



WATER METER INSTALLATION APPLICATION

Section 1 - must be completed prior to receiving a water connection estimate.	
Date	
Name	
Property Location	
911 Address, if available	
Tax Map ID:	
Phone Number	
Email Address	
Type of Service	☐ Residential ☐ Commercial
Other information	
Explanation of fees (Pursuant to Water Connection, Application, and Rate Ordinance No. 23-2) The basic connection fee is to cover the cost of the service tap with stop, service line, meter setter, and meter box. The basic connection fee shall be assessed on all residential, commercial, government, and other connectors and the payment shall accompany the application for water service as set forth in the schedule of basic connection fees below: Residential, up to 1" tap, per unit\$2,000.00. Commercial and other greater than 1" and up to and including 2" tap , per unit\$5,450.00. Commercial and other greater than 2" and up to and including 3" tap , per unit\$10,900.00 If the town's actual cost of installing water service is more than the applicable basic connection fee, the applicant shall pay such difference plus an administrative fee equal to ten (10) percent of total cost. Examples of additional costs the applicant must pay include the cost to bore under the road, extend the water line, or other facilities costs necessary to provide service. When water requirements of a connector exceed that originally applied for, the town shall require additional connection fees in accordance with the schedule of fees in effect at that time. All meter boxes shall be placed on Virginia Department of Transportation (VDOT) right-of-way or other provisions made to provide town legal access to the meter and lines connecting to the meter.	
The undersigned hereby makes application to connect the property at the location stated above with the Town of Charlotte Court House water system. The applicant states that he/she is the owner of said property and agrees to abide by the ordinances and policies of the Town of Charlotte Court House pertaining to the use of public water and the connection thereto. The applicant authorizes the Town of Charlotte Court House and its authorized representatives to access the property, at reasonable times, for the inspection, installation, maintenance, repair, or disconnection of Town water facilities.	
Signature of Applicant	
Printed Name of Applicant	

Section 2 – To be completed after the estimate of costs is provided by the Water Operator.

Size of Service		
		Estimate
Basic Connection fee		
Extra Materials and Labor		
Bore under Road		
Other costs		
Other costs		
Subtotal		
10% administrative costs		
Subtotal		
Total estimated costs		

Acceptance of cost estimate and payment of fees.

Signature of Applicant

Printed Name of Applicant

Section 3

Office Use Only

Meter Serial #:

Approved by:

Date of Installation:

Installed by:

Amount Paid:

Method of Payment: