



CARBONDALE
All Ways Open

City of Carbondale
Public Works
200 S. Illinois Avenue
Carbondale, Illinois 62901
Phone (618) 3270
Fax (618) 457-3243
Explorecarbndale.com

TAP APPLICATION FOR WATER OR SEWER SERVICE CONNECTIONS

Address of tap location						
<i>Property Owner's Information</i>			<i>Applicant/Developer's Information</i>			
Name			Name			
Address			Address			
City, State, Zip			City, State, Zip			
Phone			Phone			
Applicant/Developer's Relationship to Owner						
Type of Tap/Service Requested (check all that apply)						
	<i>Water Service</i>			<i>Sewer Service</i>		
Tap size and number of service(s) requested						
Date when tap(s) are desired/needed						
Is this the first tap for the parcel/address?	Yes	No	N/A	Yes	No	N/A
Is this a replacement of existing tap(s)?	Yes	No	N/A	Yes	No	N/A
Additional tap for parcel? (please explain below)	Yes	No	N/A	Yes	No	N/A
Is this for a sprinkler system or fire line only?	Yes	No	N/A	N/A X		
Is this a water service for landscaping irrigation?	Yes	No	N/A	N/A X		
Is this a conversion of a single meter to dual meter?	Yes	No	N/A	N/A X		
<input type="checkbox"/> Check here if taps installed by developer as a part of new construction, tap fees/deposits do not apply (explain below); all meters will be installed by City staff with the material costs for meters being billed to and paid for by the developer.						
Explanation						

The undersigned hereby agrees to pay all connection charges (costs incurred for the taps). Said charges shall include materials used, equipment rentals, contract services, and labor costs as actually incurred by the City. If such costs is higher than the deposit amount the applicant shall immediately reimburse the City for all connection charges in excess of the deposit amount. If the cost is less than the deposit amount, the City agrees to reimburse the applicant the deposit amount in excess of the connection charges. Upon request and approval, connection charges may be paid in no more than 24 installment payments at the rate of 7% per annum with a minimum of 10% of the total connection charges due immediately.

NOTE: An assessment fee for the City owned water and/or sewer main lines may be required in addition to connection charges. Also in addition to the tap deposit fee, service deposit(s) will be required for the monthly service fee(s) prior to the service(s) being turned on or activated.

Signature of applicant	Date		
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Desire to finance connection charges?	Yes	No	
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STANDARD CONNECTION SIZES AND DEPOSIT INFORMATION

Water service tap sizes	5/8"	1"	1-1/2"	2"	3"	4"	Larger
Water tap deposit fees	\$750	\$800	\$2,600	\$2,800	\$3,800	\$4,200	**

4" and 6" sewer service taps (location of sewer main)	Grass/no pavement	Gravel	Oil & chip	Concrete or asphalt	Brick	Other
Sewer tap deposit fee	\$900	\$1,300	\$2,000	\$2,400	\$3,000	**

** Contact the City's Engineering Department for more information at (618) 457-3270

FOR OFFICE USE ONLY

APPLICATION INTAKE ENGINEERING DIVISION REVIEW

Application Number	Date Application Received by City	By
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Is water service available from the City?	Yes	No
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Is sewer service available from the City?	Yes	No
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Is this property subject to a special assessment fee?	Yes	No
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If yes, assessment fee amount	\$
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IEPA Operating Permit has been approved?	Yes	No	N/A
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Water deposit	\$	Sewer deposit	\$	Total deposit amount	\$
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Reviewed by	Date	Time
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PLANNING SERVICES REVIEW					
Parcel Number			Is the property address correct?		Yes No
Is this Parcel within the Carbondale City Limits?		Yes No	City Zoning Limits?		Yes No
If not, is there an Annexation Agreement in effect?		Yes No	N/A	Agreement Number	
If no Annexation Agreement exists, is one required?		Yes No	N/A	Agreement Date	
If required, has a zoning certificate been issued		Yes No	N/A	PC/SP Number	
Check one	Approved		The following approvals are still required		
Reviewed by		Date		Time	
BUILDING AND NEIGHBORHOOD SERVICES REVIEW					
Is a plumbing or other permit required for the construction on this parcel?			Yes No	No N/A	N/A
If so, has it been approved?		Yes No	No	Permit Number	
Check one	Approved		The following approvals are still required		
Reviewed by		Date		Time	
DEPOSIT INTAKE & FINANCE DEPARTMENT REVIEW					
Total deposit paid \$		Check Number		Receipt Number	
Deposit received by				Date	
Does the Applicant have any outstanding debt payable to the City of Carbondale?				Yes No	No
Explanation of Debt					
Installment Plan Details	N/A	1 st Payment Date	# of Pmts. _____ @	\$	Each
Reviewed by		Date		Time	

PUBLIC WORKS DEPARTMENT APPROVAL		
	Approved, taps can be scheduled for installation	
Estimated date taps can be made by		
Where will the tap(s) be made		
	Not Approved, explanation	
	Tap(s) will be made once the above and following conditions are met	
Approved by	Date	Time
Distribution after Public Works Department Approval: Original to Engineering Admin Assistant; Copies to: Revenue Officer (with payment), Water Operations Manager (Water Plant), Building Inspector (BNS), Planning, and Applicant.		
TAP INSTALLATION INFORMATION		
Date taps completed		By
Comments		

Submit form to Engineering when complete