

## **BELMONT WATER DEPARTMENT SERVICE PERMIT INSTRUCTIONS**

Service forms are available on line at [www.belmontnh.org](http://www.belmontnh.org) and from the Water and Land Use Offices in the Town Hall. Installation and operation are administered under the Belmont Water Regulations.

- Complete the Application Form providing all requested information.
- Return the completed service form to the Water or Land Use Office. The request will be reviewed by the Water Department. When an approved service form is returned to you it will identify:
  - Fee due
  - Type and conditions of installation
- Provide the original approved service form and a check payable to the Town of Belmont to the Tax Collector's Office. The service form marked paid will be returned to you and a copy of the receipted form sent to both the Water and Land Use Offices.
- Installation may proceed once you have obtained the receipted service form.
  - Meters shall be installed as close as possible to service entrance, in an accessible location, and must have two (2) shut-offs, one installed on the intake and one on the discharge side of the meter.
- Contact the Water Department for installation inspections as required.

# BELMONT WATER SERVICE APPLICATION

(To be completed by applicant)

Property Owner: \_\_\_\_\_ Tele: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Tenant (Individual/Business name): \_\_\_\_\_ Tele: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Bill service to (name): \_\_\_\_\_ Tele: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Property Street Address: \_\_\_\_\_ Unit #: \_\_\_\_\_ Tax Map/Lot #: \_\_\_\_\_

Application Type:     NEW SERVICE                       CHANGE OF OWNERSHIP

Number of Customer Units:

Homes     Apartments     Stores     Business     Offices

*"Customer Unit" shall mean:*

- any dwelling accommodations designed for the use of not more than one family including overnight cabins, cottages and trailers with housekeeping facilities, equipped for permanent occupancy. Ordinarily the test of whether or not a dwelling unit is designed for more than one family shall be determined by the number of individual kitchen sinks and the existence of more than one kitchen sink shall be prima facie evidence that such accommodations were designed for more than one family; or
- any store, office, commercial or manufacturing establishment operated as an independent unit and in which at least one water fixture is located.

Size of Service: \_\_\_\_\_ Size of Meter: \_\_\_\_\_ Sprinkler Service: Size: \_\_\_\_\_ No. of Heads: \_\_\_\_\_

Date Service will be Needed: \_\_\_\_\_

*In making application for water service at the premises described below, I hereby agree to accept the rates, terms and conditions of the Belmont Water Department. I understand that I am responsible for any damage to the meter caused by my neglect. I understand that the meter must be kept readily accessible for reading or inspection at all times. I understand that I am responsible for the installation and care of all plumbing and fixtures on my premises, including the service pipe from the highway boundary to my buildings, and that I must make all necessary repairs to prevent leaks and damage. I promise to notify the Belmont Water Department of any future change in the number of customer units.*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Land Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Tenant or Other Person Accepting Responsibility for Payment of Bills

## Office Use Only

Approved    Fee Due: \_\_\_\_\_     Not Approved    \_\_\_\_\_  
Reason

Conditions: \_\_\_\_\_

\_\_\_\_\_

Review Date: \_\_\_\_\_ Serial #: \_\_\_\_\_

Authorized: \_\_\_\_\_

### Tax Collector Payment Information

Date: \_\_\_\_\_ Amt: \_\_\_\_\_ Method: \_\_\_\_\_

by: \_\_\_\_\_

Copies to: \_\_\_ Water \_\_\_ Landuse \_\_\_ Treasurer