



Sewer Service Application

Section I (Completed by Applicant)

General Information	
Applicant: _____	Phone: _____
Mailing Address: _____	
City/State/Zip: _____	
Property Address: _____	Tax Parcel #: _____
Proposed Use:	
Residential: _____	Acres: _____ # of Bedrooms: _____
Commercial/Office: _____	Acres: _____ Estimated Average Daily Sewer Flow: _____ gpd
Industrial: _____	Acres: _____ Estimated Average Daily Sewer Flow: _____ gpd
Comments: _____	
Description of Request:	
____ Wastewater Capacity Reservation Only	
____ Wastewater Capacity Reservation and Sewer Service Connection	
____ Sewer Service Connection Only (already has reserved wastewater capacity)	
Requestor Signature: _____	Date: _____

Section II (Completed by Staff)

Is Property Located in the City of Oakwood? _____ Yes _____ No	
Is Sewer Available to Serve Subject Property? _____ Yes _____ No	
Comments: _____	
Estimated Average Daily Flow: _____ gpd	
Recommendation: _____ Approval _____ Disapproval	
Comments: _____	
Reviewed By: _____	Date: _____

Section III – Action Taken

Request is: _____ Approved _____ Disapproved	
Conditions: _____	
City Manager's Signature: _____	Date: _____

Sewer Service Procedure

- 1. Applicant completes Section I of the City of Oakwood Sewer Service Application and forwards it to the City Clerk.**
- 2. City Staff screens the application, in accordance with the City's sewer policies and procedures, and recommends approval/disapproval in Section II of the Sewer Service Application.**
- 3. City Manager (or City Council when requests exceed an average daily flow of 1500 gallons per day) approves or disapproves the application, in Section III, and notifies the applicant of the action taken and any conditions and/or fees required.**
- 4. Applicant complies with the approval conditions and pays required capacity and connection fees.**
- 5. City provides sewer service to the property.**