

Clay Battelle PSD
WATER TAPS PROCESS & POLICY

When water lines are adjacent to location (non line extension)

Adopted/Revised May 24, 2017. Updated April 2022

1. Completed application and all additional paperwork in “tap packet” which may include some of the items listed below plus any other necessary forms.
2. If applicant is not property owner- consent/acknowledgment form required by owner
3. Deed book and page number of property
4. Tap Fee Paid
5. Security Deposit Paid
6. Proof of Septic System approval if new construction
7. **If** applicant’s service line and or meter setting is on someone else’s property- signed easement for applicant and CBPSD to install and make necessary changes/repairs when necessary
8. The applicant must file above referenced easement (if applicable) to the County Clerk’s Office before tap made. The office needs the book number and page. Applicant required to provide copy of recorded easement.
9. Sign user’s agreement (agrees to pay water bill for minimum 5 years beginning as soon as tap is made or pay the actual construction cost in excess of tap fee amount if applicant changes mind and no longer wants requires the water service). The 5 year is for $\frac{3}{4}$ ” inch tap/meters. Larger meter size installation requirement to pay a minimum bill will be individually calculated per applicant (depends on meter size, minimum bill amount and anticipated water use). This is to protect CBPSD from losing investment (construction/installation cost of tap).
The average actual cost incurred to make a tap as of 2022 is \$1,800
10. If the tap is a temporary service- the applicant must pay estimated construction cost to install and remove tap instead of the tap fee before tap is made. The applicant will be refunded/charged the difference between estimation and actual once costs are determined. The applicant must still comply with all other items EXCEPT the tap fee and user’s five-year agreement.
11. Applicant must initial they were provided information on thermal expansion and notification of when billing begins.
12. Applicant must initial they received the specifics about customer’s responsibility on service line installation, and miscellaneous guidelines (orange sheet).
13. Applicant must sign pressure waiver for low/excess pressure, if applicable.

CBPSD provides all forms