

# 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

Multi-Unit Residential: # of dwelling units: \_\_\_\_\_

Municipal

General Use-Commercial, Institute, Industrial and Mixed

Fire Service

#### **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.**