

NEW UTILITY CONNECTION APPLICATION



City of Show Low
Building Safety Department
180 N. 9th Street
Show Low, AZ 85901
(928) 532-4050 Fax (928) 532-4059

Location (address) of **new** water connection: _____

Building permit #: _____ Assessor's Parcel Number: _____

Owner Name: _____ Mailing Address: _____

City: _____ State: _____ Zip: _____ e-mail: _____ Phone: _____

Applicant Name: _____ Mailing Address: _____

City: _____ State: _____ Zip: _____ e-mail: _____ Phone: _____

Inside City limits: YES NO

E-mailed PW: YES NO

Service line to property: YES NO

Water Supply Fixture Units (Information to be provided by the applicant)			
Individual Fixtures	Number	Multiply by	Total
Bathtub (w/ or w/o shower head)			
Clothes washer			
Dishwasher			
Full-bath group (w/ bathtub or shower stall)			
Half-bath group (w/ water closet & lavatory)			
Hose bib			
Kitchen group (dishwasher & sink)			
Kitchen sink			
Laundry group (washer stand pipe & tub)			
Laundry tub			
Lavatory			
Shower stall			
Water closet (tank type)			
Total number of fixture units			

<u>FOR OFFICE USE ONLY</u>	
Water Meter Size	<input type="text"/>
Water Service Line Size	<input type="text"/>
Turn-on Fee (605)	<input type="text"/>
Water Meter (606)	<input type="text"/>
Water Capacity Fee (607)	<input type="text"/>
Waste Capacity Fee (608)	<input type="text"/>
Service Tap Fee (610/611)	<input type="text"/>
Security Deposit (614)	<input type="text"/>
Total Fees Due*	<input type="text"/>

(Updated 1/5/2023)

Distance from water meter to furthest fixture: _____ feet

***Additional fees may be required based on terrain/topography of the property.**

(Note: Up to 10 business days process time may be required to determine service tap fees.)

I hereby certify that I have read and examined this application and know the same to be true and correct.

Print Name

Sign Name

Date



CITY OF SHOW LOW PUBLIC WORKS
(928) 532-4100

For Office Use Only

Date received: _____

Time received: _____ AM/PM

Received by: _____

**PERMIT FOR WORK WITHIN RIGHT – OF – WAY
OR CONNECTION TO PUBLIC UTILITIES**

(10 BUSINESS DAYS ARE REQUIRED TO PROCESS THIS FORM)

NAME OF APPLICANT: _____ APPLICANT PHONE: _____

APPLICANT EMAIL: _____ ALTERNATE PHONE: _____

MAILING ADDRESS: _____ CITY, STATE, ZIP: _____

CONTRACTOR NAME: _____ LICENSE #: _____

LOCATION OF WORK (ADDRESS): _____ LOT #: _____

BRIEF DESCRIPTION OF WORK: _____

START DATE (ESTIMATED): _____ COMPLETION DATE (ESTIMATED): _____

AGREEMENT

It is understood and agreed that all work shall conform to applicable City, State and Federal regulations and to all conditions set forth on this permit.

Applicant Signature

Date

FOR CITY STAFF USE ONLY

NEW RESIDENTIAL: YES NO

MANUFACTURED HOME: YES NO

OUTSIDE CITY LIMITS: YES NO

SERVICES NEEDED

- SERVICE LINE INVESTIGATION
- PAVEMENT⁽¹⁾⁽²⁾
- CULVERT⁽¹⁾
- DRIVEWAY⁽¹⁾
- MAILBOX⁽¹⁾
- LANDSCAPING⁽¹⁾⁽²⁾⁽⁴⁾
- WATER MAIN TAP⁽³⁾
- WATER METER
- SEWER MAIN TAP⁽³⁾
- SEWER SERVICE NO TAP
- LOW PRESSURE SEWER
- LINE EXTENSION⁽³⁾
- WORKING IN EASEMENT (NOT ROW)
- COMMERCIAL CONSTRUCTION
- ESTIMATE⁽³⁾

- (1) **A plan and written description of the work is required.**
- (2) **Private Retaining Structures and Fences are PROHIBITED in the City Right-Of-Way.**
- (3) **Sewer and Waterline Taps and/or Extensions will incur additional costs which will be determined on a case by case basis. The City will provide a cost estimate for this work. Only City Personnel may make water or sewer main connections.**
- (4) **Landscape plans to be reviewed by Planning and Zoning.**

NOTES: _____

INTERNAL TRACKING

BUILDING PERMIT # (IF APPLICABLE): _____ A.P.N. _____ DUE DATE: _____

DATE SENT TO PW: _____ BY: _____ DATE REC'D @ PW: _____ BY: _____

SERVICE LINE AVAILABLE AT PROPERTY LINE ? SEWER: YES NO WATER: YES NO

SERVICE INVESTIGATION DONE BY: _____ DATE: _____

APPROVED BY: _____ DATE: _____

FINAL INSPECTION (IF APPLICABLE): _____ DATE: _____

FINAL APPROVAL: _____ DATE: _____



WELCOME TO THE CITY OF SHOW LOW!

APPLICATION FOR UTILITY SERVICES Return

this sheet with the attached form to:

Office Location:

Show Low City Hall, Utility Department
180 N. 9th Street
Show Low, Arizona 85901

Contact Information:

Phone: (928) 532-4005
Fax: (928) 532-4044

Email: kross@showlowaz.gov

Office Hours:

Monday – Friday 8:00 a.m. to 5:00 p.m.
(excluding holidays)

The attached form is needed to start your utility service with the City of Show Low.

Please fill out this form completely and sign your signature at the bottom of the next page. When you return this form, please include either a letter of credit from any utility company that shows one year of a timely and consistent payment history for you or a \$150 security deposit. This deposit is credited to your account after one year of timely payments, or if you close your account, it will be applied to your final bill. The security deposit will be reduced to \$75 if you sign up for electronic auto-pay today.

There is also a \$25 service fee for water service. This service fee is charged when there is a change in the utility account name or if the water is turned on or off. The \$25 fee will be reflected on your first bill.

Today's Date: _____

Service Start Date: _____

MONDAY – FRIDAY EXCLUDING HOLIDAYS
(1) BUSINESS DAY NOTICE REQUIRED

**CITY OF SHOW LOW
APPLICATION FOR UTILITIES**

FOR OFFICE USE ONLY	
DEPOSIT AMOUNT \$ _____	DATE _____
<input type="checkbox"/> CASH <input type="checkbox"/> CHECK <input type="checkbox"/> CC <input type="checkbox"/> LETTER OF CREDIT	BY _____
	ACCT # _____

****INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

SERVICE ADDRESS		TODAY'S DATE	SERVICE START DATE
Own/Rent Property Own <input type="checkbox"/> Rent <input type="checkbox"/>		Type of Account Residential <input type="checkbox"/> LandLord <input type="checkbox"/> Commercial <input type="checkbox"/>	

APPLICANT INFORMATION			
CUSTOMER NAME		LAST 4 S.S. #	DATE OF BIRTH
MAILING ADDRESS	CITY	STATE	ZIP
EMPLOYER		PHONE NUMBER	
		EMAIL	

CO-APPLICANT/SPOUSE INFORMATION (IF APPLICABLE)			
CUSTOMER NAME		LAST 4 S.S. #	DATE OF BIRTH
MAILING ADDRESS	CITY	STATE	ZIP
		PHONE NUMBER	

**Terms and Conditions of Service
(Please read carefully)**

- Please note: "PER CITY POLICY, ONCE A WATER METER HAS BEEN INSTALLED YOU WILL BEGIN RECEIVING A BILL FOR WATER, SEWER, TRASH, AND RECYCLING. THANK YOU FOR YOUR UNDERSTANDING AND COOPERATION IN THE MATTER."**
- The applicant agrees to pay each utility bill in full for all charges by the due date shown on the bill.
- The applicant agrees to pay a late fee for any bill not paid by the 25th of the month and the account holder agrees and understands that the City has the right to terminate the associated utility service if payment of any bill, including late fees, deposit amounts, and all other assessments, are not paid in full.
- The applicant understands that a \$25 fee will be assessed against the account holder if the City of Show Low's water valve at the meter is turned off or on by the account holder, except for an emergency. Service calls made after hours will be subject to an after-hours charge. Interpretation of all emergencies shall be at the sole discretion of the City. If a valve breaks during account holder's use of the valve, account holder agrees to pay all costs for replacing the valve.
- The applicant agrees and acknowledges that if utility service is terminated for non-payment of the utility bill, a fee will be required in addition to payment of all past charges before the water is turned back on.
- The applicant agrees that if the City incurs any collection costs to recover past due amounts from the account holder for utility services, account holder will pay all such collection costs in addition to the outstanding balance of the account holder's account. "Collection costs" shall include all fees incurred by the City, including but not limited to, actual attorney's fees or any contingency fees charged by an attorney or a collection agency before and/or after a lawsuit is filed.
- Since issues may occur when water is turned on, The City of Show Low highly recommends that someone with access to the dwelling be present when services are turned on.**
 - **WILL SOMEONE BE THERE FOR THE TURN-ON?** YES: [] INITIAL NO: [] INITIAL
 - **IF YOU ANSWERED YES, IN CASE NO ONE IS PRESENT WHEN THE TECHNICIAN ARRIVES AT YOUR SCHEDULED TIME, DO YOU STILL WANT THE WATER TURNED ON?** YES: [] INITIAL NO: [] INITIAL
- When services are turned on, be sure that all faucets and landscaping water is turned off. If you have a main valve on your dwelling, please turn it off. If it appears water is running inside or outside the dwelling, the water service will NOT be turned on. You are responsible for all water usage and any damage that may occur when the water is turned back on.
- The applicant agrees to comply with all regulations of the City relating to utility services. The account holder agrees that failure to comply with such regulations may result in the termination of utility services.

BY SIGNING THIS APPLICATION, I AFFIRM THAT I AM RESPONSIBLE FOR THE PAYMENT OF ALL UTILITY SERVICES PROVIDED BY THE CITY. _____

Applicant Signature / Date

SURE PAY AUTHORIZATION FORM (OPTIONAL)

FOR OFFICE USE ONLY

CITY OF SHOW LOW ACCOUNT NO. _____

TO PAY BY		CHECKING ACCOUNT OR SAVINGS ACCOUNT (PLEASE SELECT BOX)		
CUSTOMER NAME (Shown on the bank statement)		CONTACT PHONE NUMBER		
CUSTOMER BILLING ADDRESS	CITY	STATE	ZIP	EMAIL ADDRESS
BANK NAME		BRANCH LOCATION		
CHECKING/SAVINGS ACCOUNT NO.		BANK ROUTING NO.		

TO PAY BY		CREDIT CARD OR DEBIT CARD (PLEASE SELECT BOX)		
CUSTOMER NAME (Shown on the debit/credit card)		CONTACT PHONE NUMBER		
CUSTOMER BILLING ADDRESS	CITY	STATE	ZIP	EMAIL ADDRESS
16 DIGIT CARD NO.		EXPIRATION DATE	SECURITY CODE	

I authorize the City of Show Low to automatically draft the financial institution named above for the monthly payment of my utility bill. I authorize the financial institution named above to pay each amount from my savings/checking account or credit/debit card account (whichever is applicable) every month. Payment will be made on the due date shown on my utility bill.

I understand that I must contact the City of Show Low regarding bill discrepancies prior to the scheduled draft date. I may cancel this authorization by notifying the City of Show Low to remove my account from the Sure Pay plan. The City of Show Low will have 30 days to change my billing. I understand the City of Show Low reserves the right to terminate my participation in the Sure Pay plan. I understand that the City of Show Low may impose a nominal fee if a bill is not paid by my financial institution.

SIGNATURE

DATE

If you wish to **stop service, report a change in billing address, or obtain information regarding our bill or service**, call the Utility Department at (928) 532-4005.

To report an **EMERGENCY** during business hours (Monday through Friday 8:00 a.m. to 5:00 p.m.), call (928) 532-4100; on **weekends and after hours**, call (928) 537-4365.

PAYMENTS AND BILLING PERIOD

WHEN PAYING BY MAIL:

Make check payable to **"City of Show Low"**. Be sure to enclose the lower portion of bill to ensure proper credit to your account. Your canceled check is your receipt. For your own protection, do not send cash by mail.

MAIL TO: City of Show Low, Utility Dept.
180 N 9th Street
Show Low, AZ 85901

TERMS OF PAYMENT:

All charges are due and payable upon receipt of this statement and shall become delinquent 15 days after the statement date. All delinquent accounts may be subject to a penalty charge.

If charges remain unpaid for 30 days after issuance of the statement, a turn-off order will be issued and a mandatory charge shall be paid for each occasion that a City employee is dispatched to disconnect and/or connect services due to nonpayment. Your account may be subject to additional penalties. If a check is returned due to insufficient funds, your account will be charged for the amount of the check plus a \$25 NSF fee. If a check is not honored by your financial institution more than twice in a 12-month period, you will be placed on a cash-only basis.

SURE PAY (AUTOMATIC BILL PAYMENT SERVICE):

If you would like to have your payment automatically deducted from your checking account, please fill out the top portion of this form and return it with a voided copy of the check to be drawn on the financial institution you elect to use to the Utility Department at least 10 working days prior to your next billing cycle to ensure the Sure Pay plan is implemented with your next bill.

Each month you will receive a utility bill with a note indicating the dollar amount and the date that your account will be drafted. Sure Pay payments will be deducted from your account the 15th of each month. If the 15th falls on a weekend or holiday, the Sure Pay payment will be deducted the next business day. You have up to 10 working days to contact the City of Show Low regarding billing discrepancies. Sure Pay payments returned for insufficient funds will be subject to charges similar to those for a returned check. If your account cannot be deducted due to insufficient funds twice within 12 months, your account will be removed from the plan. If you wish to cancel your Sure Pay agreement with the City of Show Low, you must do so at least 10 days prior to your next billing cycle. The City of Show Low requires 30 days to change your billing method. The City of Show Low reserves the right to terminate Sure Pay participation without prior notice to the customer.

**CITY OF SHOW LOW
UTILITY RATE TABLE**

**Resolution
2014-39/2022-24
Effective 1/1/2023**

Water Rates				
Rate Code	Meter Sizes	Usage Allowance	Base Fee	Rate per 1,000/gal
101	5/8 - 3/4"	5,000	32.01	3.15
102	1"	5,000	49.48	3.15
103	1 1/2"	11,000	103.98	3.15
104	2"	22,000	223.66	3.15
105	3"	44,000	460.43	3.15
106	4" +	67,000	742.09	3.15
Water Rates - Outside City Limits				125%
Rate Code	Meter Sizes	Usage Allowance	Base Fee	Rate per 1,000/gal
111	5/8 - 3/4"	5,000	40.01	3.93
112	1"	5,000	61.85	3.93
113	1 1/2"	11,000	129.97	3.93
114	2"	22,000	279.57	3.93
115	3"	44,000	575.52	3.93
116	4" +	67,000	927.61	3.93
Wastewater Rates				
Rate Code	Description	Base Fee	Rate per 1,000/gal	
301	Residential	36.40	n/a	
351	Residential - Low Pressure	50.42	n/a	
303	Commercial	29.98	3.44	
361	Commercial - Low Pressure	45.94	3.44	
310	Multi Family/Mobile Home Park	29.98	3.44	
311	Offices/Business/Retail	29.98	3.44	
314	Churches	29.98	3.44	
316	Motels and Hotels	29.98	3.44	
318	Schools	29.98	3.44	
320	Bars	29.98	3.44	
Sanitation Rates - Resolution 2011-07 (effective July 1, 2021)				
Rate Code	Description	Base Fee		
501	First Polycart (One trash, one recycling)	17.50		
502	Additional Polycart	7.25		
Miscellaneous Rates				
Rate Code	Description	Base Fee		
2101	Water Rights Preservation Fee (per month/per active Residential water account)	3.00		
	Seasonal/Inactive Status (resolution R2013-04) - Effective 5/02/13 - Includes connect/disconnect fee for water customers - Fee is due and payable immediately. If not paid in full at time of disconnection the standard late fee shall be applied for all outstanding balances - Account must be current prior to reconnection - Includes all services	150.00		
	Water Connection	25.00		
	Water Disconnect	25.00		
	After Hours Call Out	40.00		
	Re-Read/Read Only	25.00		
	Bulk Meter Activation	150.00		
	Bulk Meter Deposit	800.00		
	Non-Sufficient Funds fee	25.00		
	Late Fee (applied 10 days after billing due date)	10.00		
	Security Deposit	150.00		
	- with autopay sign up and continued active autopay	75.00		
	- refunded after 12 consecutive months of prompt payment - may be waived with letter of credit showing 1-year of prompt payment history from previous utility			
	Water Rights Preservation Fee for Commercial Accounts	Tiered Rate		



CITY OF SHOW LOW
BUILDING SAFETY DEPARTMENT
180 N. 9TH STREET
SHOW LOW, AZ 85901
(928) 532-4050 / FAX (928) 532-4059

COMMERCIAL FEE SCHEDULE*
Commercial water and sewer system capacity fees
(Fees effective 1/1/2023)

Meter Size	Meter Cost	Turn-on Fee	Security Deposit	Water System Capacity Fee	Sewer System Capacity Fee	Total* (meter plus fees)
3/4"	\$227.70	\$25	\$150	\$1,734	\$5,773	\$7,909.70
1"	\$337.56	\$25	\$150	\$2,952	\$9,716	\$13,180.56
1 1/2"	\$1,729.97	\$25	\$150	\$5,735	\$19,065	\$22,704.97
2"	\$1,992.65	\$25	\$150	\$9,095	\$30,979	\$42,241.65
3"	\$2,524.03	\$25	\$150	\$20,789	\$69,105	\$92,593.03
4"	\$4,383.82	\$25	\$150	\$37,246	\$118,391	\$160,195.82

*Note: Additional building fees will apply

Updated: 1/5/2023



CITY OF SHOW LOW
BUILDING SAFETY DEPARTMENT
180 N. 9TH STREET
SHOW LOW, AZ 85901
(928) 532-4050 /FAX (928) 532-4059

MANUFACTURED BUILDING FEE SCHEDULE

(Fees effective 1/1/2023)

Manufactured Home (MH) Fees:	
State Manufactured Home Placement Permit	\$350.00
Additional Required Inspections (not included in State permit)	\$200.00
Electric Service Inspection	\$50.00

Factory Built Building (FBB) Fees:	
Residential FBB	\$450.00 per story
Commercial FBB	\$4.50/L.F. per story

Water & Wastewater Fees:	
Wastewater System Capacity Fee	\$4,038.00
¾" Water System Capacity Fee	\$1,734.00
¾" Water Meter Fee	\$227.70
Turn on Fee	\$25.00
Security Deposit <small>(Security deposit may be waived with a letter of credit from a utility company showing one year good payment history.)</small>	\$150.00

Development Fees:	
Streets Facilities (Transportation) Development Fee	\$1,112.00

Total Fees:	
MH replacement on developed lot	\$600.00
MH placement on undeveloped lot	\$7,886.70
One (1) story Residential FBB on developed lot	\$450.00
One (1) story Residential FBB on undeveloped lot	\$7,736.70



CITY OF SHOW LOW
BUILDING SAFETY DEPARTMENT
180 N. 9TH STREET
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OUTSIDE CITY LIMITS WATER SYSTEM CAPACITY FEES

New water connections only*
(Fees effective 1/1/2023)

Meter Size	Meter Cost	Turn-on Fee	Security Deposit**	Water System Capacity Fee	Total (meter plus fees)
3/4"	\$227.70	\$25	\$150	\$2,170	\$2,572.70
1"	\$337.56	\$25	\$150	\$3,689	\$4,201.56
1 1/2"	\$1,729.97	\$25	\$150	\$6,793	\$8,297.97
2"	\$1,992.65	\$25	\$150	\$11,381	\$13,548.65
3"	\$2,524.03	\$25	\$150	\$25,987	\$28,686.03
4"	\$4,383.82	\$25	\$150	\$44,517	\$49,075.82

*Water line extensions and water main taps will incur additional fees

**Security deposit may be waived with a letter of credit from a utility company showing good payment history for a minimum of 1 year.



CITY OF SHOW LOW
 BUILDING SAFETY DEPARTMENT
 180 N. 9TH STREET
 SHOW LOW, AZ 85901
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RESIDENTIAL FEE SCHEDULE*
 Single Family, Multiple Family and Recreational Vehicle
 (Fees effective 1/1/2023)

	Type of Dwelling Unit		
	Single Family Detached	Other Residential	Recreational Vehicle [‡]
Preset Residential Fees			
Streets facilities (transportation) development fee	\$1,112	\$874	\$834
Sewer system capacity fee	\$4,038	\$3,196	\$1,086
Security deposit	\$150	\$150	\$150
Turn-on fee	\$25	\$25	\$25
<i>Total fixed residential fees</i>	\$5,325	\$4,245	\$2,095
Variable Residential Fees <i>(based on meter size[†])</i>			
3/4" water meter cost	\$227.70	\$227.70	\$227.70
Water system capacity fee (3/4" meter)	\$1,734.00	\$1,734.00	\$1,734.00
<i>Total variable residential fees for a 3/4" meter</i>	\$1,961.70	\$1,961.70	\$1,961.70
1" water meter cost	\$337.56	\$337.56	\$337.56
Water system capacity fee (1" meter)	\$2,952.00	\$2,952.00	\$2,952.00
<i>Total variable residential fees for a 1" meter</i>	\$3,289.56	\$3,289.56	\$3,289.56
1 1/2" water meter cost	\$1,729.97	\$1,618.60	\$1,618.60
Water system capacity fee (1 1/2" meter)	\$5,735.00	\$5,568.00	\$5,568.00
<i>Total variable residential fees for a 1 1/2" meter</i>	\$7,464.97	\$7,464.97	\$7,464.97
TOTAL FEES* (Preset + Variable)			
Total fees based on a 3/4" meter	\$7,286.70	\$6,206.70	\$4,056.70
Total fees based on a 1" meter	\$8,614.56	\$7,534.56	\$5,384.56
Total fees based on a 1 1/2" meter	\$12,789.97	\$11,709.97	\$9,559.97

*Note: Additional building fees will apply.

Updated: 1/5/23

[†]For water meter sizes greater than 1 1/2" inch, please contact staff to determine fees.

[‡]A vehicle-type unit less than 400 sq. ft. of gross floor area located on a lot less than 4,999 sq. ft.