CITY OF SALUDA

**MAYOR**

Fred Baisden

**CITY MANAGER**

Steven Orr

**COMMISSIONERS**

Mark Oxtoby

Paul C. Marion

Stan Walker

Melanie Talbot

NORTH CAROLINA

**Water and Sewer Tap Application**

Friday, June 11, 2021

Dear Applicant,

On behalf of the City of Saluda, I appreciate your interest in becoming a water and/or sewer customer of the City of Saluda. This packet is provided to assist you in making application for a water and/or sewer tap. Please read the information provided herein:

* A completed tap application and full payment of fees are required before the city will install a tap. Once approved by the Public Works Director, taps will be installed in a timely manner. Weather, emergencies and other situations may delay a tap installation.
* The Public Works Director requires a minimum of five business days to review tap applications.
* All fees are set forth in The City of Saluda Resolution Setting a Schedule of Fees.
* If appropriate a Zoning Compliance permit is to be initiated before approval of the tap installation.
* All permits, easements, documents, and other information requested by the Public Works Director shall be submitted before applications will be eligible for approval.
* Meters will be installed only after a utility service application is complete and the service deposit and meter set fee is paid.

Please do not hesitate to contact me if you have any questions or comments.

Sincerely,

Steven Orr

**City Manager**

Office: (828) 749-2581

Fax: (828) 749-9292

Email: citymanager@cityofsaludanc.com

Website: www.cityofsaludanc.com

Address:

6 E. Main St.

PO Box 248

Saluda NC, 28773

City of Saluda Water and Sewer Tap Application

Date of Application:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Applicant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Location/ Lot #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Taps Requested:

|  |  |  |  |
| --- | --- | --- | --- |
| Water | ¾ inch | $2,000 | $ |
|  | 1 inch | $2,700 | $ |
|  | Other | Call for Quote | $ |
| Sewer | 4 inch | $1,800 | $ |
|  | 6 inch | $2,700 | $ |
|  | Other | Call for Quote | $ |
| Total |  |  | $ |

Please note: Some taps may require non-ordinary circumstances which may result in additional fees. Such conditions will be determined by the Public Works Director and City Manager and discussed with the applicant during the application review.

Approximate Date the tap is needed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

Mail, email or fax completed application to: City of Saluda PO Box 248 Saluda, NC 28773

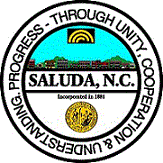
Phone: (828)749-2581 Fax: (828)749-2373, [admin@cityofsaludanc.com](mailto:admin@cityofsaludanc.com)  
(A City of Saluda, NC R-O-W Encroachment Agreement may be required with this permit)

Office Use Only

Fees Paid: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( ) Check#\_\_\_\_\_\_\_\_ ( ) Cash ( ) Card

Tap Approved by Public Works Director: ( )Yes ( )No Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Public Works Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Stan Walker

Bob Ross

NORTH CAROLINA

Tap Application and Internal Review Procedure

Date of Internal Review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Public Works Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Public Works Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear applicant,

The following questions and procedures are used to consider the ability of the City of Saluda to approve your tap application. Please review this information as you may be required to provide additional information or documents as a result of this review.

Internal review

1. What size waterline and/or sewer line is available and will be tapped?
2. How many existing customers are on the line to be tapped?
3. Does the line have the capacity to provide service to the additional tap?
4. Do any upgrades to the system need to be considered to provide the tap?
5. Does anything need to be added to the CIP or future projects list because of the tap?
6. Where is the available waterline and/or sewer line in proximity to the property?
7. Does the waterline and/or sewer line to be tapped connect directly to the property?
8. Does the service line from the tap to the utility customer cross private property?
9. If applicable, does the applicant have a deeded utility easement to cross private property?
10. Does the city need to provide an easement across city property for the service connection?
11. Did the site visit demonstrate any unusual circumstances?
    1. Unusual circumstances include shallow bedrock, creek crossings, railroad, slopes in excess of 2:1, and other circumstances as determined by the Public Works Director to be unusual.
12. Do the unusual circumstances warrant additional fees?
13. Are there any other issues or circumstances which should be considered in the approval of this application?

Typical Application Process and Sequence

1. Customer prepares application for a utility service tap.
2. Customer pays tap fees. (can be postponed till public works director determines availability of service)
3. Public Works Director and Public Works Supervisor review maps to locate nearest waterline and sewer line connection.
4. A surveyor is contacted if necessary, to assist in locating city water and sewer lines.
5. Public Works Director and Public Works Supervisor visit the site and determine the tap location(s).
6. Tap location(s) are marked on site using stakes painted blue and green. Green for Sewer and blue for water.
7. Public Works Director notifies customer of availability of service.
8. Customer provides documents, easements and any other requirements determined during the internal review and site visit.
9. Customer pays tap fees if not previously paid.
10. Tap installation is scheduled.
11. Tap installation is complete. Meter is not installed.

Please do not hesitate to contact me if you have any questions or comments.

Sincerely,

Steven Orr

**City Manager**

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