

### SECTION 3. APPLICATION FOR SERVICE AND CONTRACT

A. General.

1. Any person qualified by these Regulations who either desires or is required to connect to water or wastewater service shall complete and submit to the Authority at its office an "Application for Service and Contract" according to the regulations below.
2. All information requested by the Authority shall be provided before an application is approved.
3. A separate service connection shall be required for each premises unless otherwise determined by the Authority in accordance with Section 12 below.
4. All applicable charges shall be paid before service is provided. Authority service shall not be provided to any prospective customer if that customer has any outstanding and unpaid utility charges arising from prior utility service to such prospective customer, except as provided in Section 13 (L) below.

B. Content of application. The application for service and contract form shall contain, in addition to the information described below in Section 3(C), the following:

1. Written assurance to the prospective customer that the customer shall receive, upon request, a copy of these Regulations.
2. Written acknowledgment by the prospective customer, that as a customer, he is responsible for the timely and complete payment of all utility charges arising from utility service supplied to the premises identified in the application for service and contract form, which charges are due and payable upon receipt of the utility bill; and that in the event of nonpayment of such charges the Authority shall either terminate service or institute any action at law to satisfy unpaid bills, or both.

C. Service to existing connection. Application for service and contract may be made in person or by phone by the owner or tenant at which time a Service Request Form will be filled out. When the application is for a premises previously or currently billed for utility service the account for that premises is transferred to the applicant's name on the date that service is requested.

The Service Request Form shall contain the following information:

1. Date of application
2. Name of prospective customer.



3. Social Security Number of Customer if provided.
4. Name of owner (if different than the applicant).
5. The mailing address to be supplied utility service.
6. The address to which the utility bill is to be sent (if different than the premises).
7. The desired date for commencement of utility service.

When the situation arises and there is an anticipated need to prevent water damage, the applicant for water service to an existing premises to which public water has been supplied previously must arrange to have someone present with access to the premises when the water is turned on. Twenty-four hours' notice shall be given to schedule such turn-on.

- D. Service to new connection on existing facilities. Application for service and contract for initial service to serve either an existing or future structure to which facilities of the Authority are adjacent and available shall be made by the owner or authorized agent on a form prescribed and furnished by the Authority for the purpose of such application. The application shall be in writing, signed and verified by the owner of the premises to which the service is to be connected, and contain the following information and attachment(s):
1. The information identified in Section 3 (B) above.
  2. Name and social security number or employer identification number of owner and tenant, if applicable, and street address of the premises to be supplied utility service.
  3. Name of subdivision.
  4. Tax map number of the parcel to which the service connection is to be made.
  5. The desired date for commencement of utility service.
  6. Size of service requested.
  7. Address to which bills are to be mailed or delivered (if different than the premises).
  8. The square feet and proposed use of the structure which the owner intends to build (not required if a site plan has been submitted and approved or for residential structures).
  9. The anticipated water demand and sewage flow, in gallons, except single family dwelling units and mobile homes (not required for developments that have submitted and have approved site plans or for residential structures).

10. Other information as may reasonably be required.

11. Agreement to abide by the Regulations of the Authority.

- E. Service to new connection on new facilities. When either water service or wastewater service is desired to serve existing or future structures or new development which require the construction of new facilities, application for service and contract shall be made by the owner as required in Section 29 entitled "Extension and Expansion of Authority Facilities."
- F. Facility capacity. Facility capacity shall be obligated by contract on a first come - first serve basis and in the best interests of the Authority.