



"This institution is an equal opportunity provider."

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Office use only
Work Order Made _____
Page _____
Seq. _____
RT. _____
Pump# _____

Check List for NEW Membership

Membership Number _____

The following items are required:

1. _____ An application for Hydraulic Investigation to be sent to the engineer for approval. (Fee of \$100.00) for one meter.
2. _____ The location of the to be found on the map in the water office and determination made if a road bore is needed.
3. _____ The prospective owner or owners of the membership must sign a **Service Agreement**.
4. _____ The prospective owner or owners of the membership must provide **Proof of Ownership** of the property. This can be a Deed, Divorce decree, etc.
5. _____ The prospective owner or owners must sign a **Right of Way Easement** in front of a **notary**. **Easement filing fee is \$50.00.**
6. _____ Our office to be furnished with the page, volume, and county where deed is recorded.
7. _____ An inspection fee of \$50.00 will be charged for Customer Service Inspection.
8. _____ Customer shall install a service isolation valve (Cut off Valve) on customer side of meter before meter will be turned on.
9. _____ Must have valid 911 address.

The total cost of water meter service is **\$2,550.00**. Membership Fee of **\$300.00** is refundable. It normally takes 2 or 3 weeks to get a meter installed, depending on weather conditions. **All parties on deed must sign all documents.** We must have all documents in our office signed and notarized if applicable before the meter can be installed.

OFFICE USE ONLY

Engineer Fee Paid _____
Inspection Fee Paid _____
Installation Fee Paid _____

Membership Fee Paid _____
Easement Fee Paid _____
Equity Buy In Fee Paid _____