

TOWN OF NEWPORT NEW HAMPSHIRE



WATER AND SEWER DEPARTMENT

15 Sunapee St.
Newport, NH 03773
603-863-8006

UTILITIES APPLICATION FORM

Date: _____

Tax Map: _____ Lot: _____

SERVICE ACCOUNT INFORMATION

Service Address: _____

Type of Service Requested: (circle all that apply)

Water and Sewer Water Sewer

Date Connection Needed _____

Nature of Service: (circle one)

New Service Replacement of Service Temporary Service

Class of Service: (circle one)

Single Unit Residential
Municipal
Fire Service

Multi-Unit Residential: # of dwelling units: _____
General Use-Commercial, Institute, Industrial and Mixed

CUSTOMER INFORMATION

Property Owner:

Name: _____

Address: _____

Day time phone #: _____

Owner Representative (if different than property owner):

Name: _____

Address: _____

Day time phone #: _____

The undersigned hereby certifies that he/she has read and examined this application and that the proposed connection is accurately represented in the statements made in this application. The undersigned hereby applies for water/sewer service and agrees to conform to all rules and regulations pertaining to the water/sewer system established by the Water and Sewer Commissioners.

The Water/Sewer Superintendent must approve all service repairs, construction and water meter locations.

Signature (Owner): _____ Date _____

Print _____

Approvals and Fees (office use only)	
Access Fees: single family home _____ other _____ water _____ sewer _____	Access Fees _____
Connection Fees: 3/4" service line _____ other _____ Water only _____	Connection Fees _____
Inspection Fees: water _____ sewer _____	Inspection fees _____
	Total Due _____
Comments:	

Application approved _____	Application denied _____
Signature (Water and Sewer Superintendent) _____	
Date _____	

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WATER & SEWER SERVICE PLAN - Attachment A

Service Plan must include: location, size and lengths of proposed water and sewer services, location of all sewer service clean-outs, property line(s), structure(s) and other underground utilities. Offsets from nearest property line(s), structure(s) and other utilities must be provided.

Water/Sewer Service Application Applicant Check List

BASIC REQUIREMENTS (All Information Must Be Provided to Initiate Review)

- ___ Service Address: Address of structure/property to be served. Note: If property or structure to be served has not yet been assigned an address from the Tax Department, Lot # must be provided.
- ___ Type of Service: Identify one of three choices.
- ___ Nature of Service: Identify one of three choices.
- ___ Class of Service: Information to be used when setting up customer/billing account.
- ___ Property Owner: Information to be used by Town when establishing customer account for future billing purposes.
- ___ Owner Representative: To be provided if owner is interested in having contractor or other individual responsible for application and construction coordinating.
- ___ Service Plan: See Appendix A. - A basic schematic showing proposed utility layout including service size requested. Depending on the nature of project, a certified professional engineer's utility plan may be required.
- ___ Signature of property OWNER required.
- ___ A backflow prevention device and a pressure regulating valve must be installed on the owner's side of the water meter.

ADDITIONAL REQUIREMENTS (As Needed)

- ___ Fire Service(s): Applications must be accompanied by certified fire service piping plan and Cross Connection Control "Design Data Sheet".
- ___ Cross Connection Control Design Data Sheets: Additional backflow prevention devices must be installed on the owner's side of the water meter within any premises where, in the judgment of the Superintendent, the nature of activities on the premises or the materials used or stored on the premises present a hazard or potential hazard should a backflow condition occur.
- ___ Larger Meter/Service Requests: Requests for water services greater than 1-inch diameter or for services with demands over 30 gpm, shall be required to submit a water use impact report and conservation plan demonstrating conservation measures taken to reduce demand on the Town water system. The Department may require analysis to be performed by registered engineer.
- ___ "Review of Building on Town Sewer" Form: Required for all sewer service applications where the requested service is for a new use or where there is a change-in-use. A change-in-use is considered to be an increase in number of bedrooms or increase in estimated design flow.

Please make sure the information provided is complete and accurate. This will greatly increase our ability to review and process applications in a reasonable and timely manner.