



# Water Service Application Submittal Requirements

City-installed water meter or full service installation.

**You must apply for this permit online** and upload PDF documents through MyBuildingPermit. Paper plans are not accepted.

## Water Service (UC)

Required Documents	Copies
Bill-To Form	1
Site Plan A	1
Recorded Easement (required if the pipe crosses private property)	1
Right of Way Use Permit (if work is occurring in the right of way)	1

## Other Requirements

- The property owner is responsible for the accuracy and completeness of all information provided with or affecting the application submittal.
- If the property contains or is adjacent to critical areas (streams and stream buffers, wetland, floodplains, and geologic hazard area), additional information may be required.
- Fees are due at submittal. Additional fees are due at issuance and may be due in monthly billings.
- Connection charges may be due. The utilities representative in Development Services will determine if these apply.