



177. E. Main Street, P.O. Box 429
Marcellus, MI 49067-0429
Phone: (269)-646-5485
Fax: (269)-646-0065
Website: villageofmarcellus.org

APPLICATION FOR NEW WATER SERVICE INSTALLATION

Use this form to have a **NEW** water service installed at a property (for example connecting new construction to the water system or switching from well water to city water).

To complete this form, you must:

- Be the Responsible Bill Payee, the Bill Payee's Spouse or Legally Authorized Agent or the Personal Representative of the Estate
- Display a Valid Driver's License or government-issued I.D.

OTHER INFORMATION

- A water tap-in fee, as outlined in the Village of Marcellus Master Fee Schedule, is required for ALL tap-ins.
- Costs associated with plumbing permit fees are the responsibility of the applicant.
- Additional costs for private plumbing to the Village's meter (installation from the existing curb box (on/off valve) are the responsibility of the applicant.
- The Applicant is responsible for hiring an appropriate contractor to do the tap in work.
- If there is no basement at the property, an outside meter box (Ford box) must be installed. If there is a basement, the meter may be installed inside, if the site layout conforms to Village specifications, which the Village's Building Official will verify. The service line from the shutoff to the meter is the responsibility of the customer.
- All water installations will remain off until the line has been inspected by the Village of Marcellus DPW Superintendent and the meters have been set.

PAYMENT

Payment for all tap-in and plumbing permit fees shall be paid before work begins. Approved applications shall be good for one year. If installation work remains incomplete after one year, a reapplication for continuance and fee payment shall be required.

COMPLETED APPLICATIONS

Once completed, please return this application to the Department of Public Works Superintendent at 177 East Main Street, Marcellus, MI 49067. The form may also be returned via email to the Superintendent/Village at utilities.clerk@gmail.com.

NEW WATER SERVICE INSTALLATION

Complete this form to have for new water service installation to connect to Village of Marcellus water supply.

To apply for service, you shall:

- Be the Responsible Bill Payee, the Bill Payee's Spouse or Legally Authorized Agent or the Personal Representative of the Estate.
- Display a Valid Driver's License or Government-Issued I.D. (Obtained from the Secretary of State's Office).

YOUR INFORMATION

Name:

Address:

City:

State:

ZIP Code:

Driver's License/Michigan ID # (please attach copy of ID):

Phone:

Email:

Preferred Contact: ☐ Email ☐ Phone

Employer:

INSTALLATION INFORMATION

Is this new service due to: ☐ New Construction

☐ Well has failed ☐ Other: _____

Service address (if different from above):

City:

State:

ZIP Code:

If business, owners name:

Does this structure have a basement: ☐ Full basement ☐ Partial Basement ☐ No Basement

If there is no basement, or if the building is over 300' from the road, an outside meter box will be installed on the public side of the right-of-way near the property line or utility easement. If there is a basement, the meter may be installed inside if the site layout conforms to Village Specifications, which a Village Inspector will verify. The licensed plumber who installs the service shall be responsible for the first year after installation.

Will service supply: ☐ House ☐ Business ☐ Irrigation
☐ Duplex ☐ Condo ☐ Fire Service

Size of service:
☐ 1" ☐ Other _____

Payment shall be made in full or per the schedule on page 1 of this document. All water installations shall be left off until the line has been inspected by the Village of Marcellus DPW Superintendent and/or the Village's Plumbing Inspector, and the meter(s) have been set.

☐ I agree and have confirmed all necessary details and requirements with the Department of Public Services

SIGNATURE

By signing and submitting this form you verify that the information provided is accurate and that you have not intentionally misrepresented any facts regarding your identity or the details of the request. You will be contacted by a representative of the Village of Marcellus within 72 hours regarding this request.

Signature:

FOR OFFICE USE ONLY

Date:

Account #:

Customer: