



Water & Sewer Maintenance
604 Hannah Ave.
Traverse City, MI 49684
(231) 922-4923, opt. 2

REQUEST FOR NEW WATER SERVICE

Instructions

This form should be completed if you are applying to:

- Install a new water meter at an existing address or new location (within Traverse City city limits)
- Change the size of your existing water meter as a Traverse City Water Customer
- Have water access on a job site using a temporary water meter

If a new tap on a Traverse City Water Main is required, please see instructions located on the Water Tap Application, available on our website (<https://www.traversecitymi.gov/government/city-departments/sewer-and-water/>)

Project Checklist for New Service:

1. **SUBMIT REQUIRED FORM(S).** Please fill out and submit this form for any new water service. Additionally, a Water Tap Application is required for any new water taps.
 - The service address listed on this form **MUST MATCH** official address according to Traverse City Assessing; water meter(s) will not be installed if address and/or unit numbers are labeled incorrectly
 - Forms can be submitted to jcrane@traversecitymi.gov or dropped off/mailed to 604 Hannah Ave, Traverse City, MI 49684
2. **METER BASE INSTALLATION.** Meter Setters (“Copperhorns”) are provided by Traverse City Water & Sewer Maintenance as part of the meter package cost. They can be picked up from our shop located at 604 Hannah Ave during our business hours (M-F, 7:00AM-3:00PM).
 - The contractor is responsible for installing the meter base and running meter wire from the water meter to an exterior wall on the building, per city ordinance 1044.09 (g)
3. **SCHEDULE METER INSTALL.** Once the first two steps above are complete, please call Traverse City Water & Sewer Maintenance at (231) 922-4923, option 2, to schedule the meter install.

Schedule of Fees:

| | |
|----------------------------------|---|
| ¾" Meter Package: \$425 | 2" Meter Package: \$1,150 |
| 1" Meter Package: \$525 | 3" Meter Package: Time & Materials |
| 1 ½" Meter Package: \$820 | 4" Meter Package: Time & Materials |

**Meter Package includes: meter base, meter wire, and water meter*

Utility Billing Rates: For all current water/sewer rates and questions about account setup, please call **Traverse City Utility Billing at (231) 922-4431.**



Application

TYPE OF SERVICE REQUESTED:

- New Service(s) Change Service Size Temporary Water Usage

| SITE & SERVICE INFORMATION | | | |
|--|-----------------|-------------|--|
| Service Address: | | | |
| | | | |
| Unit Numbers <i>(if applicable):</i> | | | |
| Parcel Number <i>(Master Parcel Number is acceptable if this is a condominium/development):</i> | | | |
| Meter Information: | Quantity | Size | Meter Usage <i>(check all that apply):</i> <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Irrigation <input type="checkbox"/> Mixed Use <input type="checkbox"/> Other: |
| | | ¾" | |
| | | 1" | |
| | | 1 ½" | |
| | | 2" | |
| | | 3" | |
| | 4" | | |

| PROPERTY OWNER & UTILITY ACCOUNT INFORMATION | | |
|---|--|-----|
| Primary Applicant | Joint Applicant | |
| Last Name, First Name, M.I. | Last Name, First Name, M.I. | |
| Primary Phone | Secondary Phone | |
| Mailing Address | City, State, Zip | |
| Business Name <i>(if applicable):</i> | | |
| <i>This section is only required if a new utility account needs to be established for the service address listed above:</i> | | |
| Name of Account Owner | Date of Birth | SSN |
| Mailing Address <i>(if different than above)</i> | | |
| Email | Paperless? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Phone Number on Account | Account Start Date | |



| CONTRACTOR / BUILDER INFORMATION | |
|---|------------------|
| Company Name | |
| Mailing Address | City, State, Zip |
| Contact Person | Phone Number |
| Email Address <i>(for billing purposes)</i> | |

Note: *Unless requested otherwise, the meter package will be billed to the contractor / builder listed here. Additionally, if the water meter is installed prior to the Account Start Date listed above, the contractor / builder will be made the account owner for the time between those two dates (meter install date and account start date).*

Contact Information

Traverse City Water & Sewer Maintenance
604 Hannah Ave, Traverse City, MI 49684
Office: (231) 922-4923, option 2

Justin Roy, Superintendent

Janelle Crane, Office Manager
jcrane@traversecitymi.gov

All documentation can be sent to our office or email address listed above. Please call the office number above with any questions or concerns. Thank you.