

## Water Tap Purchase

### **1) Submit initial Water Service Application:**

- a. Applicant to submit a completed water service application signed by the property owner along with the following:
- b. Ensure entire application is filled out, including all areas where initials are required.
  - i. If the property owner is an LLC or Partnership or other entity, a Statement of Authority is required. This form can be found on our website under development tab.
  - ii. If the property owner is a Trust, trust documents showing who the designated trustee(s) are is required.
- c. Application fee
- d. Aerial Map of property with building site marked.
- e. Construction plans/engineering plans - required for any new construction and/or additions to existing dwellings.
- f. Site Visit and Backflow Exemption Form if existing dwelling/building is served by a private water source. This form can be found on our website under development tab.

### **2) Review of Water Service Application:**

- a. Once Animas Water Company (AWC) receives the completed Water Service Application, AWC staff will review application. If there are any questions on the application, AWC staff will contact applicant.
- b. If a site visit is needed, AWC staff will schedule an appointment with applicant.

### **3) Approval of Water Service Application:**

- a. Once applicants Water Service Application is approved, AWC will provide applicant with a Water Service Contract which will provide applicant the final cost to purchase a water tap, approved water tap size, and if a testable backflow device will be required.

### **4) Completion of Water Service Contract - aka purchase of water tap :**

- a. Applicant to submit a completed Water Service Contract, signed by the property owner, and ensure all areas of the form are completed and initialed as required.
- b. Submit water tap fee as shown on the Water Service Contract.
- c. AWC to review final contract and sign off.
  - i. AWC will scan and email application final copies of Water Service Application, Water Service Contract, Account #, and other pertinent documents.

### **5) Building permit sign off / meter installation**

- a. AWC will not sign off on your building permit application until all of the above steps are completed.
- b. Meeting with AWC personnel to determine meter placement can happen at any time during this process