

## Policy and Procedures for New Water Tap Installation

1. Fill out an application for new water tap location. **Please provide all information on application.**
2. Set an appointment to meet with utility personnel on the site of the location to determine the vicinity of the tap location to be installed and to inspect the terrain the tap is to be installed on. **(Long taps may be assessed additional charges due to the need for directional drilling under roads, highways or streams.) Applicant has thirty (30) days to purchase tap after approval.**
3. After the agreed location, estimated cost and estimated time frame, the applicant must return to the office to pay the estimated charges and tap fee to start the permitting process. **The permitting process may take up to 45 days. (ie; TDOT, ARAP ect.)** Applicant is required to have any easements signed and recorded before purchase of tap.
4. After the tap has been set and a review of the actual cost has been determined, any excess monies will be returned to the applicant or in the case where there may be cost overruns the applicant must pay the additional overruns before services are connected. **At the time it appears there may be an overrun, the applicant will be contacted.**
5. To unlock the meter, call the office at (931) 359-6905 to have a work order generated for a technician to inspect that a brass ball valve is properly installed and the meter box is returned to finish grade. See service line agreement. **Inspection may not be completed for 1 or 2 business days after the work order is generated.**
6. Tap will be installed within one (1) year. **If tap is not installed all applicable fees will be retained.**

Signature\_\_\_\_\_ Date\_\_\_\_\_

## New Tap Application

Name of applicant \_\_\_\_\_

Address of applicant \_\_\_\_\_

Address of service requested \_\_\_\_\_

Phone number of applicant (list at least 2#'s home, cell, work, other) \_\_\_\_\_

Email address \_\_\_\_\_

What is the best time to contact you \_\_\_\_\_

What is the general use for the water (domestic household, irrigation, agricultural, commercial)

What size tap are you requesting (3/4", 1", 2") and how long of a service line are you looking to install (**in most cases a 3/4" tap would be sufficient to supply most household needs**) \_\_\_\_\_

**Larger than a 3/4" tap may require flow and pressure test to be performed prior to purchase. (May take up to 30 days)**

**Once approved, applicant has thirty (30) days to purchase tap.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Office use only below this line

Approved \_\_\_\_\_ Date \_\_\_\_\_

Spoke with applicant: yes \_\_\_\_\_ no \_\_\_\_\_

Road Bore required: yes \_\_\_\_\_ no \_\_\_\_\_

Tap size approved \_\_\_\_\_

Easement required: yes \_\_\_\_\_ no \_\_\_\_\_