



TOWN OFFICE USE ONLY	
Date Received: _____	By: _____
Water Tap size approved by Water: _____ inch	
Service line size approved: _____ inch	
Tap and Base fees are applied appropriately.	

WATER CONNECTION AGREEMENT

The following form must be completed for any residential water connection request in the Town of Palmer Lake. This form shall be submitted to the Town of Palmer Lake for Administrative review.

Note: A minimum of 10 days is required to process this form.

APPLICANT INFORMATION

Name: _____ Phone: _____

Email: _____ Driver's License State/#: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Physical Address: _____

City: _____ State: _____ Zip: _____

Property Address: _____

City: _____ State: _____ Zip: _____

SERVICE START DATE: _____

WATER FEES

Current billing fees and rates are found at: <https://www.townofpalmerlake.com/water/page/water-billing>

WATER CONNECTION RULES & REGULATIONS

Palmer Lake Municipal Code relating to Water is in Title 13 and can be found online at library.municode.com/co/palmer_lake/codes/code_of_ordinances. Selected sections of Town Code are provided here. The Town Fee Schedule can be found at www.townofpalmerlake.com/documents.

13.08.100. - Water bills and payments

(a) All water bills shall be due and payable in full within 25 days after the billing date appearing on the statement (due date: 20th of the month). Late charges as set out in the town's master fee schedule shall be charged if the proper payment is not received by the 30th and 60th day. In addition, if proper payment is not received by the 60th day, interest on the unpaid water bill shall be charged at the rate of 18 percent per annum. Interest shall not be charged on the late charge amount. The late charge and interest may be waived for good cause by town administration.

(b) A returned check fee, as established in the master fee schedule, along with any other bank service charges, shall be added to the water bill of a customer if a check is returned for nonpayment. If the town is unable to collect the amount of the check along with the fee and any bank service charges assessed within ten working days after notice has been given by the town of non-payment, the water service shall be disconnected.

WATER CONNECTION RULES & REGULATIONS CONTINUED**13.08.100 - Water bills and payments continued**

(c) The town clerk may also utilize the approved procedure for any unpaid bills, including water bills, which remain unpaid for more than 90 days.

13.08.110 - Delinquent bills must be paid

In case there shall be any past due unpaid water bills and the water supply has been turned off, the water shall not be turned on again until all such past due water bills, including any interest and late fees have been paid in full or an approved payment agreement filed.

13.08.120 - Property charged with rent (see online code)**13.08.130 - Charge for turning water on and off (see online code)****13.24.020 - Water conservation guidelines (see online code)**

WATERING:

1. Odd-numbered building addresses are permitted to use water for watering landscapes on Mondays, Wednesdays & Fridays.
2. Even-numbered building addresses are permitted to use water for watering landscapes on Tuesdays, Thursdays & Saturdays.
3. No landscape watering shall be permitted on Sunday.
4. Watering is allowed between the hours of 6:00 a.m.—9:00 a.m. and 6:00 p.m.—9:00 p.m.
5. Exceptions may be considered as requested with the town administrator/clerk

APPLICANT ACKNOWLEDGEMENT

The Undersigned hereby requests the Town of Palmer Lake furnish water service to the address designated herein. In exchange for these services, the Undersigned agrees to be responsible for all charges for water service provided at the designated address, regardless of whether the service is used by the owner, until the undersigned gives proper notification to the Water Department that the services are to be discontinued. In the event the Undersigned fails to make a payment for water service, the Town of Palmer Lake shall immediately become entitled to exercise all creditors' remedies for collection of amounts owed and allowed by law. The Undersigned agrees to pay all costs and attorney's fees incurred by the Town of Palmer Lake in collection of any amount due. Should the Town of Palmer Lake change any of the terms of this agreement, the owner will be notified in writing.

THIS APPLICATION HAS BEEN EXAMINED AND COMPLETED BY ME. ALL OF THE INFORMATION COMPLETED IN THIS APPLICATION AND ALL ATTACHMENTS ARE TRUE, CORRECT, AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AM AWARE OF AND FULLY UNDERSTAND THE TOWN OF PALMER LAKE REGULATIONS. BY SIGNING BELOW, I HEREBY CERTIFY THAT I AM THE PERSON WHOSE NAME APPEARS ON THIS APPLICATION AS THE APPLICANT. I UNDERSTAND THAT A DIGITALLY SIGNED COPY OF THIS DOCUMENT TRANSMITTED BY EMAIL SHALL BE DEEMED TO HAVE THE SAME LEGAL EFFECT AS DELIVERY OF AN ORIGINAL SIGNATURE FOR THE PURPOSES OF VALIDITY, ENFORCEABILITY, AND ADMISSIBILITY.

Applicant Signature

Printed Name

Date

Forms may be electronically signed by typing your name in the Applicant Signature field. Forms may be submitted electronically by saving it to your computer and attaching it to an email to clientcare@amcobi.com. The form may be manually signed by printing the form and signing by hand. Alternatively, forms may be turned in at the Town office.