



**City of Havre de Grace
Department of Public Works**

711 Pennington Avenue • Havre de Grace, MD 21078
Phone: 410-939-1800 ext. 1130 • Fax: 410-939-7527

Application No.: _____
Date Fees Paid: _____

- WATER ONLY
- SEWER ONLY
- WATER AND SEWER

**APPLICATION FOR RESIDENTIAL WATER/SEWER
SERVICE CONNECTION TO CITY SYSTEM**

PROPERTY TO BE SERVED INFORMATION

Address: _____

Tax Map No. _____ Parcel No. _____ Lot No. _____ Tax I.D. No. _____

PROPERTY OWNER INFORMATION

Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

CONTACT PERSON FOR PROPERTY OWNER

Name: (Please Print) _____

Phone Number: _____ Email: _____

UTILITY CONTRACTOR INFORMATION

City of Havre de Grace? Yes No

Name of Company: _____

Address: _____

Contact Person: (Please Print) _____

Phone Number: _____ Email: _____

PLUMBER INFORMATION

Name of Company: _____

Address: _____

Contact Person: (Please Print) _____

Phone Number: _____ Email: _____

ELECTRICIAN INFORMATION FOR INSTALLATION OF PUMP CONTROL PANEL (IF APPLICABLE)

Name of Company: _____

Address: _____

Contact Person: (Please Print) _____

Phone Number: _____ Email: _____

SERVICE INFORMATION

1. Size of Service: Water _____ Sewer _____
2. Size of Water Meter: _____
3. Does this residence have a basement? Yes No
4. The grades for the sewer connection to be constructed under this Application have been verified, and the proposed sewer connection is correct for this property. Verified by: _____
(Signature of Plumber)

INSTRUCTIONS AND CONDITIONS OF ACCEPTANCE

1. This application must be signed by the property owner.
2. If the connection(s) to the public water and/or sewer line must be constructed, and a private utility contractor will be doing the construction, the following is required:
 - a) A copy of the applicable construction drawing(s) showing the location of the proposed connection(s) must be submitted with this application.
 - b) Your private plumber must confirm that the grades for the sewer connection have been verified, and that the sewer connection constructed under this Application is technically correct for this property and its use. This verification is made by way of the plumber’s signature on the Service Information section of this Application.
 - c) When this Application has been reviewed by the City and all information provided for the connection(s) is found to be acceptable, the Hook-Up Charges must be paid.
 - d) When the Hook-Up and Capital Costs and Recovery Fees have been paid, you will receive a copy of the approved Application. The private utility contractor must contact the City's Permit Clerk at 410-939-2100 ext. 1102 forty-eight (48) hours before starting work. The work shall be accomplished under the inspection of the Water and Sewer staff. **By signing this Application, Property Owner agrees to pay for all such inspection charges if said inspection occurs after normal working hours.**
3. If City of Havre de Grace is constructing the connection(s) that will be constructed under this Application, the following is required:
 - a) The total amount of the engineering Estimate must be paid in full. If the actual cost of the work exceeds the amount of the paid Engineering Estimate, Property Owner, by signing this Application, agrees to pay that amount upon receipt of invoice. If the cost of the work is less than the amount of the paid Engineering Estimate, the City of Havre de Grace will reimburse said amount to Owner.
 - b) Hook-up Charges must be paid.
4. The applicant will notify Planning and Zoning at 410-939-1800 ext. 1102, seventy-two (72) hours prior to the request for a Use and Occupancy Permit, if applicable, so that an inspection of the service connection can be made.
5. Please be aware whenever water pressure from the public main is insufficient to provide flow pressures at fixture outlets as required by the plumbing code, a booster pump and pressure tank or other approved means shall be installed on the building water supply system.
6. The meter vault shall not be located within the driveway of the proposed residence.

SIGNATURES:

OWNER

DATE

OWNER

DATE