RURAL WATER DISTRICT NO. 4
Douglas County, Kansas

POLICY NO. 5
TITLE: Application for Water Service

Rationale:

Clearly articulated, well understood application procedures, which are consistently administered will ensure that applications for water service, and the contracts which govern those services, are handled in a fair and equitable manner for all potential customers. It is essential that both the representatives of RWD No. 4 and potential customers have a clear understanding about applications procedures, time-lines and contracts.

Application for Service:

1.   Filing Application – Application for service shall be made to the Business Office of the District located at 1768 N. 700 Road, Baldwin City, Kansas 66006. Applications for service will be submitted for consideration by the Board of Directors at its next regular meeting.

2.   Engineering Profile Required – The Board will request staff to secure an engineering profile on each application prior to considerations of the application for water service.

3.   Action of Board – The Board will make a decision about each application and communicate its decision to the applicant following Board action. The Board has the authority to:
      *approve the application, in which case the applicant will be given an approximate date for meter acquisition and start of service:
      *deny the application for cause; or
      *delay action, to a specified future meeting when it is necessary to gather additional related information and/or place the application on the waiting list.

4.   Agreements – If the application is approved by the Board, the applicant will purchase a benefit unit for each water service approved, and sign the standard Application for Water Service and Water User's Agreement for an indefinite period.

5.   Preparation for Service – before installation a service extension and providing water available for use, the Board may require the applicant to pipe his home and be in readiness to accept service.

Approved: 1999
Updated 10-25-2007
Amended: