



# Service Application / Disconnect

SPRINGFIELD WATER & SEWER  
603 WEST MAIN STREET  
SPRINGFIELD, KY 40069  
859-336-5454

### Service Type Requested (check all that apply)

Turn on/Read Off Water Service	<input type="checkbox"/>	Disconnecting Water Service	<input type="checkbox"/>	New Water Service	<input type="checkbox"/>	New Sewer Tap	<input type="checkbox"/>
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Application Date: \_\_\_\_\_

Applicant Full Name: \_\_\_\_\_

Co-Applicant Full Name: \_\_\_\_\_

Service Address: \_\_\_\_\_  
\_\_\_\_\_

Need By Date: \_\_\_\_\_

SSN Last 4: \_\_\_\_\_

Co-Applicant SSN Last 4: \_\_\_\_\_

Phone: \_\_\_\_\_

Co- Applicant Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Co- Applicant Email: \_\_\_\_\_

Billing/Forwarding Address: \_\_\_\_\_  
\_\_\_\_\_

Homeowner Name: \_\_\_\_\_

Homeowner Phone: \_\_\_\_\_  
*(if applicable as a renter)*

X \_\_\_\_\_  
APPLICANT SIGNATURE

X \_\_\_\_\_  
CO-APPLICANT SIGNATURE

Any special instructions? Or reason for disconnect?

**Office Use Only**

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Deposit / Acct No: \_\_\_\_\_

Location No: \_\_\_\_\_

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Water Permit No: \_\_\_\_\_

Sewer Approval: \_\_\_\_\_

Fees Paid: \_\_\_\_\_

Install Date: \_\_\_\_\_

**Preferred Payment Option**

Check only one

Mailed Invoice

Bank Draft

Debit/Credit Card (\$2.75 fee)

Electronic Check (\$2.75 fee)

DRIVER'S LICENSE ATTACHED

Co-Applicants DRIVER'S LICENSE ATTACHED

*Additional Terms and Conditions*

*I hereby give the Springfield Water and Sewer Commission my permission to install a new water meter and/or sewer connection on the above address as indicated and applied for. If necessary, I further agree to execute a recordable construction and maintenance sewer/water easement in the event that no water/sewer easement currently exists over my property.*

*I hereby acknowledge that each residence or residential unit is required to pay a sewer connection fee, even if they share a lateral connection with another residence or residential unit. Residences that subsequently are later converted from single unit to multi-family units (i.e., house converted to two or more apartments) will be required to pay a sewer connection fee for the additional units at the time of conversion*

*The discharge of any wastewater into the public sewer system by any person is unlawful except in compliance with the provisions of the City of Springfield Sewer User Ordinance and any more stringent State or Federal Standards promulgated pursuant to the Federal Water Pollution Control Act Amendments of 1972, the Clean Water Act of 1977, and subsequent amendments, and 40 CFR 403. A copy of the Sewer User Ordinance is available upon request.*

*The SWSC will not be responsible for any damage occurring due to my failure to comply with this policy or to provide accurate information on this application*

*It is the policy of this Board that any and all business, dwelling, residence, and living facilities or structures both permanent and temporary, must first provide written proof of a plumbing permit and that an acceptable sanitary waste system is in place before water service is provided.. The determination if whether or not a sanitary waste system is acceptable will be determined by the office of the Washington County Environmental Services. Residences and living facilities for the purpose of this policy shall be defined as permanent structures, used full or part time, trailers, RV's, mobile homes, campers or any other structures erected to provide temporary, part time, full time, or permanent living arrangements.*

*I hereby give the Springfield Water & Sewer Commission my permission to install a water meter on the above address as indicated and if new service is requested. I also understand and agree to any additional costs involved in raising or lowering the meter service once final grade is completed or if solid rock is encountered during the installation of the service.*

*Kentucky Administration Regulations, specifically 401 KAR 8:020, prohibits cross-connections in water distribution systems. Effective immediately the SWSC will be installing dual check valves on all water meter installations. The owner must be aware that installation of a dual check valve results in a potential closed plumbing system. As such, provisions may have to be made by the owner to provide for thermal expansion within his closed loop system, i.e. the installation of thermal expansion devices and/or pressure relief valves.*

*I hereby acknowledge that I have read and understand the included terms and conditions*

*Signature* \_\_\_\_\_

*Date* \_\_\_\_\_

*Please mail to PO Box 307 or deliver to 603 West Main Street or fax to 859-336-9986 or email to [service@springfieldwater.org](mailto:service@springfieldwater.org)*

*October 1, 2022*



**603 West Main Street  
PO Box 307  
Springfield, KY 40069**

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## **Application for Service**

### **NEW Water Connection/Service Policy**

*This form is not needed if applying for service with an existing meter*

- Customer is required to provide a copy of the plumbing permit and sanitary sewer permits before water service is turned on. These can be applied for at the Health Department or online at [dhbc.ky.gov](http://dhbc.ky.gov). The lack of this information may delay the service installation and will delay turning the water service on but will not prevent being put on the service request list.
- Bad site conditions (i.e., solid rock) MAY dictate extra charges related to service installation and will be discussed with the customer before proceeding. (Ex: if the ground is not at a final grade and the customer were to cover the meter and we needed to raise or lower meter, the customer would be at cost.)
- Current requirements include:
  - Only 1 residence per meter.
  - A check valve will be installed on the meter. This prevents you losing water in your service line in the event of a main break.
  - The need for a thermal expansion tank and/or pressure relief valve on the water heater.
  - After the service is turned on, billing will begin with water use (if customer uses over 1500 gal) or 30 days after the meter has been installed.
- A 5/8" meter is included in the connection fee.
  - A 1" meter is an additional \$1225 + a monthly fee of \$7.50
  - Larger meters will be priced at the time of request and will also include a monthly fee appropriate for the size of the meter.
- Customer will be provided a blue flag with their name on it so that the customer can spot the meter location. The meter will be located at the Road Right-of-Way and must be in an accessible location for maintenance and optimal "drive by" meter reading. If the chosen location is unacceptable to the SWSC, the customer will be contacted to discuss an alternate location.
- "Date of Service" on the Service Application Form is a planning tool and not a guarantee of service.

- The initial date of need may just be a best guess and should be available from the builder.
- The customer should contact the SWSC and inform that construction has begun and then confirm.
- The customer should continue to update the SWSC at 6 months, 3 months and 1 month from service need date.

Date: \_\_\_\_\_

Customer Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Co-Applicant Signature: \_\_\_\_\_

SWSC: \_\_\_\_\_

*Form Date – October, 2022*

## Fee Schedule and other information

July 1, 2022

### DEPOSITS

Small Business/Residential	\$100.00
Restaurant	\$150.00
Carwash/Greenhouse/Laundromat	\$200.00

### Other Fees

Returned Check Charge	\$35.00
Returned Debit/Credit Card Charge	\$35.00
Trip Fee (for non-payment)	\$40.00
Meter Re-Read Fee	\$30.00
Service Call	\$40.00

### CONNECT FEE - NEW SERVICE (TAP)

Water	\$1250.00
Sewer	\$ 750.00

Extra material charge for larger than 5/8" meters  
1" meter – additional \$1225.00  
*Meter sizes above 1" will be priced at the time of request*

### Billing options

Mailed Invoice  
Paperless (emailed invoice)

### Payment Options

Check (mailed or delivered)  
Bank Draft  
Debit/Credit Card (\$2.75 fee)  
Electronic Check (\$2.75 fee)

Debit/Credit cards should be used thru the online payment portal

Meters are typically read between the 15<sup>th</sup> and 20<sup>th</sup> of the month. Invoices are sent on the last day of the month and payments are due by the 15<sup>th</sup> of the month. Late payment penalties are 10%.

If disconnected for non-payment, service will be reconnected upon full payment due, including late penalty plus trip fee.

Services will not be re-connected after 2:00 PM

New services begin receiving invoices 30 days after installation regardless of water usage.



Scan to sign up for the SWSC Newsletter – “The Flow”

### Helpful Numbers

Atmos Energy 888-954-4321  
Rumpke (garbage) 859-336-3710

Salt River Electric 859-336-5080  
KY Utilities 800-981-0600



**603 West Main Street  
PO Box 307  
Springfield, KY 40069**

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**Authorization Agreement for Pre-Arranged Payments**

Name(s) of Account Holder

Customer Account Number

\_\_\_\_\_

\_\_\_\_\_

I (we) hereby authorize Springfield Water and Sewer Commission, hereinafter called COMPANY, to initiate debit entries to my (our) checking account indicated below and the depository named below, hereinafter called DEPOSITORY, to debit the same to such account.

Depository Name: \_\_\_\_\_

Branch \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Transit/ABA No: \_\_\_\_\_

Customer Bank Account # \_\_\_\_\_

This authority is to remain in full force and effect until COMPANY and DEPOSITORY have each received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it. I (we) will receive prior written notice of the amount to be debited to my (our) account which will allow me (or either of us) to stop payment of the debit entry by notifying the DEPOSITORY at least three days prior to the date the account is to be charged. I (we) will send written notice of an erroneous charge to the account to the DEPOSITORY within 15 days of the issuance of the account statement or 45 days after the account was charged, whichever occurs first.

SIGNATURE \_\_\_\_\_  
(as it appears on your check)

SIGNATURE \_\_\_\_\_  
(as it appears on your check)

*Please deliver to 603 West Main Street or mail to PO Box 307 or fax to 859-336-9986 or  
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Place voided check here prior to copying