



## Water | Sewer Hookup Permit Inspection Application

### Contact Information

<b>Applicant</b>			<b>Owner (leave blank if applicant is owner)</b>		
Name:			Name:		
Current address:			Current address:		
City:	State:	ZIP:	City:	State:	ZIP:
Phone:			Phone:		
e-mail:			<b>Failure to pay hook up costs and charges, water service, water usage, sewer service, sewer usage, and associated late fees may result in a tax lien against the property in accordance with Chapter 2061.9 of the Elberta Village Code</b>		
Applicant is the (check one): <input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Agent <input type="checkbox"/> Contractor <input type="checkbox"/> Other _____					

Upon final inspection, an account will be created in the Village water and sewer billing system under the name of the property owner. The billing name and address on an account can be changed by contacting the Village Office at 231-352-7201.

### Parcel Information

Parcel ID Number:	Street Address of Parcel:
<b>Water</b> Select one: <input type="checkbox"/> New Service <input type="checkbox"/> Restore/Replace Service Select one: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial Size (select one): <input type="checkbox"/> 1/2" <input type="checkbox"/> 3/4 or 5/8" <input type="checkbox"/> 1" <input type="checkbox"/> 2" <input type="checkbox"/> 3" <input type="checkbox"/> 4" <input type="checkbox"/> 5" <input type="checkbox"/> 6" No. of units being served by Connection _____	<b>Sewer</b> Select one: <input type="checkbox"/> New Service <input type="checkbox"/> Restore/Replace Service Select one: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial Size (select one): <input type="checkbox"/> 2" <input type="checkbox"/> 3" <input type="checkbox"/> 4" <input type="checkbox"/> 6" <input type="checkbox"/> 7" <input type="checkbox"/> 8" No. of units being served by Connection _____

Description of Work to be completed. Attach sheet as necessary.

Name and Contact Number for Contractor performing work:

### Application and Signatures

By signing here, I acknowledge that I have the authority to apply for this permit, have been provided, read, and understand the Village water and sewer connection information provided, agree to pay the hook-up fees and any costs incurred by the Village to access the water and/or sewer mains and restore the ground, sidewalks, streets, to their previous condition. I future agree to abide by the Village Code for use of the Village water and/or discharge into the Village sanitary sewer.

Applicant signature:	Date:
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**Submit completed application with application fee: \$250 for Water OR Sewer; \$500 for Water AND Sewer, to The Village of Elberta, PO Box 8, Elberta, MI, 49628**  
*Application fee is non-refundable regardless of application approval or denial.*

**For Village Use**

Application received by (name & title):	Date:
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Fee Received: \$  Cash  Check

**DPW Impact Review:**

Associated Zoning Permit and Site Plan application (file a copy of this permit with Zoning Permit Application)

<input type="checkbox"/> Approved	DPW checklist <ul style="list-style-type: none"><li>• Compliance check with Village Ordinance</li><li>• Compliance check with MCL and EGLE guidelines</li><li>• Drawing review – does connection to water or sewer main interfere with existing connections, distribution valves, etc</li><li>• Site Review: Impact to sidewalks, sidewalk special features, curbs, pavement, trees or other Village landscaping</li><li>• Special items of note such as force main connection or lift station required</li></ul>
<input type="checkbox"/> Denied	

Notes or Conditions on Approval or Denial

DPW Superintendent Signature:	Date:
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**DPW Inspection:**

Inspection date:

Notes on Inspection including:  
Location of connection to main, location of water curb stop, meter number, meter transmitter ID, Village system drawing name/number sheet & locator annotated for change.

# Permit & Inspection Fee (Non-Refundable)

## PART I.

**\*Water (\$250)**

**\*Sewer (\$250)**

**\*Water & Sewer (\$500)**

### The Fee

- DPW Superintendent’s Site-Plan review for compliance with Village and State ordinances, rules and regulations
- DPW Superintendent’s Inspection & Report detailing the actions\*\* required before a connection may be made
  - the additional Hook-Up Costs to be paid by the owner, described below
- The addition of the account to the Village water and sewer billing system.
- Once the Fee is received, the DPW will schedule the site-plan review.

## PART II.

### The Hook-up costs

- Costs resulting AFTER the Inspection Report is completed and sent to the property owner, with the required steps for connecting to the Village Water &/OR Sanitary Sewer System
  - STEP 1: Work to be Done** – (if any)
    - This includes, but it not limited to: materials, parts & labor costs associated with meter installation, excavation, installation of piping, installation of backflow devices, shut-off valves (aka curb stops), connection to the main, and restoration of surface conditions on both the owner’s property and in the Village right-of-way.
  - STEP 2: Water Meter & Transmitter**
    - This is the cost of the Meter
  - STEP 3: Benefit Charge** listed & described below.
    - The Fee to “Buy-In” to the Sanitary Sewer System costs, shown in the table below.
- All **Hook-Up Costs** are the responsibility of the property owner regardless of whether the work is performed, in all or part, by the owner’s contractor OR by the Village.

## PART III.

### The Benefit Charge

- New premises “buying in” to the sewer system costs. Typically, this is calculated as the per-unit cost of the principal and interest payments incurred to date for system construction and improvements.

Residential or Equivalent Unit Benefit Charge				
After July 19, 2020	\$ 1,160		After March 1, 2024	\$ 1,570
After March 1, 2021	\$ 1,340		After March 1, 2025	\$ 1,640
After March 1, 2022	\$ 1,420		After March 1, 2026	\$ 1,720
After March 1, 2023	\$ 1,500		After March 1, 2027	\$ 1,800

## PART IV.

### Water & Sewer Account

- ❖ Upon Approval of Final Inspection, an account for the water and/or sewer connection will be created within the Village billing system.
- ❖ Monthly bills shall be issued to the owner as shown on the permit.
- ❖ For Account Billing Changes to Names &/or Addresses, contact the Village Office at 231-352-7201.

If the DPW Superintendent denies the permit, the property owner shall have a period of six months from the date of denial to amend and resubmit the application and site plan for re-evaluation without paying an additional fee. If the DPW Superintendent deems the number of resubmittal and re-evaluations to be excessive and without significant progress toward compliance, the DPW Superintendent may issue a final denial. A new application and fee are required for the DPW Superintendent to re-consider a permit application after either six months have passed, or a final denial has been issued.