



## WATER AND SEWER TAPS

Procedures for water and sewer taps:

- A. **APPLICATION** - Applicant shall complete an application for a new water and/or sewer tap using the form provided.
- B. **CITY ACTION** - The location will be evaluated for existing mains in the area. If existing mains are available to serve applicant's site without extensions charge, the applicant will be charged for the size and length of tap required for the proposed use, in accordance with the standard city water/sewer tap fee schedule. If extensions are required, a preliminary estimate will be worked up by the City. The applicant will then be notified of the charges, and at that time can pay the required cost so the City can proceed with the plans, or, the applicant can drop the tap application at no charge. A minimum of ten (10) working days must be allowed for tap estimates.
- C. **APPLICANTS NOTIFICATION** - After the application and the cost estimates are approved by the Community Development Coordinator, the applicant will be notified of the required charges. A minimum of fifteen (15) working days must be allowed for the completion of a tap once the tap fees are paid. If a line extension is required, time requirements will vary depending on the project location and size.
- D. All applicants for commercial sewer discharge connection shall be approved by our Public Works Director, as shown by the attached non-residential sewer service application.
- E. Service to tracts of land that are to be subdivided must be investigated by the owner's engineer if the water and/or sewer lines are not covering the entire frontage of the property.
- F. If the property is outside the city limits of Livingston, the application must be accompanied by a letter requesting annexation. The property has to be adjacent to the city limits to be considered.

**CITY OF LIVINGSTON, TEXAS  
APPLICATION FOR WATER AND/OR SEWER TAP**

**TYPE OF TAP**

Commercial \_\_\_\_\_  
Residential \_\_\_\_\_  
Other \_\_\_\_\_

**TAP SIZE**

Water \_\_\_\_\_  
Sewer \_\_\_\_\_  
Irrigation \_\_\_\_\_  
Fire \_\_\_\_\_

Building Permit Applied For \_\_\_\_\_  
Irrigation Permit Applied For \_\_\_\_\_  
Existing Structure \_\_\_\_\_

NAME \_\_\_\_\_

DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

TAPS ARE REQUIRED AT: \_\_\_\_\_  
(Please provide exact address, i.e., street no., lot no., block no.)

- Estimated charges shall be paid prior to tap construction.
- Any existing taps are the responsibility of the owner to locate. A fee of \$150 for each tap location by City will be charged.
- All Non-residential Applicants Must Complete the "Non-Residential Sewer Application".
- All deposits must be paid to the Utility Billing Department.
- Applicant shall be responsible for all tap charges. This is an estimate. Actual cost may vary and will be determined after completion. Unpaid balance will be billed to applicant.

\_\_\_\_\_  
Applicant's Signature

\*\*\*\*\*  
FOR OFFICE USE ONLY

WATER		SEWER	
Size Main: _____	Size Tap: _____	Size Main: _____	Size Tap: _____
Short Tap: \$ _____		Short Tap: \$ _____	
Long Tap: \$ _____		Long Tap: \$ _____	
Extension Charge: \$ _____		Extension Charge: \$ _____	
Meter Only: \$ _____		Meter Only: \$ _____	
Locating Fee \$ _____		Locating Fee \$ _____	
TOTAL ESTIMATED WATER TAP COST: \$ _____		TOTAL ESTIMATED SEWER TAP COST: \$ _____	
<b>TOTAL ESTIMATED COST \$ _____</b>			

**NOTES:**

- 1) Minimum of 10 working days to make estimate.
- 2) Minimum of 15 working days to complete work after taps are paid.
- 3) Forward "Non-Residential Sewer" form to Community Development for approval of sewer discharge, if applicable.
- 4) For application involving highway permits and/or main line extensions, Engineering Section shall be given workorder to proceed with the plans & permit from the Texas Department of Transportation.

Prepared and Approved by : \_\_\_\_\_