



Village of Suttons Bay  
420 N Front Street  
P O Box 395  
Suttons Bay, MI 49682  
231.271.3051

[suttonsbay@suttonsbayvillage.org](mailto:suttonsbay@suttonsbayvillage.org)

PERMIT# \_\_\_\_\_

## WATER AND SEWER SERVICE APPLICATION

1. Name: \_\_\_\_\_

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

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

2. Contractor representing property owner: \_\_\_\_\_

Address \_\_\_\_\_

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

3. Request Service to: Single family residence \_\_\_\_\_ Business \_\_\_\_\_ Other \_\_\_\_\_

4. If business or other please identify use: \_\_\_\_\_

5. Services to be located at: \_\_\_\_\_

6. Property's Tax I.D. No. \_\_\_\_\_

Service to be connected \_\_\_\_\_

Month                  Day                  Year

**Inspection of service by a representative of the Village prior to backfilling is required with 48-hour advance notice (excluding weekends). Inspection by County Building and Plumbing Inspectors, or others may also be required. Certificates of occupancy shall not be issued until required inspections are completed.**

7. Privilege fees entitle the applicant only to connect to the Village's system. Materials, labor, actual hook-up, insurance, bonding, etc. are the applicant's separate expenses, and are not included in the privilege fees.

PRE-ISSUE REVIEW (initial and date)

Final Inspection Approval

\_\_\_\_\_  
\_\_\_\_\_  
Water Department  
Sewer Department

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

Approved to issue Village Zoning Permit:

\_\_\_\_\_  
Signature Utilities Supervisor

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

Privilege fees:

	<u>Size</u>	<u>Fees</u>
a. Connect to Water	_____	_____

Utilities Supervisor comments:

(i.e. Location of meter installation, also include if it is house or outside meter)

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

b. Connect to Sewer	_____	_____
---------------------	-------	-------

Utilities Supervisor comments:

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

c. Fire Service Connection	_____	_____
----------------------------	-------	-------

Utilities Supervisor comments:

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

Total Due \_\_\_\_\_ Total Prepaid \_\_\_\_\_

\* The minimum size mains permitted are as follows:

- a. Water - 6"
- b. Sewer - 6"
- c. Larger sizes shall be required in specific areas.

1. When a new service is to be connected to the Village water and/or sewer system, a fee is charged. This access or privilege fee is a one-time charge to "buy-in" to the Village water and sewer system.
2. This access fee does not cover the cost of actually installing the service. Various contractors are available who can excavate and install the pipes. The Village and County will inspect the system to assure it meets Village requirements and plumbing code, but will not do the excavation, plumbing, or restoration.
3. By Village Ordinance, the property owner is responsible for the service lines from the structure to its connection with the Village's mains. This means the property owner is responsible to install, clean, and maintain the pipe from the Village main to the building. The cost of installing and maintaining this line

is borne by the homeowner; the homeowner shall be responsible for contacting the Village Utilities Supervisor prior to servicing their line. The Village will clean and maintain the sewer mains in the street, but cannot install or perform maintenance of the service lines.

4. The Village will install the water service line from the main to the property line. The property owner is responsible for installing and maintaining the service pipe to the building.
5. If the street must be crossed a street right-of-way permit is required.
6. Request for extensions to the water or sewer system must be accompanied by sealed engineering drawings which, in turn, must be approved by the Village at the Owner's Expense.
7. By submitting this application, the applicant/property owner hereby agrees to fully comply with the Village of Suttons Bay Water and Sewer Ordinances, as amended.

Signed \_\_\_\_\_  
Applicant/ Property Owner signature

\_\_\_\_\_ Date