

Water Tap # \_\_\_\_\_  
Sewer Tap # \_\_\_\_\_

**Grand Haven Charter Township Public Services Department**  
**13300 168<sup>th</sup> Avenue**  
**Grand Haven, Michigan 49417**  
**Telephone (616) 842-5988**

**APPLICATION FOR WATER AND SEWER SERVICE**  
**GRAND HAVEN CHARTER TOWNSHIP WATER AND SEWER SUPPLY SYSTEM**

The undersigned hereby applies for water and/or sewer service to be installed at the below property address and agrees to pay the cost thereof in accordance with rates and charges established, and agrees to abide by the ordinances, regulations, and policies & procedures of the Grand Haven Charter Township Public Services Department.

Property Information:

Street Address: \_\_\_\_\_

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

Billing Information:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_, MI \_\_\_\_\_

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

Email Address: \_\_\_\_\_

The property to be serviced physically abuts the public easement in which the water main lays. Yes  No  Initials \_\_\_\_\_

Service Line Size: _____	Meter Size: _____	Date Tap Needed: _____
Flag Provided: <input type="checkbox"/>	Copper Provided: <input type="checkbox"/>	Meter Setter Provided: <input type="checkbox"/>

Water Tap Fee: \$ _____	Sewer Trunkage: \$ _____	Date of Application: _____
Water Trunkage: \$ _____	Sewer Inspection Fee: \$ _____	Total Paid: \$ _____ Check #: _____

Miss Dig Information:

Staking: Regular  Emergency  Date: \_\_\_\_\_ Time: \_\_\_\_\_ Miss Dig Number: \_\_\_\_\_

Cross Streets: Corner Lot? Yes  No   
N,S,E,W of \_\_\_\_\_ and, N,S,E,W of \_\_\_\_\_

Applicant: \_\_\_\_\_ Signature: \_\_\_\_\_

## GRAND HAVEN CHARTER TOWNSHIP PUBLIC SERVICES DEPARTMENT

### GENERAL INFORMATION FOR RESIDENTIAL WATER SERVICE HOOKUP

Applications are to be made at the Grand Haven Charter Township Offices. The tap fee includes the cost of the meter, meter setter, and the required material to run the tap to the property line. The initial installation of the service line from the property line to the building is the responsibility of the property owner. Any material that is required for the installation of the service line is available for purchase at the Township offices including copper piping, brass couplings, angle valves, reducer bushings or couplings, male and/or female adaptors, etc. Costs will be determined by the most recent invoice from the Township's supplier. When all proper inspections have been completed and approved by Township staff, the Township will accept ownership of all service lines installed after June 1, 2007. A trunkage fee is required for all connections for new construction with building permits dated after December 1, 1998. These fees must be paid at the time of application. The Township may take up to three weeks from the date of application to install the tap. In cases of extreme emergency, the process may be shortened.

*All service lines shall be installed prior to the tapping of the watermain.*

Water taps will be done year round. However, in the winter, taps will only be completed on the days in which the temperature exceeds 25°. In case of emergency, exceptions for tapping will be made. In non-emergency situations, such as new construction, the tap will be completed according to the above stated three week allowance.

A building with an elevation considerably higher than the water main may require special design considerations that should be addressed to a plumber of the property owner's choice. Taps for water services can only be installed for properties which abut the easement in which a water main lays.

The property owner is responsible for all water bills incurred. Any unpaid balances left by renters will be charged to the property owner according to Grand Haven Charter Township Water Ordinance.

Once the water tap is complete, the customer will begin to incur a per month customer service charge. This is for the maintenance and upkeep of the water system. This applies to all accounts whether or not water is being used.

### SERVICE LINE HOOK-UP REQUIREMENTS

1. The service line for any single building or home shall be a minimum of 1" diameter.
2. All service lines shall be installed at least 5' feet below finish grade and shall be inspected by the Township Public Services Department before backfilling. If copper and other necessary material is to be delivered by the Township, notification must be made to the Township Public Services Department – Phone 616.842.5988 - 24 hours in advance of the delivery. In addition, to ensure a prompt inspection, notification must also be made 24 hours in advance of the time in which the water line (from the property line to the building) is to be inspected.
3. All service lines in 1", 1½" and 2" diameters shall be Copper service pipe, type "K" soft, annealed seamless copper, ASTM specifications.
4. All service lines shall be without a union(s) or coupling(s) unless length dictates installation of such, at which time a representative from the Township's Public Services Department will observe a pressure test with a minimum pressure of no less than 100 p.s.i. for at least 15 minutes on the fittings to insure there are no leaks. All fittings shall be manufactured of brass and may be purchased through the Township.
5. All service lines shall be sleeved where they enter a building.
6. Whenever a difference in size between the tap and a service line is encountered the cost shall be the responsibility of the owner or contractor to supply the necessary **brass** fittings to complete the hook-up.
7. A Gate or Ball Valve shall be installed **upstream and downstream** of the meter setter.
8. The property owner(s) are required to make their own arrangements when switching from a well to the new water line. In order to reduce the number of service calls to each location, we request that **ALL** plumbing changes be made prior to requesting installation of the meter.
9. Public Services policy states that house numbers must be posted in a conspicuous location before a meter will be installed.
10. Sweat or galvanized fittings of any type are not permitted before any meters.

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