



## APPLICATION FOR UTILITY SERVICE

**ORIGINAL APPLICATIONS ARE TO BE MAILED AND/OR DELIVERED IN PERSON ONLY. FAXES WILL NOT BE ACCEPTED.**

Upon FINAL approval of service the Billing & Collections Division will notify you of the total cost of impact fees. Payments for fees are to be made payable to the CITY OF PUNTA GORDA. No work will be performed until payment is received. Upon receipt of payment the billing office will generate a work order to set the meter. See Condition of service below.

**NEW METER INSTALLS MAY TAKE APPROXIMATELY SIX (6) TO EIGHT (8) WEEKS UPON FINAL APPROVAL AND PAYMENT OF FEES.**

### AS A CONDITION OF SERVICE THE APPLICANT AGREES TO:

1. Pay the required meter installation fee, tapping charges, utility deposits, inspection fee and utility agreement fee (if applicable) to the City of Punta Gorda Customer Service Department located at 126 Harvey Street.
2. Comply with all existing City of Punta Gorda Ordinances and FDEP (Florida Department of Environmental Protection) rules pertaining to the construction and use of Public Utilities.
3. Install a grease interceptor (if applicable) and have interceptor pumped out on a quarterly basis and maintain record of pumping, notify Pre-Treatment Coordinator at (941) 575-3339 for inspection, prior to start up.
4. Provide a plot plan of property to be served and to have property corner marked within three (3) days of payment of required fees.
5. The applicant agrees that if said service connection required unusual depth or length due to extremely deep swales, obstructing driveway and drainage culverts, or conflicts with existing utilities: Applicant will pay an additional fee for extra labor and materials expense. This fee will be based on actual cost and shall not exceed \$300.00.
6. **NOTICE TO PROPERTY OWNER/APPLICANT: A Backflow Preventer Assembly shall be installed prior to utility setting a meter. Notify Cross Connection Control Coordinator at 941-575-5091 for inspection of Backflow Preventer Assembly. Backflow Preventer Assembly shall be tested annually. Utility Meter will NOT be installed without a Backflow Preventer Assembly.**
7. **NOTICE TO PROPERTY OWNER/APPLICANT: Final Grade for the Meter and Meter Box is the responsibility of the Contractor. New meter installation(s) will be completed within approximately six (6) to eight (8) weeks from date of the final application approval and payment of fees.**
8. **NOTICE TO PROPERTY OWNER: Pursuant to City Ordinance 1860-16, the City shall have the right to require the Property Owner to annexation into the territorial limits of the City and/or require the execution of a "Wastewater and Water Service Annexation Agreement" for future annexation, prior to the connection of any service. For additional details contact the Urban Design Department at 941-575-3372 or [UrbanDesign@CityofPuntaGordaFL.com](mailto:UrbanDesign@CityofPuntaGordaFL.com).**

\_\_\_\_\_  
Please  
Initial

\_\_\_\_\_  
Please  
Initial

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Please  
Initial

**REQUIRED ATTACHMENTS:** *Failure to provide this information will delay your request.*

\_\_\_\_\_  
Charlotte County Property Appraiser Record (*visit [ccappraiser.com](http://ccappraiser.com) or call (941)743-1498 to obtain*)  
\_\_\_\_\_  
Plot Plan

I have read and agree to the terms and provisions of this application.

_____ Property Owner Signature	_____ Property Owner Name	_____ Date
_____ Applicant Signature	_____ Applicant Name	_____ Date

**SECTION I - REQUEST FOR UTILITY SERVICES - (To be completed by Property Owner / Applicant)**

Property Owner Information

Applicant Information

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Address Requesting Utility Service: \_\_\_\_\_

Charlotte County Parcel ID: \_\_\_\_\_

Request for:  Water Only  Sewer Only  Water and Sewer

Water Meter Size Desired (check one):  3/4"  1"  1 1/2"  2"  3"  4"  6"

No. of Water Meter(s) Requested: \_\_\_\_\_ Utility connection shall serve (Number) \_\_\_\_\_ Equivalent Residential Units

Utility Connections are for (check one):  Residential  Non Residential

If connection is for Non Residential, please specify type: \_\_\_\_\_

If connection is for Restaurant or Food Service specify seating capacity: \_\_\_\_\_

**SECTION II - UTILITY AVAILABILITY AND SPECIFIC REQUIREMENTS**

RECEIVED DATE: \_\_\_\_\_

**WITHIN UTILITY SERVICE AREA:**  Yes  No

**WATER AVAILABILITY:**  Yes  No

**WITHIN CITY LIMITS:**  Yes  No

**SEWER AVAILABILITY:**  Yes  No

Grease Trap Interceptor:  Yes  No

Backflow Prevention Assembly:  Yes  No

Type: \_\_\_\_\_

Backflow Type: (Wilkins 975XL2 or similar) \_\_\_\_\_

Pump Out Frequency: \_\_\_\_\_

Testing Frequency: \_\_\_\_\_

**Utility Department Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SECTION III - ANNEXATION**

RECEIVED DATE: \_\_\_\_\_

**IS PROPERTY LOCATED OUTSIDE CITY LIMITS:**  Yes  No (if No, no further action required under this section)

Does the property meet the statutory requirements for voluntary annexation?

Yes – Property Owner required to annex into City (90-120 day process)

No – Wastewater and Water Service Annexation Agreement Required (10-14 day process)

Notification Date: \_\_\_\_\_ Agreement Received Date: \_\_\_\_\_ City Council Date: \_\_\_\_\_

**Urban Design Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SECTION IV - FEES**

RECEIVED DATE: \_\_\_\_\_

Contribution in Aide of Construction \$ \_\_\_\_\_

Water Capacity Fee \$ \_\_\_\_\_

Wastewater Capacity Fee \$ \_\_\_\_\_

Inspection Fee \$ \_\_\_\_\_

Meter Installation Fee \$ \_\_\_\_\_

**TOTAL COST** \$ \_\_\_\_\_

Payment Type:  Check # \_\_\_\_\_  Cash  Other \_\_\_\_\_

**Billing & Collections Division FINAL Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_