notices of delinquent accounts will be mailed to occupants and property owners on the first working day after delinquency occurs, or as soon as reasonably possible thereafter, advising them of the delinquency, the City's policy, the penalties for delinquency, the date the penalty may become effective, and the proposed shut-off date.

2. A final delinquent notice will be attached to the door of any owner/occupied service address for which payment has not been made twenty (20) days after delinquency. The notice will inform the customer that the utility bill must be paid within a minimum of 24 hours or the water service will be shut off after the date and time specified on the final notice.

3. The City may take whatever steps it deems appropriate, including discontinuance of service, at any property, regardless of whether the property is owner-occupied or is occupied by a renter, lessee, or other party, if the account remains delinquent after the time stated in the final notice has expired. Water shall not be turned on for the property until all charges for said property are paid, together with a turn-on charge of \$25.00.

4. Processing Fees for Delinquent Accounts: The City may assess a \$25 processing fee for delinquent accounts in addition to other penalties provided for herein. The \$25 processing fee may be waived by the City Recorder up to two times per year per customer for unusual circumstances claimed by the customer.
account status.

6. If service is disconnected two or more times for failure to pay the billings, the City may require a security deposit of not less than \$100 in addition to payment of any past due bills and reconnection fees prior to reconnecting the service.