



City of Leavenworth
DEPARTMENT OF PUBLIC WORKS

APPLICATION FOR WATER CONNECTION
OR SERVICE UPGRADE

This application must be filled out legibly, in blue or black ink, either hand printed or typewritten

This Page to Be Completed By Applicant

Last Name: First Name:

Business Name:

Mailing Address: City: State: Zip:

Phone: Email:

If anyone other than the owner of the property is making application, the owner's signed and dated knowledge of, and consent to, the application must be provided, in addition to the Applicant's signature, on Page 4 of this form.

Last Name: First Name:

Mailing Address: City: State: Zip:

Phone: Email:

Physical Address of Service:

Geographic ID (12 digit from County): Subdivision: Block: Lot:

- Inside City Limits Outside City Limits But Inside UGA Outside City and UGA

Proposed Service Type and Use of the Property:

- New Single Family Residential New Commercial (Type)
Accessory Dwelling >900 SF Commercial Change of Use (From/To)
New Multifamily Residential (# of Units)

Size of Proposed or Existing Service Line: Size of Proposed or Existing Meter:

Contractor Installing Service (if known - see #2 below):

Phone: Email:

Contractor's License #: UBI/City Business License #:

1 This application be subject to all additions to and changes in the laws, regulations and ordinances applicable to the proposed development until a determination of completeness has been made pursuant to LMC Chapter 21.07.

2 Service upgrade includes, but is not limited to, changes of use or occupancy of existing buildings / spaces where new connection is not necessary.

## **SUBMITTAL REQUIREMENTS**

Applications which do not include all of the required information and fees may be returned to the applicant and will delay the review process<sup>3</sup>.

- Completed Application form - Includes Page 1 (all), Page 5 (top), Page 6, (top), and Page 8 (all)
- Application processing fee
- A map showing the property location and boundaries, structures, and location of proposed service lines MUST accompany this application** (see instructions below).

## **FEES**<sup>4</sup>

- Application processing fee.....\$10.00
- System development, meter, service connection, and utility reimbursement (as applicable) charges will be determined by the City, and payment of such charges shall be paid by the Applicant, prior to installation or use of upgraded service.
- Regular monthly billing will commence immediately upon completion of meter installation by the City, at the designated rate per month as determined and delineated within the City of Leavenworth Fee Schedule, as adopted by the City Council.

## **REVIEW BEFORE SUBMITTING YOUR APPLICATION**

### **REQUIREMENTS / INFORMATION / INSTRUCTIONS**

1. Return the completed application form and required materials, along with the \$10.00 processing fee, to the City for review.
  - A. Include a scaled<sup>5</sup> map / site plan showing on a maximum 8½" x 11" sheet (separate from and in addition to any site plans included with building plans) showing: the location of the property to be connected to City water, all property lines and improvements (existing and proposed), the proposed location of the water main connection and service lateral, water meter vault (normally in right-of-way adjacent to property line), and backflow prevention vault (normally on private property adjacent to property line, downstream of meter location).
    - i. New service taps shall be made on City water mains only, and the property to be served must front on, or be contiguous with, a City water main<sup>6</sup>. Customers not fronting on a City water main<sup>7</sup> will be required to pay for the installation of a new water main, including valves and hydrants as needed, to City standards and specifications, prior to being hooked up. Costs of engineered plans for water main extension, review, and modeling, as necessary, shall be borne by the Applicant. Please contact the City Public Works Department to determine whether a main is available to your property.
2. The Applicant shall be responsible for excavation from the property boundary to the City main.
  - A. the work shall be performed by a qualified, licensed (including City Business License) and bonded contractor. ***A Permit to Perform Work in City Right of Way shall be completed by the contractor performing the installation, and approved by the City, before work starts.*** Such

<sup>3</sup> Receipt of an application does not constitute a "complete application" or approval and shall not preclude the City from requesting additional information if new information is required or a change in the proposal occurs.

<sup>4</sup> Please note that fees are subject to change without notice. Check with the City of Leavenworth for current fees prior to submittal of your application.

<sup>5</sup> A drawing with dimensions at a specific ratio relative to the actual size of the object drawn - for example on graph paper.

<sup>6</sup> The only exception to this provision shall be for persons contiguous to a community water line existing prior to the effective date of the ordinance codified in this chapter, where the City may permit additional hookups; provided, that sufficient capacity exists on the community line.

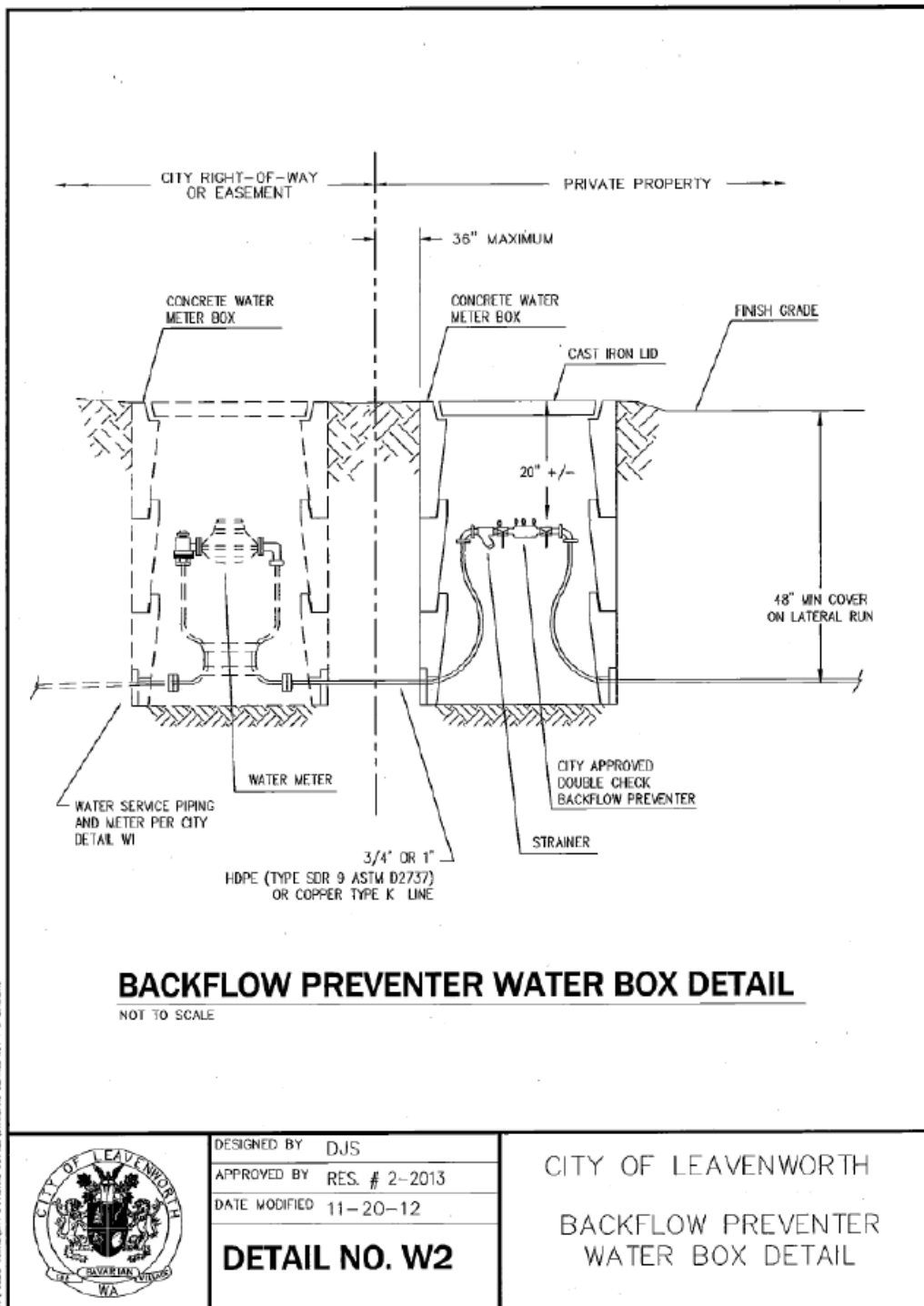
<sup>7</sup> Or acceptable community line.

permit is in ADDITION to any authorization provided herein, and any building or other necessary permitting. Fees are applicable. The contractor shall provide street cutting, backfill, compaction, ballast, traffic control, and asphalt pavement patching in conformance with the City's requirements and as stated within the Permit. The City shall inspect all street work.

3. Installation of the tap by City crews shall be scheduled by the Applicant.
  - A. No person or agency, *other than City personnel*, shall tap City water. The City shall provide tapping and install all piping and related materials from the main to the point of delivery (meter set, which will be installed in right-of-way at or near the property line adjacent to the street whenever possible). The customer shall be responsible for all installation costs, as included herein. The City may permit, by prior arrangement, contractor installation for special situations such as new plats and large diameter commercial services<sup>8</sup>. In such cases, the City may permit contractor installation, subject to City inspection, subject to City inspection, with the customer paying the cost for inspection.
  - B. Normally, not more than 2 new taps per week can be installed by City personnel. Therefore, occasional backlogs may occur. The City will attempt to accommodate your schedule, but you are advised to inquire about possible delays ahead of time so that inconveniences can be avoided.
  - C. The City does *not* normally install water taps between November 1 and March 1 because of adverse weather conditions. Exceptions may be made during periods of abnormally favorable weather.
4. Installation of an approved backflow prevention device shall be completed by the Applicant.
  - A. Prior to the City installing any new water meter, an approved backflow prevention device shall be installed, on the customer side of the water meter, prior to the first point of use. Installation in compliance with the City's Standard Detail (provided herein), and independent inspection and written verification thereof, shall be completed at the expense of the Applicant. The Applicant shall provide such inspection verification to, and request sign-off of cross connection by, a City Cross Connection Control Specialist (CCS) by calling 509-548-4235.
  - B. Backflow prevention devices
5. Installation of the meter by City personnel shall be scheduled by the Applicant .
  - A. The Applicant shall be solely responsible for installation and cost of all piping and appurtenances from the meter to the point of use. The customer shall advise the City when actual consumptive use is to begin, including consumption for property under construction. The City will then set the meter, turn the tap on, and commence billing at the metered rate. Connection / use of non-City provided or approved meters, tampering with the meter, or operation of a shut-off valve by any individual who is not a City employee is *prohibited*, and may be subject to violation and enforcement action.

---

<sup>8</sup> The City does not tap or install connections greater than 2-inch. Such shall be installed by a certified, licensed and bonded contractor, and inspected by the City or special inspector, as necessary.



PUBLIC WORKS CITY STANDARD DETAILS/STANDARD DETAILS REV. 11-20-12

If you have questions, please contact Public Works Department staff at 509-548-5275.

View the City Water System Requirements within Leavenworth Municipal Code Title 13 at <http://www.cityofleavenworth.com> by following the City Code link.



City of Leavenworth  
DEPARTMENT OF PUBLIC WORKS

Tap #   
Acct#

CROSS CONNECTION INSPECTION FORM

THIS APPLICATION MUST BE FILLED OUT LEGIBLY, IN BLUE OR BLACK INK, EITHER HAND PRINTED OR TYPEWRITTEN

**To Be Completed By Applicant:**

Business  Residential  Service Address: \_\_\_\_\_

Owner / Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**To Be Completed By City CCS:**

Type of Backflow prevention required? RP  DCVA  (check one)

Serial number: \_\_\_\_\_ Model: \_\_\_\_\_ Make: \_\_\_\_\_ Size: \_\_\_\_\_

Location: \_\_\_\_\_

Battery tested? Yes  No

Inspected by: \_\_\_\_\_ Date: \_\_\_\_\_

Notes:



City of Leavenworth  
DEPARTMENT OF PUBLIC WORKS

**METER INSTALLATION WORK ORDER**  
NEW OR REPLACEMENT

**THIS APPLICATION MUST BE FILLED OUT LEGIBLY, IN BLUE OR BLACK INK, EITHER HAND PRINTED OR TYPEWRITTEN**

**To Be Completed By Applicant:**

Business  Residential  Service Address: \_\_\_\_\_

Owner / Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**To Be Completed By City:**

Commercial Meter           Residential Meter          Meter Size \_\_\_\_\_

DATE INSTALLED: \_\_\_\_\_ INSTALLED BY: \_\_\_\_\_

Manual           Electronic           Radio Read

I.D. # \_\_\_\_\_ ECR/Register I.D. # \_\_\_\_\_ MXU \_\_\_\_\_  
(8 digits) (7 digits)

Multiplication Factor (Gallonage): \_\_\_\_\_ (Please ensure that this is the correct factor)

Residential plastic pit           Residential traffic pit           Commercial

Detailed Meter Location: \_\_\_\_\_

Tap Tag Installed?           No           Yes

Touch Pad Installed?           No           Yes          Location: \_\_\_\_\_

Water on?           No           Yes          Reading (All #'s): \_\_\_\_\_

Winter Set-Up Complete?           No           Yes

DESCRIPTION OF SERVICE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ROUTE/SEQUENCE #: \_\_\_\_\_ ACCT #: \_\_\_\_\_

## WATER CHARGE WORKSHEET

**To Be Completed By City:**

1. System Development Charges (SDC) for Residential and Commercial<sup>9</sup>:

Meter Size Based on ERU<sup>10</sup>

3/4" (1.0 ERU).....\$3,898.80	1" (1.7 ERU).....\$6,510.75
1 ½" (3.3 ERU).....\$12,983.30	2" (5.3 ERU).....\$20,780.90
3" (11.7 ERU).....\$45,498.80	4" (20 ERU).....\$77,976.15
6" (41.7 ERU).....\$162,424.80	

CHARGE \$ \_\_\_\_\_

2. Meter Charge:

Meter Size

3/4".....\$550.00	1".....\$700.00
1 ½".....\$1,000.00	2".....\$1,500.00
3".....\$2,840.00	4".....\$5,530.00
6".....\$8,625.00	

CHARGE \$ \_\_\_\_\_

3. Connection Charges:

Installation and Administrative.....\$1,172.30	Titus Road Connection <sup>11</sup> .....\$225.00
	Chumstick Connection <sup>12</sup> .....\$1,333.00

CHARGE \$ \_\_\_\_\_

4. Utility Reimbursement Agreement (URA) Charges:

Leavenworth 24 LLC URA (See agreement Exhibit A for parcels) - Charge Per 1 (one) ERU.....	\$2,781.27
DNR LLC URA (See agreement Exhibit A for parcels and costs).....	\$ _____
CMC URA (See agreement Exhibit A for parcels and costs).....	\$ _____

CHARGE \$ \_\_\_\_\_

403,389.92.00

**SDC + METER + CONNECTION + URA TOTAL CHARGES \$ \_\_\_\_\_**

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Date Paid: \_\_\_\_\_ Receipt No. \_\_\_\_\_ Check No. \_\_\_\_\_ Cash

<sup>9</sup> Please note that fees are subject to change without notice. Check with the City of Leavenworth for current fees prior to submittal of your application.

<sup>10</sup> Equivalent Residential Unit

<sup>11</sup> Note: Beginning at the north property line of Lot 2, SS 3264 to the north end of Aldea Village

<sup>12</sup> See Ordinance 1556

This Application shall constitute a contract on the part of the customer making the same<sup>13</sup> to pay for the water services applied for at the rate, and in the manner specified by law, and until termination of this contract as provided in Leavenworth Municipal Code 13.04. The customer may terminate this contract in accordance with the provisions of LMC 13.04.070 (D). The City may, without any liability, discontinue service upon failure by the owner to comply with any City Ordinance or Resolution related to the utilities, or fail to timely pay utility charges. The Applicant acknowledges responsibility to pay monthly utility charges, as billed and according to the adopted Rate and Fee Resolution.

The utility service applied for herein shall only be for the purposes noted herein, and the Applicant agrees not to change or alter the use of such utilities without the express written consent of the City of Leavenworth. The undersigned further agrees to pay to the City, prior to connection of such utilities, the current charges or fees for such service and connection, and agrees to abide by all applicable City ordinances and resolutions with respect to such utility service. Copies of these ordinances and resolutions are available upon request, and it is the responsibility of Applicants to become familiar with them.

***I, the Applicant, acknowledge*** that upon issuance of any authorization by the City of Leavenworth that it is my obligation to comply with any and all laws, ordinances and regulations governing installation of water, whether or not specified herein. I acknowledge that the granting of a connection to the municipal water system by the City of Leavenworth does not give any authority to violate or modify the provisions of any other federal, State or local law, ordinance or regulation with respect to regulation of water service, water rights, irrigation, or existing on-site systems. I have read and understand the entire application, including the "General Information / Instructions" section. I hereby certify that I have read and examined this application and know the same to be true and correct, have provided information herein truthfully to the best of my knowledge, and if any of the information provided is found to be incorrect, approval may be revoked, or service terminated.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***I, the Property Owner, acknowledge*** that upon issuance of any authorization by the City of Leavenworth that it is my obligation to comply with any and all laws, ordinances and regulations governing installation of water, whether or not specified herein. I acknowledge that the granting of a connection to the municipal water system by the City of Leavenworth does not give any authority to violate or modify the provisions of any other federal, State or local law, ordinance or regulation with respect to regulation of water service, water rights, irrigation, or existing on-site systems. I have read and understand the entire application, including the "General Information / Instructions" section. I hereby certify that I have read and examined this application and know the same to be true and correct, have provided information herein truthfully to the best of my knowledge, and if any of the information provided is found to be incorrect, approval may be revoked, or service terminated. Furthermore, with my signature I, the owner of the referenced property, acknowledge and give permission to the above named applicant to apply for this application to make changes to my property, and to complete any improvements upon my property as outlined in this application.

Property Owner Signature: \_\_\_\_\_ Date \_\_\_\_\_

---

<sup>13</sup> The "Applicant" as stated herein, which shall include the person or entity making the referenced application or proposal, the property owner(s), and all successors, heirs, and assigns of the property owner, herein referred to as "Applicant."