



City of Punta Gorda, Florida
 Billing and Collections Division
 126 Harvey Street 2nd Floor, Punta Gorda, Florida 33950
 Phone (941) 639-2528

APPLICATION FOR UTILITY SERVICE

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

Upon 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 FROM THE DATE OF 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 CONTRACTOR/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.**

 Please Initial
7. **NOTICE TO CONTRACTOR/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 utility approval and payment of fees.**

 Please Initial
8. **NOTICE TO CONTRACTOR/APPLICANT: Pursuant to City Ordinance 1860-16, the City shall have the right to require annexation into the territorial limits of the City, or require the execution of an annexation agreement for future annexation, prior to.**

 Please Initial

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

- _____ Charlotte County Property Appraiser Record (*visit ccappraiser.com or call (941)743-498 to obtain*)
- _____ Plot Plan

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

 Applicant's Signature

 Print Name (REQUIRED)

 Date

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

Applicant's Name: _____

Applicant's Mailing Address: _____

Applicant's Email Address: _____ Phone: _____

Address Requesting Utility Service: _____

Charlotte County Parcel ID: _____

Request for: Water Only Sewer Only Water and Sewer

Water Meter Size Desired (check one): ¾" 1" 1 ½" 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
(To be completed by Utilities Department)**

WITHIN UTILITY SERVICE AREA: Yes No

WATER AVAILABILITY: Yes No

SEWER AVAILABILITY: Yes No

 Backflow Prevention Assembly: Yes No

 Type: (*FEBCO 825Y or similar*) _____

 Testing Frequency: _____

 Grease Interceptor: Yes No

 Type: _____

 Pump Out Frequency: _____

**SECTION III – ANNEXATION
(To be completed by Urban Design Division)**

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

Does property currently meet the statutory requirements for voluntary annexation:

Yes – Property Owner required to annex into City

No – Property Owner required to enter into annexation agreement *Date Sent for Recording:* _____

**SECTION IV - FEES
(To be completed by Billing & Collections Division)**

Contribution in Aide of Construction \$ _____

Water Capacity Fee \$ _____

Wastewater Capacity Fee \$ _____

Inspection Fee \$ _____

Meter Installation Fee \$ _____

TOTAL COST \$ _____

Total Amount Received \$ _____ Check # _____ Cash Other Date Rcvd: _____