## WATER AND SEWER TAPS

Procedures for water and sewer taps:

1. **APPLICATION** - Applicant shall complete an application for a new water and/or sewer tap using the form provided.
2. **CITY ACTION** - The location will be evaluated for existing mains in the area. If existing mains are available to serve applicant's site without extensions charge, the applicant will be charged for the size and length of tap required for the proposed use, in accordance with the standard city water/sewer tap fee schedule. If extensions are required, a preliminary estimate will be worked up by the City. The applicant will then be notified of the charges, and at that time can pay the required cost so the City can proceed with the plans, or, the applicant can drop the tap application at no charge. A minimum of ten (10) working days must be allowed for tap estimates.
3. **APPLICANTS NOTIFICATION** - After the application and the cost estimates are approved by the Water Superintendent, the applicant will be notified of the required charges. A minimum of fifteen (15) working days must be allowed for the completion of a tap (weather permitting) once the tap fees are paid. If a line extension is required, time requirements will vary depending on the project location and size.
4. All applicants for sewer discharge connections shall be approved by our Water Superintendent.
5. Service to tracts of land that are to be subdivided must be investigated by the owner's engineer if the water and/or sewer lines are not covering the entire frontage of the property.
6. If the property is outside the city limits of Miles, the application must be accompanied by a letter requesting annexation. The property has to be adjacent to the city limits to be considered.

**CITY OF MILES, TEXAS APPLICATION FOR WATER AND/OR SEWER TAP**

**TYPE OF TAP**

Commercial Residential

Other

**TAP SIZE**

Water

Sewer Irrigation Fire

Building Permit Applied For Irrigation Permit Applied For

Existing Structure

NAME ADDRESS

DATE PHONE

TAPS ARE REQUIRED AT:

(Please provide exact address, i.e., street no., lot no., block no:)

* Estimated charges shall be paid prior to tap construction.

• All deposits must be paid to the Utility Billing Department.

* + Applicant shall be responsible for all tap charges. This is an estimate. Actual cost may vary and will be determined. Unpaid balance will be paid prior to completion of work.

**Applicant's Signature**

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**FOR OFFICE USE ONLY**

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| --- | --- | --- | --- |
| WATER | | SEWER | |
| Size Main: | Size Tap: | Size Main: | Size Tap: |
| Tap: $  Extension Charge: $  Meter: $  TOTAL ESTIMATED WATER TAP COST:$ | | Tap: $  Extension Charge: $  Contracted Fee: $  TOTAL ESTIMATED SEWER TAP COST:$ | |
| **TOTAL ESTIMATED COST $** | | | |

**NOTES:**

1. Minimum of **10** working days to make estimate.
2. Minimum of **15** working days to complete work after taps are paid. (weather permitting)
3. For application involving highway permits and/or main line extensions, Engineering Section shall be given work order to proceed with the plans & permit from the Texas Department of Transportation.

Prepared and Approved by :