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**CITY OF WHEATON**

**PO Box 868**

**Wheaton, MN 56296**

**Phone: 320/563-4110 Fax: 320/563-4823**

**Email: jbeyer@cityofwheaton.com**

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**WATER, SEWER, & GARBAGE**

**UTILITY INFORMATION &**

**APPLICATION FORMS**

**The City of Wheaton is an equal opportunity employer and service provider.**

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I. General Information 3

A. Water Service 3

B. Outdoor Water Service (Optional) 4

C. Sanitary Sewer Service 4

D. Garbage Service 5

II. City Ordinances & Approved Policies 6

A. 405: Water System 6

B. 406: Water Meters 6

C. Outdoor Water Service & Metering Policy 6

D. Outdoor Water Service & Metering Policy for New and Existing Fixtures with Removable Meters 6

E. 409: Sewer Service Charge System 6

F. 410: Sewer Use Regulations 7

G. 415: Refuse Collection and Disposal 7

III. New Utility Service 11

A. Associated Costs, Utility Connection 11

B. Associated Costs, Utility Service 11

IV. Maintenance of Utility Service 12

A. Water Leaks 12

B. Turning-Off Water Service 12

C. Turning-On Water Service 13

V. Rates 14

A. Turned-On/Active Residential Utilities 14

B. Other Services 14

C. Turned-Off/Inactive Utilities 15

VI. Forms 16

PERMIT APPLICATION FOR WATER AND/OR SEWER CONNECTION 17

APPLICATION FOR WHEATON MUNICIPAL WATER, SEWER, & GARBAGE SERVICE 20

APPLICATION FOR SEPARATE OUTDOOR WATER SERVICE 22

# I. General Information

The City of Wheaton provides water, sewer, and garbage services to approximately 800 commercial and residential customers.

The Wheaton Utility Billing and Public Works staff are typically available from 8 am – 4:30 pm, and 8:00 am – 3:00 pm, respectively. Utility bills are sent at the end of the month, and (per City Ordinance) due around the 15th.

Although utility bills may be mailed to a renter, payment of utility bills are the ultimate responsibility of the property owner, and unpaid charges will be assessed to a parcel’s property taxes. Property owners who sell their property “contract for deed” will receive a copy of the utility bill until the purchaser has fulfilled the requirements of the contract, and the final transfer of property has been recorded by the Traverse County Recorder’s Office.

## A. Water Service

The City of Wheaton operates and maintains a water filtration plant, a water tower, water hydrants, and a distribution system.

1. Private wells are prohibited within Wheaton City limits.
2. All water is metered; customers are charged a base fee for the access to water service and a rate (per cubic foot) for usage – see “Rate” section for further information.
3. In most cases, residents will have both an inside water meter and an outside meter reader. If you need help finding the meter and/or meter reader, please contact Wheaton City Hall at 320/563-4110.
4. The outside meter reader is connected to the inside meter by two wires – occasionally, these wires are broken and the outside meter reader will cease to function. In others cases, the outside meter reader may be affected by weather conditions and will stop moving. You are **strongly** encouraged to periodically compare the inside and outside readings. If you notice any discrepancies, please contact Wheaton City Hall at 320/563-4110 and we will correct the problem.
5. The inside meter is the only device that measures water flow and usage, and therefore, your actual consumption will be billed from the reading on the inside meter, should there be any discrepancies.
6. Upon return of payment, customers are asked to write their current meter reading(s) on the bill payment stub. If we do not receive a meter reading by the 20th of the month, usage will be estimated. Estimations will not be used two months in a row – instead, a Public Works employee will be sent to manually read your meter and a $20.00 charge will be added to your utility bill.
7. Bulk water is available for purchase. Please contact City Hall at 320/563-4110 for more information.
8. The City of Wheaton encourages water conservation. **A water leak may be obvious (water has filled your basement, or you can hear the sound of water flowing through your plumbing), or the leak may be silent. Depending on the nature of the leak, significant water may pass through your water meter if the leak is not repaired.** Unintended water usage (such as a hose that is left on overnight, an unrepaired leaky toilet, or a recharging softener) will be billed to the customer.

## B. Outdoor Water Service (Optional)

Owners of single-family, residential properties may apply for water service for irrigation and other outdoor uses at a reduced rate, receiving a waiver for standard sanitary sewer charges. The water may only be used for lawn care and gardening purposes, and must be metered separately.

1. The property owner is responsible for all water meter, external meter reader, and installation costs; the meter equipment must be ordered through City Hall, 320/563-4110.
2. The outdoor meter must be connected to the property’s primary water line with a tee/cross connection before (not after) the property’s main water meter, to prevent double-metering.
3. Anti-siphon faucets, irrigation systems, and other equipment must be installed so that backflow to the water system and drainage to the sanitary sewer are prevented.
4. If the customer has requested outdoor water service on another property/address, or at a location distant from the primary water service (and therefore, the outdoor service is not connected to the owner’s primary water source, and instead directly and independently connected to the City’s water main by its own service line), that fixture will be considered separate from the primary account, and be subject to monthly base fees, per unit usage fees, shut-off and reconnection fees.
5. The customer is responsible for supplying a monthly meter read on their return billing stub (use “Meter #2” line). The Billing Department will estimate usage for one month, but if a reading is not returned the following month, a Public Works employee will manually read the meter and a “Read Fee” will be charged to the account.

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## C. Sanitary Sewer Service

The City of Wheaton operates and maintains several lift stations, sanitary sewer collection system, and three sanitary sewer ponds.

Charges for Sewer Service are dependent upon a property’s water metering device; therefore, Items #3 – #6 are identical to those in the aforementioned Water Service Section.

1. Private septic systems are prohibited within Wheaton City limits, unless specifically approved by the City Council.
2. Sewer fees are based on metered water usage; customers are charged a base fee for the access to sewer service and a rate (per cubic foot) for usage – see “Rate” section for further information.
3. In most cases, residents will have both an inside water meter and an outside meter reader. If you need help finding the meter and/or meter reader, please contact Wheaton City Hall at 320/563-4110.
4. The outside meter reader is connected to the inside meter by two wires – occasionally, these wires are broken and the outside meter reader will cease to function. In others cases, the outside meter reader may be affected by weather conditions and will stop moving. You are **strongly** encouraged to periodically compare the inside and outside readings. If you notice any discrepancies, please contact Wheaton City Hall at 320/563-4110 and we will correct the problem.
5. **The inside meter is the only device that measures water usage, and therefore, your actual consumption will be billed from the reading on the inside meter, should there be any discrepancies.**
6. Upon return of payment, customers are asked to write their current meter reading(s) on the bill payment stub. If we do not receive a meter reading by the 20th of the month, usage will be estimated. Estimations will not be used two months in a row – instead, a Public Works employee will be sent to manually read your meter and a $20.00 charge will be added to your utility bill.
7. Users who use water exclusively for lawn and gardening purposes may receive a waiver of a portion of their sewer charges if such water is metered separately (base fees will not be waived). Customers must request, purchase, and install a separate water meter in order to receive the waiver.

## D. Garbage Service

The City of Wheaton collects residential and commercial refuse on a weekly basis. Businesses are permitted to have dumpsters. Residential customers may temporarily rent dumpsters a first-come, first-served basis for up to one month. Residential dumpsters may only be filled with garbage, not construction debris.

1. Customers are encouraged to use standard, plastic garbage containers - no steel drums or re-purposed containers are accepted.
2. All waste receptacles (with refuse inside) may not weigh more than 40 pounds or garbage will be left. There is a scale on-board our City garbage truck to weigh any questionable disposals.
3. Bags/cans must be tied with a garbage tag. Tags are available for purchase at Willy’s Super Valu, Sag’s Hardware, and City Hall.
4. Animal feces must be double-bagged. Needles must be placed in a container with a lid.
5. Garbage pick-up is scheduled for North of Broadway on Mondays; Dumont area, Broadway, South of Broadway, business dumpsters, and selected rural pick-up on Thursdays.
6. If your collection day falls on a legal holiday, collection will take place the following day (unless otherwise announced).
7. Special items – such as carpet, couches, mattresses, etc – may be disposed of, upon appointment. Contact the Public Works Department at 320/563-4460 for more information.
8. Appliances and metals should be brought to Hormann Recycling.
9. Construction and demolition debris should be brought to the Wheaton Demolition Site.
10. Dumpsters must be purchased by the customer (unless rented by the City on a temporary basis).
11. Dumpsters sit on a concrete pad, on private property, and must be placed apart from buildings and vehicles in order to be lifted by the Garbage truck.

# II. City Ordinances & Approved Policies

A copy of the Wheaton City Ordinances are available at [www.cityofwheaton.com](http://www.cityofwheaton.com). The following Wheaton City Ordinances have been implemented to describe the utility services available, and the responsibilities of users:

## A. 405: Water System

405.01 Users Bound by Ordinance

405.02 Permits

405.03 Water Service Connections

405.04 Taps

405.05 Providing Procedures for Payment of Utility Bills and Water Service Shut-off

405.06 Permit

405.07 Fire Department

405.08 Resuming Service

405.09 Right of Access

405.10 Private Expenses

405.11 Public Use of Private Service

405.12 Discontinue of Service

405.13 Lot Lines

405.14 Multiple Dwellings

405.15 Claims Against City

405.16 Financing Extensions

405.17 Depth

405.18 Tamping

405.19 Sprinkling and Watering Limitations

405.20 Rates

405.21 Payment

405.22 Penalty

## B. 406: Water Meters

406.01 Definition

406.02 Purchase and Ownership of Meters

406.03 Private Ownership

406.04 Interference with Meters.

## C. Outdoor Water Service & Metering Policy

## D. Outdoor Water Service & Metering Policy for New and Existing Fixtures with Removable Meters

## E. 409: Sewer Service Charge System

409.01 Definitions

409.02 Establishment of a Sewer Service Charge System

409.03 Determination of Sewer Service Charges

409.04 Sewer Service Fund

409.05 Administration

409.06 Penalties

409.07 Severability and Validity

## F. 410: Sewer Use Regulations

410.01 Definitions

410.02 Control by the Utilities Superintendent

410.03 Prohibited Acts

410.04 Private Wastewater Disposal

410.05 Building Sewers and Connections

410.06 Use of Public Services

410.07 Prohibited Actions

410.08 Payment Required

410.09 Powers and Authority of Inspectors

410.10 Penalties

410.11 Validity

## G. 415: Refuse Collection and Disposal

415.01 Definitions

415.02 Unauthorized Accumulation

415.03 Refuse in Streets, Other Public Places

415.04 Scattering of Refuse

415.05 Burying of Refuse; Composting

415.06 Disposal Required

415.07 Municipal Collection

415.08 Rates and Charges

415.09 Refuse Collection

415.10 Collection Vehicles

415.11 Official Refuse Container

415.12 Commercial Refuse Service in Residential Areas Limited

415.13 Dumpsters



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***Outdoor Water Service & Metering Policy***

**Purpose:** This policy outlines a program to balance the protection of the community’s water supply with the service of water for outdoor purposes. Owners of single-family, residential properties may apply for water service for irrigation and other outdoor uses at a reduced rate, receiving a waiver for standard sanitary sewer charges.

**Procedures**

1. **Application Approval –** An “Application for Outdoor Water Service” must be completed and submitted to the Wheaton City Council for approval, with a $10 fee payment and $100 deposit, if applicable. The fee will be used to cover the cost of processing the application and inspecting the final service.

The application must list all uses for which the additional water service is being requested. Only appropriate outdoor water uses may be connected to the outdoor service. Anti-siphon faucets, irrigation systems, and other equipment must be installed so that backflow to the water system and drainage to the sanitary sewer are prevented.

The customer is responsible for ensuring that the procedure described in this policy is followed.

1. **Order and Purchase Water Meter –** Once the “Application for Outdoor Water Service” is approved, the meter shall be purchased by the customer through the Public Works Department. The customer is responsible for all meter costs. The customer will be contacted when the meter is available.
2. **Installation –** The customer shall have a separate water line installed, to provide the outdoor water service described on the application. The outdoor meter must be connected to the water supply before the main water meter, to prevent double-metering. The outdoor service line must include ball valves, the water meter, and if determined by the Public Works Department, possible back flow prevention. If the meter for the additional service is installed inside the property, the meter will be wired to the outside and a remote meter reading box will be installed for the City to obtain readings without entering the property. The customer is responsible for all service and meter installation costs.

If the customer has requested outdoor water service on another property/address, or at a location distant from the primary water service (and therefore, the outdoor service is not connected to the owner’s primary water source, and instead directly and independently connected to the City’s water main by its own service line), that fixture will be considered separate from the primary account, and be subject to monthly base fees, per unit usage fees, shut-off and reconnection fees.

1. **Inspection by Public Works –** The property owner must contact City Hall (320/563-4110) immediately upon the installation to schedule an inspection by a Public Works employee. Water shall not be used from the outdoor service until the inspection has been completed.

If a Public Works employee determines that the service has been inappropriately installed, or that illegal water usage has occurred, he/she may order that the outdoor water meter service be repaired and/or removed. Water and sewer charges may be charged retroactively, and the property owner will be responsible for all costs associated with the repair and/or removal of the service.

1. **Bill Payment –** Water usage will be tracked separate from the property’s main account, and charged according to the City’s water rate. Sewer charges will be waived.

Service and charges shall be made in the name of the property owner, in accordance with Wheaton City Ordinance #405.05, available online at [www.cityofwheaton.com](http://www.cityofwheaton.com) under “City Government.”

1. **Monthly Meter Reads -** The customer is responsible for supplying a monthly meter read on their return billing stub (use “Meter #2” line). The Billing Department will estimate usage for one month, but if a reading is not returned the following month, a Public Works employee will manually read the meter and a “Read Fee” will be charged to the account.
2. **Ongoing Maintenance –** Maintenance of the outdoor water meter equipment, the service line from the water main to the water meter, and any fixtures attached to the service, are the sole financial responsibility of the property owner. ***If a leak is detected, the service must be discontinued and repaired immediately, by order of the City or the property owner at the expense of the property owner.*** Please see Wheaton City Ordinance #405 for more information, available online at [www.cityofwheaton.com](http://www.cityofwheaton.com) under “City Government.”

No adjustments will be made to the outdoor service balance for leaks, unintended or unwanted water usage.

1. **Usage -** The outdoor water service is for the purpose of irrigation or other uses of water where it is reasonable to conclude that the water will not be discharged into the sanitary sewer. **No use of the outdoor water service is permitted except as is listed on the property owner’s application.**
2. **Non-Compliance –** Non-compliance with this procedure will result in discontinuation of water service, possible civil penalties, and/or administrative fines, as described in Ordinance #405, available online at [www.cityofwheaton.com](http://www.cityofwheaton.com) under “City Government.”

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***Outdoor Water Service & Metering Policy for New and Existing Fixtures with Removable Meters***

**History:** Prior to 2008, several “farm hydrant” fixtures were installed by property owners, most without authorization by the City. The City of Wheaton strictly prohibits any unauthorized connection to the municipal water system, per Ordinance #405, and effective October 13, 2008 requires that all new and existing outdoor water services follow the “Outdoor Water Service & Metering Policy” described above.

**Purpose:** Specific water fixtures – those that require property owners to install and remove a water meter seasonally based on freezing temperatures – must follow the following procedure to demonstrate compliance with City of Wheaton Ordinances.

**Procedures**

1. **Meter Installation –** Each Spring, prior to the use of the water service and subsequent to the last freeze, the property owner must install the fixture’s water meter. A Public Works employee will confirm installation of the water meter through an inspection to be conducted prior to June 1st each year. A $10 fee for this service will be charged to the account.
2. **Meter Tie Placement –** A zip-tie will be placed on the meter by a Public Works employee, to prevent tampering and/or early removal of the meter.
3. **Bill Payment –** Water usage will be tracked separate from the property’s main account, and charged according to the City’s water rate. Sewer charges will be waived. Service and charges shall be made in the name of the property owner, in accordance with Wheaton City Ordinance #405.05, available online at [www.cityofwheaton.com](http://www.cityofwheaton.com) under “City Government.”

Water service to another property/address, or at a location distant from the primary water service (and therefore, the outdoor service is not connected to the owner’s primary water source, and instead directly and independently connected to the City’s water main by its own service line), will be considered separate from the primary account, and be subject to monthly base fees, per unit usage fees, quarterly Department of Health connection fees, shut-off and reconnection fees. The fixture will be considered a separate account.

1. **Monthly Meter Reads -** The customer is responsible for supplying a monthly meter read on their return billing stub (use “Meter #2” line). The Billing Department will estimate usage for one month, but if a reading is not returned the following month, a Public Works employee will manually read the meter and a “Read Fee” will be charged to the account.
2. **Ongoing Maintenance –** Maintenance of the outdoor water meter, the service line from the water main to the water meter, and any fixtures attached to the service, are the sole financial responsibility of the property owner. ***If a leak is detected, the service must be discontinued and repaired immediately, by order of the City or the property owner at the expense of the property owner.*** Please see Wheaton City Ordinance #405 for more information.

No adjustments will be made to the outdoor service balance for leaks or unwanted water usage.

1. **Usage -** The outdoor water service is for the purpose of irrigation or other uses of water where it is reasonable to conclude that the water will not be discharged into the sanitary sewer. **No use of the additional meter is permitted except for garden and lawn watering purposes.**
2. **Removal of Tie & Meter –** Each fall, the property owner must contact City Hall (320/563-4110) to schedule an appointment with a Public Works employee, in order to remove the zip-tie and record a final meter reading. This must be done prior to November 1st each year. A $10 fee for this service will be charged to the account.
3. **Non-Compliance –** Non-compliance with this procedure will result in discontinuation of water service, possible civil penalties, and/or administrative fines, as described in Ordinance #405, available online at [www.cityofwheaton.com](http://www.cityofwheaton.com) under “City Government.”

# III. New Utility Service

Wheaton City Ordinances 405, 406, 409, 410, and 415 give construction requirements and specifications for utility service. Residents must review these ordinances and design their project accordingly.

Owners who request utility service to a building that has not had water and/or sewer service before, must complete and submit a “Permit Application for Water and/or Sewer Connection” form to the Wheaton City Council for approval, or if only an outdoor water fixture is to be installed, the owner must complete and submit an “Application for Separate Outdoor Water Service” form.

## A. Associated Costs, Utility Connection

* Owner pays permit fee and submits Application(s) for Connection(s).
* If the property does not have access to a water and/or sewer mainline, upon approval by the City Council, engineering specifications will be drawn-up. Property owner will be responsible for the cost and coordination of the mainline installation, per the specifications of the City.
* Property owner will be responsible for the cost and installation of water and sewer service lines, from the property to the mainlines.
* Owner orders and purchases new meter, remote reader and installation valves through Wheaton City Hall.
* All meters must be mounted horizontally.
* Property owner install meter and remote reader, including transmitting wire (unless the dwelling has a finished basement or the property owner requires that the transmitting wire be concealed – installation and coverage of the transmitting wire will then be the owner’s responsibility).

Owner must then complete and submit an “Application for Water, Sewer, and Garbage Service” form, or if only an outdoor water fixture is to be installed, owner must complete and submit an “Application for Separate Outdoor Water Service” form.

## B. Associated Costs, Utility Service

* Payment of $100 deposit (which may be refunded, with interest, after one year of non-delinquent payments).

# IV. Maintenance of Utility Service

* City will maintain all residential water meters and outside readers after original installation, unless the equipment is tampered with, damaged by the property owner, or damaged due to owner negligence (in these three cases, the owner will be responsible for all repair or replacement costs).
* If a meter cannot be repaired or maintained, the City will furnish a replacement meter and/or reader.
* If a meter or reader is tampered with, damaged, or removed, the City may estimate water loss and bill the owner based on past meter history.
* Owner must provide access to the meter and reader for maintenance and/or replacement.

## A. Water Leaks

The City of Wheaton encourages all residents to address water leaks as soon as possible. Excess water can cause a great amount of damage and cost. Repairs may be necessary on the mainline, the water service line (that runs under the street/alley to the building), within the building before the meter, and within the building after the meter. Residents are encouraged to call City Hall at 320/563-4110 if an out-of-place, growing puddle of water is spotted – especially during winter or dry months.

Repairs to the water system must be made immediately, and Public Works staff may help in determining the leak’s location. Repairs to the mainline are the financial responsibility of the City. Leaks to water service lines and building plumbing are the responsibility of the property owner.

**Why is a property owner responsible for a leak in the street on the water service line?**

Per City Ordinance 405.10, the water service line from the mainline to the house is owned by the property owner. This is considered to be a private line from the city’s water mainline to the house. It is the homeowner’s responsibility to maintain the water line and keep it in good repair.

The homeowner is also responsible for the curb stop. The curb stop must be maintained and kept in good condition, and be accessible for operation by the Public Works Department. The Public Works Department may install new covers and replace broken bolts when the work does not require the excavation of cement or blacktop. The charge for this service is for the cost of materials-only and will be billed to the property owner. If more extensive repair is needed, the property owner will be notified and billed.

## B. Turning-Off Water Service

Property owners request for water service to be shut-off for a variety of reasons - if a building will be vacant for an extended period of time, or vacant during the winter months without heat, the City recommends that water be turned off to prevent freezing or potential flooding. Each building should have two shut-off’s:

**Interior Shut-Off’s -** Inside each building, there should be a water shut-off valve that turns-off the water to the whole house. This valve is located on the water pipe that comes up from the floor or through the wall in the front part of the basement (closest to the street).

**Exterior Shut-Off’s/Curb Stop -** Outside of each building, on or near the boulevard, close to the ground, there should be a water “curb-stop.” Curb stops are important, as they are a back-up for the interior water shut-off and allow the Public Works Department to turn-off water service without entering the property (which could be **very** important if a leak is found and the property owner can’t be reached). Per City Ordinance 405.03, curb stops must be in good repair.

The Public Works Department requests at least 48 hours notice for a water shut-off, though every effort will be made to accommodate customer needs and emergency needs. Please call 320/563-4110 to schedule an appointment. The City of Wheaton requires that the property owner (or a representative) be present when turning-off the water. An interior water meter read will be taken and used for final billing purposes.

## C. Turning-On Water Service

The Public Works Department requests that an appointment be made to have water service turned-on. A property owner, tenant, or authorized representative must be present in order for the water to be turned-on, in case leaks are detected and a meter read will be taken. Please call 320/563-4110 to scheduled an appointment. The City of Wheaton requires that the property owner (or a representative) be present when turning-on the water.

# V. Rates

## A. Turned-On/Active Residential Utilities

Water, Sewer, and Garbage services are bundled as a group. If no water is used, the residential service base fees will be $24.88 per month. Commercial users are charged the same rates, except tax is also paid on water service at a rate of 6.875% and tax on garbage is paid at a rate of 17%.

**Service Base Charge**

Water Service $6.00 + $0.035 cents per cubic foot

Garden Water Service

(if metered separately) $0.00 + $0.035 cents per cubic foot

Sanitary Sewer Service $9.00 + $0.07 cents per cubic foot

(after 2000 cubic feet, $0.05 cents

per cubic foot)

Stormwater Service No Charge

Garbage Service $12.00 base charge $12/35 gal, $15/65 gal, $18/95 gal

+ $1.17 state tax $21/ 2x 65 gal. per month.

Minnesota State

Water Testing Fee $6.36 Paid in July of every year

## B. Other Services

Turn-Off Utilities No Charge

Turn-On/Reconnect Utilities $50.00

Turn-Off & Turn-On Utilities No Charge Monday – Friday, 8 am – 3 pm

(Repair Work)

$50.00 Anytime outside of Monday – Friday, 8 am – 3 pm

Meter Read Fee $20.00

Installation & Removal of $10.00 Charged both in the Spring and Fall, to verify that

Approved Separate Water Hydrant Meter water metering equipment have been installed

properly on the hydrant. Water base fees will also apply when service is turned-on/active.

Utility Deposit $100.00 Interest rate set by the Minnesota Department of

Commerce

1.5 Yard Dumpster Rental $50.00/Month and Wheaton Customers Only

$15.00/Dump (Rural customers contact City Hall, 320/563-4110)

6 Yard Dumpster Rental $50.00/Month and Wheaton Customers Only

$60.00/Dump (Rural customers contact City Hall, 320/563-4110)

## C. Turned-Off/Inactive Utilities

Due to recent sewer improvement projects, all properties will be charged a $9.00 sewer base fee, whether utility service is turned-on/active or turned-off/inactive. Contact City Hall if the property’s sewer service line is capped and removed. If the Public Works Department can verify that no buildings are attached to the sanitary sewer system, the sewer base fee will no longer be charged.

# VI. Forms

**Permit Application for Water and/or Sewer Connection**

This application should be used by customers who wish to bring water, sewer, and garbage utilities installed on a property or to a building.

**Application for Municipal Water, Sewer, & Garbage Service**

This application should be used by customers who wish to turn-on/activate utility service, or put utility service in their name. This form may also be used by renters, in combination with the property owners’ signature. Please note that property owners are ultimately for all utility bills.

**Application for Separate Outdoor Water Service**

This application should be used by customers who wish to install a separate water meter for landscape and lawncare watering service.

# PERMIT APPLICATION FOR WATER AND/OR SEWER CONNECTION



No connection can be made to the City of Wheaton water or sewer system without prior approval by the Wheaton City Council. For more information, please see Wheaton City Ordinances #400 – #411.

Please include with this application a payment for the required $10 processing fee.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Property Owner Information** | | | | | | | | | | |
| Last Name | | | |  | First Name | |  | Date | |  |
| Property Address | | | |  | | | | | | |
| Mailing Address | | | |  | Apt # | |  | | | |
| City | | | |  | State | |  | ZIP |  | |
| Home Phone | | | |  | Daytime Phone | |  | | | |
| **Contractor Information** | | | | | | | | | | |
| Last Name | |  | | | First Name |  | | | | |
| Mailing Address | |  | | | Apt # |  | | | | |
| City |  | | | | State |  | | ZIP |  | |
| Business Phone | |  | | | Cell Phone |  | | | | |
| **Service information** | | | | | | | | | | |
| Service Type | | | 🞎 Water Sewer | | | | | | | |

Conditions and Regulations

1. In granting this permit, it is understood that the Owner and Contractor agree to accept all responsibility for the satisfactory construction, completion, and maintenance of the work covered by this permit, and further agrees to accept all responsibility for any damages to persons or property caused directly or indirectly by their operations, and to save the City of Wheaton from any and all claims resulting therefrom.

2. It is further understood that the Owner and Contractor is familiar with and will abide by all local ordinances, and conditions which affect the performance of his/her work and that he/she will comply with all applicable provisions of the standard plans and specifications for the applicable public improvements in the City of Wheaton. Connections to the public water and sewer systems are governed by Wheaton City Ordinances. A copy of the Wheaton City Ordinances is available for inspection at Wheaton City Hall, 104 9th St N and online at [www.cityofwheaton.com](http://www.cityofwheaton.com).

3. The City will order an appropriate internal water meter and external meter reader (and a garden meter, if requested) based on the size and type of property serviced. Please contact Wheaton City Hall at 320/563-4110 for pricing. The Owner or Contractor must provide payment for the metering equipment before water service is activated to the property.

4. As a condition of this permit, the Owner must allow, request, and complete an inspection by a Wheaton Public Works Department employee once the water and/or sewer service line(s) are trenched (the trench must be open/not filled). A second inspection must be allowed, requested, and completed by a Wheaton Public Works Department employee once the property’s water metering equipment or sewer service line has been installed.

5. Connection of foundation drains and sump pumps to the sanitary sewer system is strictly prohibited.

3. All surfaces within the public Right-of-Way shall be restored by the Owner or Contractor.

4. Openings made to the public streets or alleys must be back-filled with granular materials meeting the specifications of the City of Wheaton.

6. Information describing the location of existing sewer and water service connections, water mains, sanitary sewer mains within the City of Wheaton is limited by the information that has been given to the Wheaton Public Works Department. In granting this permit it is understood that it is the Contractor’s ultimate responsibility to locate and verify existing utilities. It is further understood that the City is not responsible for the exact location of the utilities.

7. The Owner or Contractor must contact Gopher State One Call for underground locations, at least 48 hours prior to starting the work.

8. If utility service to the property is not supplied to a lot with an existing utility account, the owner must complete an Application for Water, Sewer, and Garbage Service. If the owner does not have an active utility account in good standing, a $100 deposit will also be required.

The undersigned hereby represents upon all of the penalties of the law and the specifications above, for the purpose of including the City of Wheaton to take the action herein requested, that all statements are true, and that all work herein will be done in accordance with the ordinances of the City of Wheaton and the laws of the State of Minnesota.

OWNER’S SIGNATURE DATE

CONTRACTOR’S SIGNATURE DATE

OFFICE PERSONNEL’S SIGNATURE DATE

The following information is requested by the Federal Government in order to monitor compliance with Federal laws prohibiting discrimination against applicants seeking to participate in this program. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, we are required not to determine race/national origin of individual applicants on the basis of visual observation or surname.

**For Office Use: $10 Processing Fee paid: ❑ Cash ❑ Check**

**$\_\_\_\_\_\_\_\_\_\_ Water Meter Equipment Paid: ❑ Cash ❑ Check**

**\_\_\_/\_\_\_/\_\_\_ Connection(s) Approved by the Wheaton City Council**

**\_\_\_/\_\_\_/\_\_\_ Trench Inspected by Wheaton Public Works**

**\_\_\_/\_\_\_/\_\_\_ Final Inspection by Wheaton Public Works**

**\_\_\_/\_\_\_/\_\_\_ Utility Service Application Received**

**\_\_\_/\_\_\_/\_\_\_ Utility Deposit Paid, if required: ❑ Cash ❑ Check**

**\_\_\_/\_\_\_/\_\_\_ Water/Sewer Service “Turned-On”**

|  |  |  |  |
| --- | --- | --- | --- |
| Ethnicity of Household | ❑ Hispanic or Latino ❑ Not Hispanic or Latino | | |
| Race of Household | ❑ American Indian/Alaskan Native  ❑ Asian  ❑ Black or African American  ❑ Native Hawaiian or Other Pacific Islander  ❑ White  ❑ Other Race  ❑ Two or More Races | | |
| Number of person’s in household: |  | Male: | Female: |

Discrimination is prohibited by Federal Law.

Complaints of discrimination should be sent to:

USDA, Director, Office of Civil Rights, Washington DC 20250-9410

Minnesota Statutes requires that the following annual notice be given to

citizens who receive garbage collection services:

*"You may be responsible for any liability that results from contamination at a facility where   
your waste has been deposited. Minnesota believes that its waste management system provides   
substantially more financial and environmental protection than depositing waste in landfills in   
other states. Managing your waste in Minnesota may minimize your potential liability."*

*MN Stat.* § 115A.9302, subd. 2, 2007.

All of the mixed municipal solid waste collected by the City of Wheaton is transported to:

Roberts County Landfill

Section 8, Township 125 North, Range 50 West

Sisseton, SD 57262

**Service Termination:** When moving out, a final date must be provided so the City can order the meter read.

❑ COPY TO RENTER (IF APPLICABLE) ❑ COPY TO PROPERTY OWNER ❑ ORIGINAL FOR CITY RECORDS

# APPLICATION FOR WHEATON MUNICIPAL WATER, SEWER, & GARBAGE SERVICE

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Property Owner Information** | | | | | | | | | | | | | |
| Last Name | |  | | | First |  | | | M.I. | | | Date |  |
| Street Address | |  | | | Apt # |  | | | | | | | |
| City |  | | | | State |  | | | ZIP |  | | | |
| Home Phone | | |  | | Daytime Phone | |  | | | | | | |
| **Renter Information (if applicable)** | | | | | | | | | | | | | |
| Last Name | |  | | | First |  | | | M.I. | | | Date |  |
| Street Address | |  | | | Apt # |  | | Social Security # **(optional)** | | | | |  |
| Home Phone | | |  | | Daytime Phone | |  | | | | | | |
| **Service Information** | | | | | | | | | | | | | |
| Current Meter Reading | | | |  | Date Service Requested (5-day notice required) | | | | | |  | | |

It is hereby understood by applicant that water, sewer, and garbage is billed monthly; payment must be received in City Hall prior to 4:30 pm on the 15th of every month to avoid any late charges. A late charge of 10% will be added to all past due amounts.

**Accompanying this application must be a $100 deposit, to be paid on or before the date that utility services begin.** The deposit will be kept by City Hall for one year. After one full year of timely monthly payments, $100 plus interest (rate determined by the MN Department of Commerce) will be applied to the applicant’s water and sewer account. If the applicant would like the deposit returned to him/her instead of being put on the utility account, the applicant must inform City Hall in writing before noon on the 19th of the twelfth month. If any balance remains on the account at the time of the deposit is to be applied, the deposit will be applied to the balance and not be returned to the customer.

It is also understood by the applicant that if the account becomes past due, the City of Wheaton will proceed with shut-off proceedings according to City Ordinance. If after proper notification the applicant does not pay the past due bill in full, the water service shall be shut-off. The property owner will then be required to pay the account in full, plus a non-refundable reconnection fee of $50.00 and a deposit of $100 to be held as security for future charges. The City also reserves the right to hire a Collection Agency to collect on past-due utility bills.

An amount due for utility charges may be certified to the Traverse County Auditor for collection with real estate taxes in the following year in accordance with MN Statutes 444.075. This certification will be made regardless of who applied for services; whether owner, tenant or other person, these charges are filed against the property.

I have read this application and agree to follow the instruction of this application and the City Ordinances.

RENTER’S SIGNATURE (IF APPLICABLE) DATE

PROPERTY OWNER’S SIGNATURE DATE

OFFICE PERSONNEL’S SIGNATURE DATE

**$100 Deposit paid: ❑ Cash ❑ Check ❑ Waiver (prior satisfactory payment history)**

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|  |  |  |  |
| --- | --- | --- | --- |
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| Race of Household | ❑ American Indian/Alaskan Native  ❑ Asian  ❑ Black or African American  ❑ Native Hawaiian or Other Pacific Islander  ❑ White  ❑ Other Race  ❑ Two or More Races | | |
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**Service Termination:** When moving out, a final date must be provided so the City can order the meter read.

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**CITY OF WHEATON**

**PO Box 868**

**Wheaton, MN 56296**

**Phone: 320/563-4110 Fax: 320/563-4823**

# APPLICATION FOR SEPARATE OUTDOOR WATER SERVICE

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Property Owner Information** | | | | | | |
| Last Name |  | | First |  | | |
| Mailing Address |  | | Apt # |  | | |
| City |  | | State |  | ZIP |  |
| Home Phone |  | | Daytime Phone |  | | |
| **Property Information** | | | | | | |
| Service Street Address | |  | | | | |
| List All Intended Uses for Outdoor Water Service: | | **❑** Faucet for Lawncare/Garden Watering  **❑** Irrigation System  **❑** Other: | | | | |
| Installer Name & Phone # | |  | | | | |
| **Service Information** | | | | | | |
| **❑** Yes **❑** No Will the new outdoor water service be connected to the residence’s primary water service?  ($10 Fee Application Required)  OR  **❑** Yes **❑** No Will the new outdoor water service be installed at a remote location, requiring a  separate water service line from the fixture to the water main? ($10 Fee Application &  $100 Deposit for New Account Required) | | | | | | |

I agree that the installation of the water will be used for the **purposes of listed above. Any usage beyond the purposes listed above shall lead to termination and removal of the water service, at the property owner’s expense, and may include prosecution of theft services, and/or imposed civil penalties or administrative fines.**

It is also understood by the applicant that if the account becomes past due, the City of Wheaton will proceed with shut-off proceedings according to City Ordinance. If after proper notification the applicant does not pay the past due bill in full, the water service shall be shut-off. The property owner will then be required to pay the account in full, plus a non-refundable reconnection fee of $50.00 and a deposit of $100 to be held as security for future charges. The City also reserves the right to hire a Collection Agency to collect on past-due utility bills.

An amount due for utility charges may be certified to the Traverse County Auditor for collection with real estate taxes in the following year in accordance with MN Statutes 444.075. This certification will be made regardless of who applied for services; whether owner, tenant or other person, these charges are filed against the property.

I have read this application and the accompanying “Outdoor Water Service & Metering Policy” and agree to follow the instruction of the policies and Ordinances of the City of Wheaton.

PROPERTY OWNER’S SIGNATURE DATE

|  |  |  |
| --- | --- | --- |
| **TO BE USED BY OFFICE STAFF** | | |
| Date Application Received |  | Fee Paid **❑** Cash **❑** Check,Amount: |
| Date Approved by Council |  | Add’l Conditions |
| Date Meter Ordered |  | Date Picked-Up & Paid by Customer |
| Date Installation Inspected by PW |  | Beginning Meter Read |
| PW Comments |  | |
| Date Service Entered in Billing System |  | |

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