



DEPARTMENT OF PUBLIC SERVICES

Director's Office
415 Stockbridge Avenue
Kalamazoo, MI 49001
Phone: (269) 337-8660
Fax: (269) 337-8533
www.kalamazoocity.org

Water Service Application Process

1. *If your site is located in the City of Kalamazoo, City of Portage, City of Parchment, Village of Richland, or Richland Township, proceed to Step 3. Otherwise, go to the corresponding township hall, addresses are listed below:*

*Kalamazoo Township – 1720 Riverview Drive, 269-381-8080
Oshtemo Township – 7275 West Main Street, 269-375-4260
Texas Township – 7110 West Q Avenue, 269-375-1591
Pavilion Township – 7510 East Q Avenue, 269-372-0462
Comstock Township – 6138 King Highway, 269-381-2360
Cooper Township – 1590 West D Avenue, 269-382-0223*

2. *Request a permit for a new water service, paying any local assessments required.*
3. *Proceed to the City of Kalamazoo Treasurers office at City Hall located at 241 W. South St downtown Kalamazoo to request a new service installation, presenting a permit from the corresponding township as needed. You will need to pay the full amount owed for the service installation. The cost of the service installation varies on whether a complete service will be constructed or a partial yard side service.*
 - *If a new water service from the water main to the meter setting location needs to be installed the cost will be \$5,500.*
 - *If a partial or yard side portion of a service will be installed the cost will be \$2,500. The partial service will be from the existing curb valve (shut off valve) to the meter.*
 - *If you think your property only needs a partial service, this can be confirmed by calling 337-8149 or Records Supervisor at 337-8772. Otherwise, this will be considered a new (full) water service*
4. *In addition, a \$60 security deposit for billing is required by the City of Kalamazoo for new customer*
5. **Payment**

Payment for all new services can be paid up front or in installments per the following schedule:

- *Full service installs \$5,500 paid over 36 months (\$152.78 per month)*
 - *Partial service installs \$2,500 paid over 24 months (\$104.17 per month)*
6. *The new water service will be scheduled within 2 weeks of the City of Kalamazoo receiving the new service request if the site is ready for installation, or when the site is ready when applying in advance.*
 7. *The new water service installation will be performed either by City of Kalamazoo work crews, or by a contractor retained by the City of Kalamazoo.*

*Questions to City of Kalamazoo may be addressed to:
Public Services - 269-337-8601*