

- Utility bills (water, sewer, garbage, landfill) are billed monthly- from the 1st of the month to the end of the month. Utility bills are not pro-rated for a partial month’s usage. If you have used utility service during any part of a month starting on the 1st to the end of the month, you will be billed the full month’s charges.
- There will be no charge to turn your curb stop on or off, unless the City has to use heavy machinery to access the curb stop, if repairs have to be made to the curb stop or debris has to be removed from the curb stop. The City charges \$100.00 per hour with a minimum of 30 minutes.
- You, as the homeowner or your designated representative must be present at the home when the water is turned off and turned back on.
- You may leave your water turned on at the curb stop – and request no garbage services. You will be billed the basic monthly charges for water sewer and sur. charge. If you have used garbage service during any part of the month in which you leave, you will be billed that full month’s garbage charges. No garbage charges will start when no service is used for the next full month’s billing cycle.
- Winterization of the plumbing inside the home will be the decision and responsibility of the homeowner.
- It is the homeowner’s responsibility to inform the city of their departure and return. Homeowner application form must be filled out and signed prior to your leaving.
- Full charges will resume the month you indicate you will be returning or if water is used prior to the return date indicated.

YES NO I wish to have my water shut off at the curb stop and garbage service discontinued.

YES NO I wish to have my water left on at the curb stop, but request no garbage service. I understand that in the event of a water leak or break inside the home, I will be charged in full for the water usage and no discount will be given.

DATE LEAVING: _____ **RETURNING:** _____

NAME: _____

PHONE: _____ **CELL PHONE:** _____

SERVICE ADDRESS: _____

DESIGNATED REPRESENTATIVE - EMERGENCY CONTACT (Local individual with access to the home):

NAME: _____ **PHONE:** _____

CELL PHONE: _____

In order for service to be connected or disconnected, the homeowner must be at the residence or property during the service call. If homeowner is not available, the emergency contact must be present.

On _____ (Date), I the homeowner or my representative verified that curb stop has been shut off by City Maintenance.

Notes:

Homeowner / designated representative signature

Date

City Maintenance signature

Date

HOMEOWNER/SNOWBIRD UPON RETURN - Water Reconnection / Utility billing

Date of Return: _____ Curb Stop Turned on: _____ Date

Homeowner/designated representative signature

City Employee signature

OFFICE USE ONLY

Homeowner left on _____

No garbage charges start: _____

Meter Reading: _____

Disconnect Fee: Charged to account: _____ N/A _____

Homeowner returned on _____

Garbage charges start: _____

Connection Fee: Charged to account: _____ N/A _____