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## **New Meter Application Procedure**

### **Standard Service**

#### **A. Application for water service when a water main is on the property.**

**1. Apply:** The applicant shall complete an application for a new meter. An engineering fee of \$50 must accompany the application.

**2. Engineer:** The request will be forwarded to the Corporation's engineer to be analyzed for water capacity and pressure. A pressure reading may be taken in the surrounding area where the new meter request is planned to confirm the engineering analysis.

**3. Corporation Approval:** Once items (1) and (2) are completed, the application along with the engineering data is presented to the Corporation's General Manager for approval. The General Manager may request further investigation, which could result in additional costs to make the system meet the TCEQ requirements. The applicant will be notified in a written format (letter or e-mail) of the status. An approved application will remain in effect for a period not to exceed thirty (30) days to allow the applicable fees to be paid. After that time the Applicant must re-apply for service.

**4. Fees:** The applicant must pay the following fees before a meter can be installed. Fees are subject to the meter size and style requested. An Exhibit noting the fees is attached to this application.

- a. Membership Fee
- b. Contribution in Aid of Construction Fee
- c. Connection Fee
- d. Administrative Fee
- e. Customer Service Inspection Fee

**5. Easement:** A Right of Way Easement must be notarized and filed in the county court house.

**6. Proof of property ownership:** Proof of ownership shall be a warranty deed, deed of trust or other recordable documentation of fee simple title to the real estate designated to receive service.

**7. Monthly bill:** After the fees above are paid, an account is created by office staff. A monthly bill will be mailed beginning with the next regular billing cycle. Even if no water is used or no meter is present at the member's request, a minimum monthly fee will be issued.

**8. Connection:** The tap shall be completed within five (5) working days but no later than ten (10) working days after approval and receipt of payment of fees.

**9. Customer Service Inspection:** The property of the Applicant / Member shall be inspected to insure compliance with state required Minimum Acceptable Operating Practices for Public Drinking Water Systems as promulgated by the Texas Commission on Environmental Quality or successor agency.

**B. Application for water service when the Corporation does not have or own a water main on the property.**

**1. Apply:** The applicant must complete an application for a new meter. A fee of \$50.00 must accompany the application.

**2. Engineer:** The request must be forwarded to the Corporation's engineer to be analyzed for water capacity and pressure. In addition, changes to the Corporation's infrastructure will be designed and cost estimated.

**3. Corporation Approval:** Once items (1) and (2) are completed, the application along with the engineering data is presented to the Corporation's General Manager for approval. The General Manager may request further investigation, which could result in additional costs to make the system meet the TCEQ requirements. The applicant will be notified in a written format (letter or e-mail) of the status. An approved application will remain in effect for a period not to exceed thirty (30) days to allow the applicable fees to be paid. After that time the Applicant must re-apply for service.

**4. Pipe Relocation:** If the water main has been located in the public right-of-way and is adjacent to Applicant's property due to the current or previous landowner's refusal to grant easement to the Corporation for the purpose of installing the water main and appurtenances and the Corporation has documentation of such refusal recorded in public records file, the Applicant, prior to receiving the requested service, shall grant easement to the Corporation. In addition to the normally required fees for service, the Applicant shall pay such sums as are necessary for the removal of the water main from the public right-of-way and for relocation onto the Applicant's property pursuant to such easement.



**5. Road Bores & Line Extensions:** In the event a road bore, line extension, or line relocation is necessary, bids will be requested from two or more sub-contractors. The bids will be presented to the Applicant and the 30 day application approval time limit begins.

**6. Fees:** The applicant must pay the following fees before a meter can be installed. Fees are subject to the meter size and style requested. An Exhibit noting the fees is attached to this application.

- a. Membership Fee
- b. Contribution in Aid of Construction Fee
- c. Connection Fee
- d. Administrative Fee
- e. Customer Service Inspection Fee
- f. Line Extension, Road Bore and/or Line Relocation Costs based on bids received and approved by both the Corporation and the applicant.

**7. Easement:** A Right of Way Easement must be notarized and filed in the county court house.

**8. Proof of property ownership:** Proof of ownership shall be a warranty deed, deed of trust or other recordable documentation of fee simple title to the real estate designated to receive service.

**9. Monthly bill:** After the fees above are paid, an account is created by office staff. A monthly bill will be mailed beginning with the next regular billing cycle. If no water is used or no meter is present at the member's request, a minimum monthly fee will be issued.

**10. Connection:** The tap shall be completed within five (5) working days but no later than ten (10) working days after approval and receipt of payment of fees.

**11. Customer Service Inspection:** The property of the Applicant / Member shall be inspected to insure compliance with state required Minimum Acceptable Operating Practices for Public Drinking Water Systems as promulgated by the Texas Commission on Environmental Quality or successor agency.