

BELMONT COUNTY WATER AND SEWER DISTRICT

New Service Taps (3/4" & 1")

This contract application by and between the Belmont County Water and Sewer District, Belmont County, Ohio and

_____	New Tap _____	Upgrading Existing _____
Name		
_____	Size _____	Size _____
Mailing Address		
_____	*Connection Fee _____	*Connection Fee _____
Location Address		
_____	*Connection fee does not include: labor; material; equipment; etc. Estimates available upon request.	
Phone _____	Date _____	

Office Use Only: Taken By _____	Account No. _____
Comments _____	Residential _____ Commercial _____

New Service Taps

1. There is a \$25.00 non-refundable fee with each new service application.
2. Applications will be held on file for one (1) year; after one (1) year a new application and fee must be filed.
3. It is the responsibility of the property owner to secure any easements if needed.
4. You must obtain a five-digit house number for all new services; call 695-9104 if you still need to do this.
5. Once you stake your property for your desired water/sewer tap location you must notify the District Office so your tap sheet can be released to the Distribution and/or Collection Departments.
6. From the time it is released to the Distribution and/or Collection Departments there will be an average wait time of six (6) to eight (8) weeks before installation. This time varies dependent on workload. **Water breaks always take precedence.**
7. The District will make all water connections of size indicated by customers and extend the service line to the property line where the service will be terminated with a shut off valve or meter setting. However, said service line shall not exceed fifty (50) feet in length. The minimum service line shall be 3/4" pipe of approved materials. The service line is the sole responsibility of the owner.
8. The service line from the main to the house shall be buried a minimum of thirty-six (36) inches.
9. Service meters will be installed by the District.
10. The District will make all sewer connections to the property line. The individual will be responsible to install a sewer service line to the property line connecting to our sewer system, however, final inspection must be made and approved by the district before said line can be connected and covered. The service line is the sole responsibility of the property owner.
11. No connection of roof down spouts, exterior foundation drains, driveway drains, or other source of surface runoff or groundwater to the District sanitary sewer lines will be permitted.
12. Bills for water and/or sewer, work done, or material furnished will be mailed to the address provided upon signing for service. Changes made to the mailing address are required to be in writing.
13. Upon completion of the tap installation you will be sent an itemized invoice listing all charges. ***Do not pay from the invoice*** You will be sent a bill on the following billing cycle; all charges are ***due in full*** by the due date listed on the bill.
14. Applicant agrees to pay all water and/or sewer bills according to the schedule of rates now and hereafter established by the Belmont County Water and Sewer District on or before the due date of each billing period.
15. Estimates are available upon request and are good for thirty (30) days.

****By Signing Below you are acknowledging you understand the above procedures****

Federal Government Equal Opportunity	
1) Race and/or national origin solicited on this application is required to assure the Federal Government, acting through Rural Development and Environmental Protection Agency, that Federal Laws prohibiting discrimination are in compliance. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you. However, if you choose not to furnish it, the Belmont County Water and Sewer District is required to note the race/national origin of individual applicants on the basis of visual observation or surname. ____White, not of Hispanic Origin ____American Indian/Alaskan Native____Black, not of Hispanic Origin____Hispanic____Asian/Pacific Islander____Other All customers, residential and/or commercial are obligated to abide in accordance with the Belmont County Water and Sewer District Operating Code. By signing I also acknowledge receiving a copy of the Water & Sewer Regulations for BCWSD. Property with joint ownership, all parties must sign.	
2) <input type="radio"/> Married	<input type="radio"/> Single <input type="radio"/> Business or Corporation
3) _____ Signatures	_____ Drivers License Number
All rules; regulations and rates for the water and sewer have been approved by the Director, Kelly Porter, for the Belmont County Water and Sewer District.	

Process for Customer

- 1) Fill out application
- 2) Submit to Belmont County Water & Sewer District Office
- 3) Upon review/acceptance of your application, you will be contacted by a staff member
- 4) A \$25.00 non-refundable application fee will be due prior to moving forward

Water Connection Fees:

3/4"	\$1,700.00
1"	\$2,700.00

Sewer Connection Fees:

Residential	\$1,500.00
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If you are requesting a tap larger than residential size, you must contact our office.