



## NEW CITY WATER & SEWER SERVICE CONNECTIONS

**What we do:** The City of Milton-Freewater is responsible for providing water from our main line to the water meter. Once the water service and meter are installed the customer is invoiced and responsible to pay for materials, labor and equipment costs.

**What you do:** We require you contact us in advance and request an estimate of what it will take to get such services. Request forms are available on our website and in this packet. An estimate fee is required prior to an estimate being prepared. Estimate fees are as follows:

Water Service 1" & smaller	\$100.00
Water Service 1-1/2" & larger	\$200.00
Services outside city limits require the above fee x 2.	

Estimate fees are per Resolution No. 2470, effective 9/13/21

At that time we will prepare the estimate and contact you once it is complete. Estimate fees are valid for 90 days from the date of the estimate.

If you decide to proceed with such work as estimated within the 90 days the estimate fee will be applied to the final cost of the labor, equipment and materials as a credit upon completion of the work.

No commitment is made to move forward within the 90 days from the date of the estimate, the estimate fee is forfeited and considered non-refundable. If you decide to proceed with work after 90 days of the date of the estimate a new estimate fee will be required. The first fee will be forfeited and considered non-refundable. The second fee will be applied to the final cost of the labor, equipment and materials as a credit upon completion of the work, if completed within 90 days of the second estimate.

Once you decide you want to move forward with the installation of new service(s) the following will need to be done:

**You will be required to obtain and pay:**

1. \_\_\_\_\_ Water Service Estimate Fee – PUBLIC WORKS DEPT.
2. \_\_\_\_\_ Zoning Permit – PLANNING DEPT.
3. \_\_\_\_\_ System Development Charge – Water – PLANNING DEPT.
4. \_\_\_\_\_ System Development Charge – Sewer – PLANNING DEPT.
5. \_\_\_\_\_ System Development Charge – Parks – PLANNING DEPT.
6. \_\_\_\_\_ Water Service Deposit = 50% of estimated labor, materials and equipment based on estimate. – PUBLIC WORKS DEPT. prepares estimate. Fee is to be paid to FINANCE DEPT. through an accounts receivable account.
7. \_\_\_\_\_ Street Opening Permit – will you be digging in the public right-of-way? - PUBLIC WORKS DEPT.

**1. WATER SERVICE ESTIMATE FEE** Fee: \$100 for 1" or <  
 How to: Contact Public Works or visit our Fee: \$200 for 1-1/2" or >  
 webpage at [www.mfcity.com](http://www.mfcity.com), Public Works, Water, OCL Fee: Rate x2  
 Water Service Estimate Request. Our Public Works Department is located at  
 501 Lamb Street. You can call us at 541-938-8270, 8272 or 8274.

**2. ZONING PERMIT** Fee: \$35.00  
 How to: Contact Planning for a Zoning Permit.  
 Our Planning Department is located at City Hall, 722 S. Main Street.

**3. SYSTEM DEVELOPMENT CHARGE - Water**  
 How to: Typically paid at the time of obtaining a Zoning Permit. Fee is  
 based on size of service being installed as follows (Resolution No. 2337 – 12/12/16):

3/4" Water Service -	Fee: \$ 1,050.00
1" Water Service -	Fee: \$ 1,275.00
1-1/2" Water Service -	Fee: \$ 1,890.00
2" Water Service -	Fee: \$ 2,750.00
3" Water Service -	Fee: \$ 4,560.00
4" Water Service -	Fee: \$ 6,840.00
6" Water Service-	Fee: \$14,820.00

**4. SYSTEM DEVELOPMENT CHARGE – Sewer**  
 How to: This fee is typically paid at the time of obtaining a Zoning Permit.  
 The fee is based on the type of service as follows (Resolution No. 2337 – 12/12/16):

Residential	Fee: \$1,125.00
Commercial/typical	Fee: \$1,125.00
Industrial	Fee: 1.8 x water

To hook up to City Sewer the System Development Charges are due payable in advance of starting any work. The City requires customers use an Oregon licensed contractor to construct sewer services by connecting from our sewer main to structure. We DO NOT hook up sewer services. Costs for sewer connections are the responsibility of the customer.

We do ask that at the time the connection is exposed by the contractor you contact Public Works to come perform a visual inspection. There is no additional fee for this.

**IMPORTANT:** Customers are responsible for sewer lines from the main to their structure.

**5. SYSTEM DEVELOPMENT CHARGE – Parks** **\$525.00**  
 New residential are required to pay the City Parks System Development Charge as well. This fee is due payable in advance of starting any work.

**6. WATER SERVICE DEPOSIT**

*In order for us to collect your deposit we ask you notify Public Works of your intent to move forward with the estimate. We will then set up an account in our Accounts Receivable System and you can pay the minimum 50% of the estimated labor, materials and equipment while paying for your Zoning Permit and System Development Charges while at City Hall. Otherwise, we do accept credit card payments through our Finance Department by calling 541-938-5531. Please have your AR customer Number available.*

Once the deposit is paid coordinate with Public Works to schedule work. Once all work is complete we will invoice you the balance of the amount due based on actual quantities.

**7. STREET OPENING PERMIT**

If you will be digging in the public right-of-way contact the Public Works Department at 541-938-8274 to obtain a street opening permit. More information is available online at:  
<http://www.mfcity.com/publicworks/page/streets>

**Contact Information:**

Finance Department – City Hall – 722 S Main Street	541-938-5531
Planning Department – City Hall - 722 S. Main Street	541-938-8234 or 8235
Public Works Department – City Shop – 501 Lamb Street	541-938-8270, 8272 or 8274

**\*\*\*REMEMBER TO CALL 811 or 1-800-332-2344 FOR UNDERGROUND LOCATES BEFORE DIGGING. IT IS THE LAW!\*\*\***



Since 1889

# Welcome!

## **STARTING UP NEW CITY WATER SERVICES:**

Once the new installation is complete the following will need to be done through the Finance Department at City Hall:

1. We require payment in full for new service construction prior to the startup of service.
2. Set Up City Utility Account.

Do you already have a City utility account at this location?

If so all you need to do is go in to City Hall and sign a Temporary/Partial Service Order to have the water meter turned on. In order to have services that day you must go in before 12 Noon. Please verify the phone number we have on account is current in the case we have an issue and are not able leave the service on.

No utility account? No problem!

Please complete:

- Service Application Form
- Field Service Order Form

These forms are available at City Hall as well as on our web page. These forms along with your driver's license will need to be presented to our Finance Department at City Hall. At that time a deposit and startup fee may be collected. It is recommended you contact the Finance Team for a quote before you go by calling 541-938-5531.

## **IMPORTANT:**

### **WATER EMERGENCIES-**

Customers are not allowed in the meter vault at any time. If you have a water emergency contact us!

**During Hours:** Contact Public Works at 541-938-8270, 8272, or 8274.

**After Hours:** Contact the Police Department at 541-938-5511. A fee may be charged for after-hours calls for service, but they are much less than if the meter is broken and you have to pay us to fix it or replace it.

### **KEEP METER CLEAR AND ACCESSIBLE AT ALL TIMES -**

We also ask that you not park or driver over your meter at any time and keep debris and landscaping off the lid of your meter to ensure it is able to transmit reads. If we find your meter needs abated or is inaccessible you may be subject to a fee.

#### **Contact Information:**

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# PUBLIC WORKS DEPARTMENT NEW SERVICE ESTIMATE REQUEST

*For City Use Only*

Date Received: \_\_\_\_\_

By: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

*Attach a copy of the receipt.*

## CUSTOMER INFORMATION:

Name: \_\_\_\_\_

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

Contact Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Work Requested: \_\_\_\_\_ Meter & Service \_\_\_\_\_ Meter Only

Meter Size: \_\_\_\_\_

Location of Work: \_\_\_\_\_

Please provide a description and/or sketch of the proposed work requested. Feel free to use additional pages as necessary.

## ESTIMATE FEE:

\_\_\_\_\_ 1" or < = \$100

\_\_\_\_\_ 1-1/2" or > = \$200

\_\_\_\_\_ OCL x 2

I understand the following:

If I proceed within 90 days of the estimate date with the new service the deposit would be applied to the final total cost of the service.

If I do not proceed with services outlined in the estimate within the 90 day period the estimate is void and the fee is non-refundable.

If conditions change from an initial location or service size which would require a new estimate a new fee will be required for the new estimate forfeiting the initial fee.

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date