



WATER AND/OR SEWER USE PERMIT APPLICATION

Please forward completed application and requirements to: [Lori Dawson, ldawson@elkrapids.org](mailto:ldawson@elkrapids.org). You may also drop off the completed application and requirements at 315 Bridge St, Monday – Friday, 9 AM to 3PM. If you have questions about the process please call Kevin Lane, DWP Superintendent at 231-264-9971 or klane@elkrapids.org

- Applications must be submitted and approved BEFORE any work is to start
- The permit shall expire 180 days from approval
- A site visit MUST be completed by the Superintendent to verify the request

FOR OFFICE USE ONLY		
Application No. VLLG-20	Date Received	Application fee \$20.00

SERVICE PROPERTY	
Service Address (or Street Name if an address has not been assigned)	
Parcel # 05-	Cross Streets

APPLICANT INFORMATION		
Last Name:	First Name:	Corporation or Partnership
Applicants Address:		
Telephone number:	E-Mail:	

CONTRACTOR INFORMATION		
Last Name:	First Name:	Corporation or Partnership
Applicants Address:		
Telephone number:	E-Mail:	

PURPOSE OF APPLICATION

Services Needed: Check all that apply

WATER SEWER

Property Use:

RESIDENTIAL COMMERCIAL INDUSTRIAL OTHER _____

If Commercial or Industrial, a wastewater discharge report must be submitted to determine compliance with discharge requirements of Article VI of the Sewer Use Ordinance and Federal Discharge requirements.

DPW Verification of Report: _____ Date: _____

REQUIRED INFORMATION AND ACCOMPANYING DOCUMENTS

Are you replacing an existing line? YES NO

Do you need a new water main tap? YES NO

Do you need a new sewer tap? YES NO

Contractor Scheduled work date: ____/____/____

Please note the following fees:

WATER:

Application Charge: \$20.00 YES NO

Tap Charge: \$915.00 YES NO

Benefit Charge: \$1,430.00 YES NO

SEWER:

Application Charge: \$20.00 YES NO

Tap Charge: \$125.00 YES NO

Benefit Charge: \$1,645.00 YES NO

The following items must be provided at time of submittal:

- Completed Village of Elk Rapids Water and/or Sewer Use Permit Application
- Permit Fees
- Proof of Insurance – must show the Village of Elk Rapids listed as an additional insurer. It must state “Should any of the above-described policies be cancelled before the expiration date, the issuing company will mail 30 days written notice to the additional insured”.

Application Process:

1. Call the DPW Superintendent for conditional location approval
2. Fill out application and stop by the Government Center 315 Bridge St once you have the final fees from DPW Superintendent
3. Contact DPW when the actual date is set to begin
4. Once the work has begun and a meter is needed, pay for the meter and the Government Center will set up your water and/or sewer account to be billed

DECLARATION OF APPLICANT

I, _____, hereby declare that the statements herein are true and complete to the best of my knowledge and properly represent the purpose and intent of the declared request. I also declare that by making this application, I, as the owner or authorized agent of the owner, grant all officials, staff, and consultants of the Village of Elk Rapids access to the subject property as may be required and appropriate to assess site conditions in support of a determination as General Code compliance.

(Signature of Applicant)

(Date of Submission)

FOR OFFICE USE ONLY

Application # VLLG-20_____ Fee Tendered \$ _____ CC, Cash OR Check#_____

Application: Approved Conditionally Approved (see attached document(s)) Denied

Authorized Signature:

Kevin Lane
Department of Public Works Superintendent

Date