

VILLAGE OF DOLGEVILLE  
WATER/SEWER DISCONNECT REQUEST FORM

Request Date: \_\_\_\_\_  
Requested By: \_\_\_\_\_  
Service Address: \_\_\_\_\_  
Bill Number: \_\_\_\_\_  
Received By: \_\_\_\_\_

The following procedures must be followed with the understanding that special conditions may arise that will be handled by the Village Board on special request. This form must be completed before any water or sewer can be eliminated from quarterly billing per the Village Board.

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| A | Multiple dwelling unit reduction.<br>1. Remove the kitchen sink and cap the drain.<br>2. Inspected by water and sewer inspector.<br>3. Form filed with billing clerk.  | Original Units _____<br>No. # of Units to be reduced _____<br>Total to be billed _____ |
| B | Multiple dwelling units with commercial business.<br>1. To reduce dwelling units same as A.<br>2. To remove business; remove equipment, cap drains, remove multiple water service taps as required.<br>3. Inspected by water and sewer inspector.<br>4. Form filed with billing clerk. | Original Units _____<br>No. # of Units to be reduced _____<br>Total to be billed _____ |
| C | Water service termination.<br>1. Water service may be temporarily terminated by owner's request. <b>Turn On - \$ 25.00, Turn Off - \$ 25.00</b><br>2. Water will be shut off by Dept. of Public Works and reported to billing clerk.<br>3. Form filed with billing clerk.              | Original Units _____<br>No. # of Units to be reduced _____<br>Total to be billed _____ |

Note: If water service to a single user dwelling is terminated, a single user sewer charge will remain. If water service to part or all of a multiple unit is terminated, a minimum of a single user sewer charge or charges for the remaining occupied units will remain until such a time the sewer is legally disconnected, capped at the street and inspected by the sewer inspector.

Water and sewer disconnect requests must be inspected by the water and sewer inspectors respectively before any changes can be made to the bill.

All bills will be pro-rated according to disconnect date. The pro rate will be on a monthly basis. All changes will be made in the next billing cycle after the disconnect date.

Please Note: Water rents are billed in advance and sewer rents are billed behind. Ex. - water rents are for the current 3 month billing cycle and sewer rents are billed for the previous 3 month billing cycle.

Inspected By: \_\_\_\_\_ Date: \_\_\_\_\_  
Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Approved: \_\_\_\_\_ Date: \_\_\_\_\_