



Application for Termination of Sewer Service or Decertification of Establishment

Property Information					
Parcel ID Number:			Street Address of Parcel:		
Water/Sewer Account (from bill):			Classification of Water/Sewer Service <input type="checkbox"/> Residential <input type="checkbox"/> Commercial		
Is the property vacant land ? <input type="checkbox"/> Yes <input type="checkbox"/> No Number of buildings on property _____ Number of buildings with water or sewer service _____					
Owner Information - all owners must be listed					
Owner			Additional Owner(s) (attach additional sheet if necessary)		
Name:			Name:		
Mailing address:			Mailing address:		
City:	State:	ZIP Code:	City:	State:	ZIP Code:
Phone:			Phone:		
e-mail:			e-mail:		
Application and Signatures					
<ul style="list-style-type: none"> I (we) request that the water and sewer service to the above property be terminated and any establishments located thereon be decertified. I (we) understand and acknowledge that any future connections to the Village water and sewer service for the above property shall required water and sewer hook-up permit approval and payment of all applicable fees including the full benefit charge as set forth in the Village Code, Chapter 2061 as amended. I (we) agree to pay the termination/decertification fee of: <input type="checkbox"/> \$400 Residential <input type="checkbox"/> \$1000 Commercial plus all costs incurred by the Village Department of Public Works in permanently disconnecting the water and sewer to the above property, and any remaining balance on my water and sewer bill. I will be billed for such costs and will remit payment within 30 days of being invoiced. Failure to pay said bill may result in a tax lien placed on my property in accordance with Chapter 2061.9 of the Elberta Village Code. 					
Is there a lien (mortgage or otherwise) on this property? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, lienholder(s) must be co-signatory to application. Attach sheet with additional signatures if required.					
If this application has been prepared by someone other than the owner, please provide name and contact information:					
Are you a legal representative of the owner <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please attach proof of legal representation (e.g. power of attorney)					
Owner's signature:				Date:	
Owner's signature:				Date:	
Witness signature:		Witness Name (printed)		Date:	
Witness signature:		Witness Name (printed)		Date:	
Notary: Acknowledged by _____ before me on the _____ day of _____ _____ Signature _____ Printed name _____ Notary public, State of Michigan, County of _____ My commission expires _____					
Submit completed application with application fee made payable to the Village of Elberta, PO Box 8, Elberta, MI, 49628 Questions? Contact the Elberta Village Office at 231-352-7201 or clerk@villageofelberta.com					
For Village Use					
Application received by (name & title):				Date:	
Fee Received: \$ <input type="checkbox"/> Cash <input type="checkbox"/> Check					
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved by the Elberta Village Council on (date):					
Conditions/Comments:					
Attested by <input type="checkbox"/> Village Clerk <input type="checkbox"/> Other _____ Signature:				Date:	

GUIDELINES TO DECERTIFICATION AND/OR TERMINATION COSTS

Under authority from the Elberta Village Code:

"2061.8 TERMINATION OR DECERTIFICATION OF ESTABLISHMENT

Owners of premises, who have permanently terminated the ability to use a structure on their premises or an establishment thereon, or have permanently merged, for a minimum of twelve months, into another establishment as to become one establishment or structure which does not require a connection to a public sewer, in compliance with Chapter 2026, 2046 and 2061, as amended, may apply to the Village Council to have their riser disconnected or the establishment decertified as an establishment, if there is another establishment which will continue to use the riser.

All such termination applications shall be made on forms provided by the Village, signed, in the presence of two witnesses and a notary public, by all the owners of the premises where the affected establishments are located, and showing the identity of the draftsman of the application so that such application and any subsequent approval may be recorded in compliance with the recordation statutes for the Register of Deeds for the County of Benzie. The application shall include therewith the fee as established by Chapter 2061.6(s), as amended*. The application shall be complete and shall set forth all facts in support thereof.

The applicants shall further acknowledge that in the event the establishment's riser is disconnected or the establishment is decertified, that any future use of the establishment as set forth in Chapter 2026, 2046 and 2061 of the Village Ordinance, as amended, shall first require the payment of the full benefit charge for each new establishment as though such establishment were a new construction on vacant land, as set forth in this Chapter 2061, as amended.

All such applications, disconnections, terminations or decertification shall give the Village the full right of inspection, from time to time, of the premises or establishments affected.

All disconnections, terminations or decertifications, as set forth therein, shall require the affirmative vote of two-thirds of the Council.

All disconnections shall be completed by the Department [of Public Works], or under their supervision, with all cost, as set by the Village Council resolution, being paid by the applicant owners, when the application is presented."

The termination fee of \$400 (Residential) or \$1000 (commercial) is due at time of application. The applicant will be billed for the actual Village costs to terminate or decertify the property.

*The decertification/termination fee and authority to collect costs for termination of service was established per Resolution of the Elberta Village Council on April 18, 1991.

Within two (2) business days of application approval from the Village Council, the water and/or sewer account with the Village will be inactivated, the water shut-off to the property, and the water meter removed. The final water and sewer bill, as determined by the water meter reading at the time of meter removal, will be invoiced with the final service decertification/termination bill.

Costs for decertification/termination of the water and sewer service to a property shall include the actual cost to permanently disconnect the property from the Village water supply and sanitary sewer collection system. This may include contractor charges, and Village DPW labor, material and equipment costs to excavate the water supply line and sewer riser and cap the connections at the mains, including any associated costs to restore the surface treatment such as reseeding turf, repairing sidewalk concrete or repairing road asphalt.

The Village has the authority to collect the final bill through a tax lien on the property.

I (we) have read and understand the above Guidelines to Decertification and/or Termination Costs.

(owner)_____

(date)_____

(owner)_____

(date)_____