

AVAILABILITY  
and  
CONNECTION  
APPLICATION  
FORM  
WITH  
INFORMATION  
PACKAGE

**TOWN OF BOWLING GREEN**  
**APPLICATION FOR WATER AND/OR SEWER CONNECTION**

All connections will be subject to the Public Works Department approval. Additional charges will be billed when the Town goes beyond the existing water and/or sewer infrastructure.

FOR COMMERCIAL ACCOUNTS: Your consumption may be reviewed every six months. Your availability fee payment is subject to adjustment based on actual use. Rebates for fees paid will be on a case by case basis. Applications for commercial/industrial sewer connection permits may require supplemental information in accordance with Chapter 120, Part 1, of the Code of the Town of Bowling Green.

It is hereby agreed that the charges for water/sewer service at the below address shall be paid at a rate established by the Town and that the service is to be rendered in accordance with its rules and regulations. The charges for water/sewer service shall start with the installation of the meter and shall continue until notice is given in advance and received by the Town to discontinue service. It is further agreed that by this contract, authority is given to the Town and its representatives to have access to its meter at all times without any other permit and further, that the water and sewer service furnished through these facilities shall not extend to other property nor the water therefrom resold in any manner and it is understood and agreed also that the Town does not guarantee continuous service or any specified water pressure. Ownership of service pipe and/or meter herein applied for when installed is hereby vested in the Town, subject to jurisdiction of and control by the Town. Applicant shall furnish location and grades for top of meter box. It is agreed that if raising or lowering of meter is necessary after initial installation, a charge will be assessed. For sewer connections, the applicant shall be responsible for all costs to bring the lateral service line to the sewer main. I agree that no downspouts or gutters from roofs, catch basins or farm tile and lawns footing drains or any other drain used to carry storm water will be allowed to discharge into the Sanitary Sewer, and if such conditions exist at anytime, I hereby agree to have the same remedied at my own expense upon notice thereof. I agree that such charges shall be a lien on such real estate owned by me served by such sewer or water. Nothing in this application supersedes applicable provisions of the Code of the Town of Bowling Green. **The Town of Bowling Green is held harmless in the event of a sewer backup.**

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**SIGNATURE**

**DATE**

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**PRINT FULL NAME**

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**PHYSICAL ADDRESS OF CONNECTION**

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**BILLING ADDRESS**

**TELEPHONES: Residence** \_\_\_\_\_ **Business** \_\_\_\_\_

**Note to Applicant:** Plat or Site plan must accompany this application. Connection to be completed by the Town unless otherwise approved by the Public Works Department.

This installation to be provided by: Town: \_\_\_\_\_  
Others: \_\_\_\_\_

Connection inspected and approved by: \_\_\_\_\_ on \_\_\_\_\_.

Town work completed on \_\_\_\_\_ . Approved by: \_\_\_\_\_.

**TOWN OF BOWLING GREEN**  
**APPLICATION FOR WATER AND/OR SEWER CONNECTION**

Date: \_\_\_\_\_

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

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

Property Owner: \_\_\_\_\_

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

Location: \_\_\_\_\_ Tax Map #: \_\_\_\_\_

Subdivision/Other \_\_\_\_\_

Type of Connection:

Water \_\_\_\_\_ Sewer \_\_\_\_\_ # of Meters \_\_\_\_\_ Meter Size(s) \_\_\_\_\_

Date Backflow Preventer (if required) is installed: \_\_\_\_\_

Availability Fees (payable prior to work being scheduled for the connection)      Water \$ \_\_\_\_\_  
Sewer \$ \_\_\_\_\_

Connection & Inspection Fees (to be paid at time of inspection request)      Connection Fee \$ \_\_\_\_\_  
Inspection Fee \$ \_\_\_\_\_  
Administration Fee \$ \_\_\_\_\_

Total Fees Paid \$ \_\_\_\_\_

Pipe Size for Water Lateral(s) \_\_\_\_\_ Sewer Lateral(s) \_\_\_\_\_

Type of Pipe(s) Water \_\_\_\_\_ Sewer \_\_\_\_\_

Lateral Inspections by Public Works required, call 804-633-9474

**TOWN OF BOWLING GREEN**  
**WATER AND SEWER APPLICATION PROCEDURES/FEEES**  
219 ANDERSON AVENUE  
POST OFFICE BOX 468  
BOWLING GREEN, VIRGINIA 22427  
(804) 633-9474

## **APPLICATION PROCEDURE**

In order to streamline and reduce confusion with regard to applications for Water and Sewer service, the Department of Public Works is providing to all applicants the following information.

- 1. AVAILABILITY FEES:** Availability Fees are assessed for all new or altered connections to the system based on the anticipated consumption of each individual customer. Availability Fees must be paid prior to the work being scheduled for the actual connection(s). A Minimum Availability Fee is assessed or based on a single family dwelling (SFD) consumption of 400 gallons per day or less. The minimum fees for a SFD are \$6,000 for water and \$6,000 for sewer. Availability Fees are subject to increase after one year if a connection(s) has not been made and service provided (meter turned on). Any connection which is under construction would not be subject to any increase that may occur. Approved applications shall become void six (6) months from the date of approval if the applicant has failed to pay the availability fee or has failed to comply with any other applicable requirements of the Code of the Town of Bowling Green.
  - a. Application forms should be picked up from the Town Hall Office, 117 Butler Street, and must be complete in full. Payment should be made to the Town of Bowling Green at the Town Hall.
  - b. The Town Hall will give written notice to the Public Works Department of the receipt of the fees. The department will then schedule an appointment with the applicant for confirmation of the location of the connection(s) and will schedule the construction of the connection(s).
  
- 2. CONNECTION FEES:** Connection Fees are charged for all connections to the system and represent the cost the Town incurs per connection. Connection(s) can be made any time during construction, however the connection fees must be paid for prior to the service being turned on or altered. The following factors should be considered in selecting the time you elect when connection is requested.
  - a. Construction water must be obtained through a fire hydrant meter or the connection to the SFD you are constructing.
  - b. Invoicing any additional Connection Fees will occur after the connection is made, and payment must be received prior to the service being turned on. A minimum fee of \$750 will be paid at time of application approval.

c. Cost:

1. A **minimum fee (\$750)** is paid for all **water connections** based on the cost to the Town to provide a 3/4" tap and 5/8" water meter. All costs in excess of the minimum, incurred by the Town in making a connection, are paid by the customer **plus a 25% Administration Fee.**
2. A **minimum fee (\$750)** is paid for all **sewer connections.** All costs in excess of the minimum, incurred by the Town in making a connection, are paid by the customer **plus a 25% Administration Fee.**
3. **METER CHARGES:** In addition to an initial charge for any meter larger than a 5/8" meter, a meter charge will be assessed for meters 1" and above, at anytime the meter is replaced for maintenance or repairs. No charge is assessed for 5/8" meters.

Availability Fees and Connection Fees utilize the same Application. If you have applied for service you will need the responsible party's name and address that will make payment for monthly service. This form must be completed to provide that information.

3. **INSPECTION FEES:** The Town Public Works Department is responsible for the inspection of water and sewer laterals from the property line to the point of connection to our utilities. Caroline County Building Department will inspect the water and sewer laterals from the property line to the building. The Town will give written notice to the applicant/agent and the Building Official results of the inspection. **24 hour notice is required for inspections and the connection/laterals must be uncovered. Inspections are performed Monday through Friday, 8:00 am until 2:30 pm.**

A. The cost of inspections is as follows;

1. **\$35.00** if inspection for both laterals requested at the same time or;
2. **\$35.00** each if inspections are requested separately.
3. **Re-inspection Fees: \$35.00 each.**

B. Inspection Fees will be invoiced with the Connection Fees.

4. **ACCOUNT SETUP FEE: \$15.** This fee is assessed when an account is approved and shall be the same whether water and sewer accounts are opened at the same time or at different times.
5. **DEPOSITS:** In-Town \$100.00 – Out of Town \$150.00. The amount of the deposit is the same whether for a water or sewer account, or both.

6. **USER FEES:** User Fees or bi-monthly charges are assessed based on consumption by each customer. The Town charges a Minimum Fee bimonthly for all consumption between 0 and 5,000 gallons, which is billed to all active accounts. All usage above 5,000 gallons is billed per 1,000 gallons or fractional part thereof.
7. **RECONNECTION FEES: \$25.00.** This fee is assessed when a reconnection is requested when the utilities are disconnected due to non-payment.
8. **PLAN REVIEW:**
  1. **APPLICATION FEE: \$25.** Reviewing plans that exceed the construction normally required for a connection to the water and sewer systems. **Not required for established system.**
    - a. Review by the Public Works Staff, for operability and compliance with the overall Town's water and sewer infrastructure plan, and
    - b. Review for a construction permit. If this were done by the Town under current staffing, our consultants would be used in that a Professional Engineer is required.

The application fee is a basic fee charged in either case and represents the Administration of the plan review and in extremely small (1 page) extensions, the in-house review cost.

2. **PLAN REVIEW:** The actual plan review for extensions in excess of one plan sheet is based on time and the type of review performed. The cost for a construction permit will be based on **time required at \$90.00 per hour** for in-house review. This charge will be in addition to the Application Fee.

### SUMMARY OF FEES

<b>AVAILABILITY FEES</b>	based on maximum meter size, minimum 5/8" - see TABLE A for additional size/cost	Water	\$6,000.00
		Sewer	\$6,000.00
<b>CONNECTION FEES</b>		minimum	\$750.00 each
<b>INSPECTION FEES</b>	both laterals/same time		\$35.00
	water and sewer separately		\$35.00 each
<b>REINSPECTION FEES</b>			\$35.00
<b>PLAN REVIEW APPLICATION FEE</b>	minimum		\$25.00
	or multi-page in house review	\$90/hr +	\$25.00
<b>ACCOUNT SETUP FEE</b>			\$15.00
<b>DEPOSITS</b>	In-Town		\$100.00
	Out of Town		\$150.00

**RECONNECTION FEE**

\$25.00

**TABLE A**

**WATER AVAILABILITY FEE**

**SEWER AVAILABILITY FEE**

**Nominal Meter Size (inches)**

5/8 or 3/4	\$6,000	\$6,000
1	\$6,500	\$6,500
1 1/2	\$9,500	\$9,500
2	\$12,500	\$12,500
3	\$15,500	\$15,500
4	\$18,000	\$18,500
6	\$21,500	\$21,500
8	\$24,500	\$24,500

**TOWN OF BOWLING GREEN  
PUBLIC WORKS LABOR & EQUIPMENT RATES**

**EQUIPMENT**

PICK-UP TRUCK	\$ 25.00/ 8 HRS.
DUMP TRUCK	\$ 75.00/ 4 HRS.
BACK-HOE	\$150.00/ 4 HRS

TRACTOR \$ 45.00/ 4 HRS.

AIR COMPRESSOR \$ 25.00/ 4 HRS.

\* NOTE: All rental equipment will be charged at the same rate as to the Town plus 25%.

\* NOTE: All rates are charged in increments of the hours set forth above, and shall not be pro-rated.

### **MATERIAL/PARTS**

\* NOTE: All material and parts will be charged at the same cost as to the Town plus 25%.

### **PERSONNEL**

ENGINEER \$ 90.00/ HR.

TOWN STAFF \$ 18.00/ MANHOUR

\* NOTE: All contractors and/or sub-contractors hired by the Town will be charged at the same rate as to the Town plus 25% including equipment, parts and labor.