

DEPARTMENT OF PUBLIC WORKS

Fred Abadi, PhD, PE, Director
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APPLICATION FOR SEWER-ONLY CONNECTION

Submit form and fee payment to City of Waukesha Engineering Division, 130 Delafield St., Waukesha, WI 53188

Property Owner:	Type:	Residential
Billing Address:		Residential Duplex
Phone:		Residential Multi-Family
Email:		Commercial/Industrial/Public

Part 1 – Water Fixture Count

List the NUMBER of water-using devices: (consult Water Utility for expanded list if commercial/industrial/public)

- | | | |
|---|---|--|
| <input type="checkbox"/> Separate shower (per head) | <input type="checkbox"/> Kitchen sink fixtures | <input type="checkbox"/> Bar sink |
| <input type="checkbox"/> Bathtubs, with or without shower fixture | <input type="checkbox"/> Dishwasher outlets | <input type="checkbox"/> Glass filler |
| <input type="checkbox"/> Toilets, tank type | <input type="checkbox"/> Laundry tub fixtures | <input type="checkbox"/> Misc. combination fixture |
| <input type="checkbox"/> Toilets, fast flush | <input type="checkbox"/> Clothes washer outlets | <input type="checkbox"/> Other (describe): |
| <input type="checkbox"/> Bidet | <input type="checkbox"/> Garden hose outlets (3/4") | <input type="checkbox"/> Other (describe): |
| <input type="checkbox"/> Bathroom sink fixtures | <input type="checkbox"/> Garden hose outlets (1/2") | <input type="checkbox"/> Other (describe): |

Part 2 – Sewer Service Charges

1. What is your water source?

- Private or community well
 Municipal water from other community. Name of municipality: _____

2. Will you be installing a Sewer Source Meter? (see Instructions on back page)

- Yes (continue with next question)
 No (skip to Part 3 – Person Preparing Form)

3. What is the street address where the source meter will be installed? _____

4. Meter – see Instructions, Option A, #2

- Meter purchased from City of Waukesha Engineering Division
 Meter purchased from another source

5. Installation – Plumbing permit required

- Meter will be installed by property owner
 Meter will be installed by a contractor

Part 3 – Person Preparing Form

Print Name:	Daytime phone:
Company:	Alternate phone:
(if contractor)	Email:
Signature:	Date:

Part 4 – Application Fee: Residential: \$75.00 Commercial/Industrial/Public: \$150.00
 (make checks payable to City of Waukesha)

Submit form and fee payment to Engineering Division at above address. Keep pink copy for your records.

OFFICE USE ONLY	Fee paid by:	Check No.:	Date:
		Debit/Credit Card	City Staff Signature:

White: Engineering Yellow: Water Utility Pink: Customer Cc: PT Coordinator (commercial/industrial/public only) Rev. 10-7-15

■ **ENGINEERING DIVISION**
 Paul G. Day, PE
 City Engineer
 130 Delafield St
 Waukesha, WI 53188
 262-524-3600
 Fax – 262-524-3898

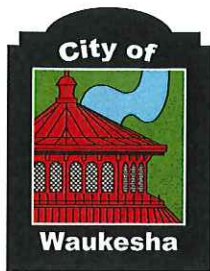
□ **MUNICIPAL PARKING SERVICES**
 Patti Cruz
 Parking Supervisor
 212 E. St Paul Ave
 Waukesha, WI 53188
 262-522-7500
 Fax – 262-522-7501

□ **STREETS DIVISION**
 300 Sentry Dr
 Waukesha, WI 53186
 262-524-3615
 Fax – 262-524-3612

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□ **WASTEWATER TREATMENT PLANT**
 Jeff Harenda
 Plant Manager
 600 Sentry Dr
 Waukesha, WI 53186
 262-524-3625
 Fax – 262-524-3632

□ **WAUKESHA METRO TRANSIT**
 Brian Engelking
 Transit Manager
 2311 Badger Dr
 Waukesha, WI 53188
 262-524-3594
 Fax – 262-524-3646



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Instructions for Sewer-Only Application

Sewer billing is normally based upon the measured volume of City water furnished to a property through the water meter. However, some Sewer Utility customers (users) do not have City water or a water meter. In order to set up a sewer-only account, the attached Application for Sewer-Only Connection and the application fee are required. The Sewer Connection Charge will also be invoiced separately according to the following schedule:

Size of Source Meter or Meter Equivalent Serving Property	Sewer Connection Charge
5/8 inch	\$1,650.00
3/4 inch	\$2,448.00
1 inch	\$4,071.00
Larger meter sizes	Refer to published connection charge schedule
<i>An administrative fee of \$115.00 for account setup will also be applied.</i>	

Sewer Service Account Setup

For ongoing sewer service billing, you may choose from the following options to set up a sewer-only account:

Option A – Install a Sewer Source Meter to measure the volume of water coming from your well or other water source. Sewer bills are then based on this volume.

- Form.** Complete the attached Application form and pay the application fee.
- Meter, Permit & Installation.** Purchase and install on the incoming water service line a suitable water meter that reads in 100-gallon increments (reconditioned meters are available for purchase at the Engineering Division). A City plumbing permit is required for this installation.
- Certification.** After the meter is installed, call the Water Utility at (262) 521-5272 to arrange an appointment to have your Source Meter certified. There is no additional charge for this certification inspection.
- Readings.** You must read your Source Meter quarterly, and call in or mail the readings to the Water Utility according to the scheduled dates on the reading card. The readings are then applied to the next sewer bill.

Option B – Pay the Unmetered Quarterly Flat Charge. The Flat Charge is set on the basis of 30,000 gallons of water usage per quarter, regardless of the actual usage.

Starting on the sewer connection date, you will be billed the Quarterly Flat Charge. This procedure will continue until the date of Source Meter certification (if you decide to proceed with Option A). If you choose Option B, no further action is necessary after submitting the Application form and fee.

Rev. 10-7-15

ENGINEERING DIVISION Paul G. Day, PE City Engineer 130 Delafield St Waukesha, WI 53188 262-524-3600 Fax – 262-524-3898	MUNICIPAL PARKING SERVICES Patti Cruz Parking Supervisor 212 E. St Paul Ave Waukesha, WI 53188 262-522-7500 Fax – 262-522-7501	STREETS DIVISION 300 Sentry Dr Waukesha, WI 53186 262-524-3615 Fax – 262-524-3612	WASTEWATER TREATMENT PLANT Jeff Harenda Plant Manager 600 Sentry Dr Waukesha, WI 53186 262-524-3625 Fax – 262-524-3632	WAUKESHA METRO TRANSIT Brian Engelking Transit Manager 2311 Badger Dr Waukesha, WI 53188 262-524-3594 Fax – 262-524-3646
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