

Town of Huntertown

15617 Lima Road * PO Box 95 * Huntertown, IN 46748

Phone (260)637-5058 * www.huntertown.org * Fax (260)637-5891



HUNTERTOWN APPLICATION FOR NEW WATER AND SEWER SERVICES

All requests for new water and sewer service shall be made to the Huntertown Utility Service Board for their approval before any connections can be made to Huntertown's utilities. This form shall be completed in its entirety, signed by the property owner, and presented to the Huntertown Utilities Superintendent to be placed on the agenda for the next available meeting of the USB for their consideration and approval.

Request For:

- New Water / Sewer Service
- Water Main Extension
- Sewer Main Extension

Property Owner Information:

Name: _____
Address: _____
Phone: _____
E-mail: _____

Developer / Responsible Party:

Company: _____
Contact Person: _____
Address: _____
Phone: _____
E-mail: _____

Engineer Information:

Company: _____
Contact Person: _____
Address: _____
Phone: _____
E-mail: _____

Single Lot / Service¹:

Number of Bedrooms _____
Number of Bathrooms _____
Existing Well? Y/N
Existing Septic? Y/N

¹Attach a general map of the property and show how the home will sit on the property. Show location of water and sewer where it enters and exits the home.

Property Owner / Development Name

Location / Address

Number of Sewer Connections: _____

Number of Water Connections: _____

Property Owner Signature

Date

Purpose of Request: (Attach additional pages if needed)

APPROVALS

Utility Service Board Conditional Approval of Service²

Signature

Date

Utilities Superintendent Technical Review Approval

Signature

Date

²Technical review and approval required by the Town Utility Superintendent or his designated representative



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APPLICATION PROCEDURES FOR NEW SERVICES:

- I. Preliminary Meeting with town representative:
 - a. Applicant requests service / fills out the application at Town Hall.
 - b. The Town determines if it has adequate capacity to serve.
- II. USB Approval
 - a. The application is presented to the USB for Approval. If approved, a letter is issued to the applicant that outlines the terms of service (connection standards, cost of connection, inspection requirements, permit requirements, connection fees, etc).
- III. Payment of Fees and Final Connection
 - a. The applicant shall pay all fees up front and is given the inspection requirements. The connection is made.
- IV. Town Council Approval
 - a. If extending sewer and water outside of corporate limits.

APPLICATION PROCEDURES FOR NEW DEVELOPMENTS:

- I. Preliminary Meeting with Town Representative:
 - a. The Town determines if it has adequate capacity to serve.
 - b. If the Town does not have adequate capacity, the applicant will be required to make the necessary improvements to support the request for service. The cost of the improvements will be carried by the applicant unless determined otherwise by the Utility Service Board.
 - c. At the request of the applicant, the Town will perform hydrant flow testing in the locations specified by the Applicants Engineer.
- II. Submit a complete application to Huntertown. A complete application will include the following minimum content, and review of the package will not begin until all minimum content is received:
 - a. Application form filled out in its entirety.

- b. Plans and specifications prepared and certified by a Professional Engineer in the State of Indiana in compliance with Huntertown Ordinance 153.55(A)(1), and in compliance with Huntertown's Standards and Specifications for Construction.
 - c. IDEM Water and Sewer Permit applications for new main extensions.
 - d. Any other information requested by the Town during the preliminary meeting with the Utilities Superintendent.
- III. Utility Service Board (USB) Approval:
 - a. The application is presented to the USB at the discretion of the Utilities Superintendent for approval, pending status of the technical review. If approved by the USB, a letter is issued to the applicant that outlines the terms of service (connection standards, cost of connection, inspection requirements, permit requirements, connection fees, etc).
- IV. Requirements for Construction Release:
 - a. Construction may begin when the following items are complete:
 - i. Provide two sets of final plans that incorporate all comments, along with an electronic submittal of the same.
 - ii. Copy of the IDEM Water Construction Permit.
 - iii. Copy of the IDEM Sanitary Sewer Construction Permit.
 - iv. Contact the Town of Huntertown before the start of any construction to discuss testing, inspections, use of water, and construction schedule.
 - v. Payment of water and sewer tap fees.
 - vi. All parties have signed off on the application, including the Utility Service Board and the Town Utilities Superintendent.



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V. Requirements for Final Acceptance of Utilities:

- a. Provide a copy of the recorded plat for the development showing property lines, rights of way, and easements.
- b. Provide a copy of the Consent for Permanent Structures in a Regulated Drainage Easement from the Allen County Drainage Board.
- c. Within ninety (90) days after satisfactory completion of the Work, the Engineer or Developer shall furnish to the Owner two sets of Certified ("As-Built") Record Drawings. Said drawings shall show all changes from the original design and include the GPS location of all water mains, hydrants, valves, sewers, manholes, taps, services, field tiles, utility lines, etc.
- d. Passing test reports for all water and sewer infrastructure.
- e. When the Town of Huntertown takes over responsibility for a new housing addition it shall be the responsibility of the Developer to cover expenses for turning on valves.
- f. Final Inspections by Huntertown

UTILITY FEE SCHEDULE AND ACF's

WATER

- \$75.00 Permit Fee
- \$500.00 Tap Fee
- \$14.95 Base Rate
- \$3.34 per 1000 gallons of water for **1 inch and under meter size.**

Water Meter Costs:

- 5/8 x 3/4 = \$260.00
- 3/4 x 3/4 = \$280.00
- 1" = \$393.00

Larger Meter price TBD based on size. Monthly base/usage fee rate goes up with meter size larger than 1 inch.

SEWER

- \$75.00 Permit Fee
- \$500.00 Tap Fee
- \$2000.00 Area Connection Fee (Huntertown)
- \$20.00 Monthly Surcharge / Sewer Only
- \$69.40 Monthly Sewer Rate (Sewer only customers)
- \$25.50 Base Rate Sewer (with Metered Water under 1" meter size) plus \$8.78 per 1000 gallons.
- Reimbursement Fees are paid to Town of Huntertown when applicable.

Note: Please review the Huntertown Standards and Specifications adopted February 4, 2019