

VILLAGE OF STILLWATER SEWER SERVICE APPLICATION

Conditions of Application

1. Review up-to-date Sewer Fee schedule located on Village website.
2. Fill out permit application at Village Hall. Follow instructions on application.
NOTE: This form must be submitted at least 20 days prior to actual connection.
3. Service charges will apply from the date of connection.
4. Where all details have not been provided, this form will be returned to the applicant.
5. It is the responsibility of the applicant to ensure that the service is required **before** making payment. If the applicant withdraws the application and the service is connected, no refund will apply. If a refund is requested and the service has not been connected, an administration charge of 25% of the original fee, to a maximum of \$100.00, will be deducted from the refund amount to cover costs.
6. **A service fee of \$1,500 for the first Equivalent Dwelling Unit (EDU) plus \$1,000 for each additional EDU (or per updated current rates)** must be paid along with application submission. Additional fees may be required for larger connections and/or extraordinary situations. (Outside of Village, see Town of Stillwater for additional requirements and fees, if any)
7. The Owner and/or the Owner's contractor are responsible for excavation, backfill and exposure of existing water line and for coordination of work with Department staff. The Owner is also responsible for providing any materials and piping required to complete the work. The Village staff will inspect the tap at the time of connection. The Owner is responsible for all sewer service extensions from the tap to the building. Owner is required to allow for the department staff to visually inspect the service extension to the building prior to backfill.
8. All service lines require pressure testing by the Owner's Contractor prior to service per plumbing codes. The Owner is responsible for coordinating test with Department staff and shall provide staff an opportunity to observe the pressure testing of the line.
9. A condition of connection is that there is unrestricted access for installation of the service, the reading of any meters, maintenance and other authorized purposes. A relocation/reinspection fee may apply if access is not available.
10. A site plan and list of proposed materials is required along with the name of any contractors involved in completing the work. Proof of insurance shall be submitted. For service applications that serve more than two EDUs, an engineer's certification is required for sewer service sizing.
11. All fees are to be paid prior to work being done.

Please remit payment to:

Village of Stillwater
662 Hudson Avenue
PO Box 507
Stillwater, NY 12170

Date Paid: _____
Amt. Paid: _____
Check #: _____

OFFICE USE ONLY			
Date:		Account No:	
Receipt No:		Amount:	\$
Notes:			
Water Available to Property? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Details Certified Correct: _____ <div>Office Manager</div>			

**VILLAGE OF STILLWATER
SERVICE SEWER APPLICATION**

APPLICANT DETAILS

Applicants Name	Contact Phone No.
Applicants Address	
Owners Name	Owners Phone No.
Property Physical Address:	Property Mailing Address (If Different) :
Signature	Date
Contractor's Name	Contractor's Phone Number

CONNECTION REQUIREMENTS:

<i>Connection provided within 20 working days of date requested and fee paid. Phone 518-237-0422 8.30am to 4.00pm - Monday to Friday</i>	
Date Requested:	Immediately <input type="checkbox"/> Application on Hold <input type="checkbox"/>

OFFICE USE ONLY

Reading: _____	Reading Digits: _____
Meter Type: _____	Meter Number: _____
Meter Make: _____	Reader Instructions: _____
Date of Connection: _____	_____
Type of Service: Long <input type="checkbox"/> Short <input type="checkbox"/> Meter Only <input type="checkbox"/>	
Connected by: _____	Route/Sequence No: _____
No. of Staff: _____	Hours: _____
Comments: _____	