



TAP APPLICATION FOR WATER OR SEWER SERVICE CONNECTIONS

Public Works - Engineering
200 South Illinois Avenue
Carbondale, IL 62902
Telephone (618) 457-3270
Fax (618) 457-3243
www.explorecarbndale.com

Street Address of Tap Location: _____

Property Owner's Information

Applicant/Developer's Information

Name: _____
Address: _____

Tel No.: _____

Name: _____
Address: _____

Tel No.: _____

Applicant/Developer's Relationship to Owner: _____

Type of Tap/Service Requested (Please check all that apply):

Water Service

Sewer Service

Tap size and number of service(s) requested?			
Date when tap(s) are desired/needed?			
Is this the first tap for the parcel/address?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Is this a replacement of existing tap(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Additional tap for parcel? (please explain below)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Is this for a sprinkler system or fire line only?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> N/A	
Is this a water service for landscaping irrigation?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> N/A	
Is this a conversion of a single meter to dual meter?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> N/A	

Taps to be installed by developer as a part of new construction, tap fees/deposits do not apply (explain below); all meters will be installed by City Staff with the material costs for meters being billed to and paid for by the developer.

Explanation: _____

The undersigned hereby agrees to pay all connection charges (costs incurred for the taps) said charges shall include: materials used, equipment rentals, contract services, and labor costs as actually incurred by the City. If such cost is higher than the deposit amount the applicant shall immediately reimburse the City for all connection charges in excess of the deposit amount. If the cost is less than the deposit amount, the City agrees to reimburse the applicant the deposit amount in excess of the connection charges. Upon request and approval connection charges may be paid in no more than 24 installment payments at the rate of 7% per annum with a minimum of 10% of the total connection charges due immediately.

PLEASE NOTE: An assessment fee for the City owned water and/or sewer main lines may be required in addition to connection charges. Also in addition to the tap deposit fee, service deposit(s) will be required for the monthly service fee(s) prior to the service(s) being turned on or activated.

Signature of Applicant

Date

Desire to Finance Connection Charges?
 Yes No

Standard Connection Sizes and Deposit Information:

Water service tap sizes:	5/8"	1"	1-1/2"	2"	3"	4"	Larger
Water tap deposit fees:	\$750	\$800	\$2,600	\$2,800	\$3,800	\$4,200	**
4" and 6" sewer service taps (location of sewer main):	Grass/no pavement	Gravel	Oil & chip	Concrete or asphalt	Brick	Other	
Sewer tap deposit fees:	\$900	\$1,300	\$2,000	\$2,400	\$3,000	**	

** Contact the City's Engineering Department for more information at (618) 457-3270

Application Intake Engineering Division Review:

Application #: _____ Date Application Rec'd by City: ____/____/____ By: _____

Is water service available from the City? Yes No Is sewer service available from the City? Yes No

Is this property subject to a special assessment fee? Yes No Assessment Fee Amount: \$ _____

IEPA Operating Permit has been approved? Yes No N/A

Water deposit: \$ _____ Sewer deposit: \$ _____ Total deposit amount: \$ _____

Reviewed By: _____ Date: ____/____/____ - _____ AM / PM

Planning Services Review:

Permanent Parcel #: _____ Is the property address correct? Yes No

Is this Parcel within the Carbondale City Limits? Yes No or Zoning Limits? Yes No

If not is there an Annexation Agreement in effect? Yes No N/A Agreement #: _____

If no Annexation Agreement exists, is one required? Yes No N/A Agree. Date: _____

If required, has a zoning certificate been issued? Yes No N/A PC/SP #: _____

Approved The following approvals are still required: _____

Reviewed By: _____ Date: ____/____/____ - _____ AM / PM

Building and Neighborhood Services Review:

Is a plumbing or other permit required for the construction on this parcel? Yes No N/A

If so, has it been approved? Yes No N/A Permit # _____

Approved The following approvals are still required: _____

Reviewed By: _____ Date: ____/____/____ - _____ AM / PM

Deposit Intake & Finance Department Review:

Total deposit paid: \$ _____ Check #: _____ Cash Receipt #: _____

Deposit received by: _____ Date: ____/____/____

Does the Applicant have any outstanding debt payable to the City of Carbondale? Yes No

Explanation of Debt: _____

Installment Plan Details: N/A 1st Payment Date: _____ # of Pmt's: _____ @ \$ _____ Each

Reviewed By: _____ Date: ____/____/____ - _____ AM / PM

Public Works Department Approval:

Approved, taps can be scheduled for installation Estimated date taps can be made by: ____/____/____

Where will the tap(s) be made: _____

Not Approved, explanation: _____

Tap(s) will be made once the above and following conditions are met: _____

Approved By: _____ Date: ____/____/____ - _____ AM / PM

Distribution after Public Works Department Approval: Original to Engineering Admin Assistant; Copies to: Revenue Officer (with payment), Water Operations Manager (Water Plant), Building Inspector (BNS), Planning, and Applicant.

Tap Installation Information:

Date taps completed: ____/____/____ By: _____ (send to Engineering when complete)

Comments: _____