



**UTILITY CONNECTION PERMIT
APPLICATION (UCP)
See Utility Connection Permit Policy**

Permit # _____

Parcel Id# _____

Please provide all the information requested in this application. If you have questions please contact the Richmond Water Resources Department at 434-2178. Additional local permits and approvals may also be required, contact the Zoning Administrative Officer at 434-2430.

Applicant Name: _____ Subcontractor Name: _____

Applicant Mailing Address: _____ Subcontractor Mailing Address: _____

Phone: _____ Phone: _____

Email: _____ Email: _____

Applicant (check one): Company Contractor Advisor License # (of engineer or designer) _____

Project Supervisor: _____ Phone: _____ Email: _____

Emergency / Evening or Weekend Contact: _____ Phone: _____

Description of Project: _____

Application for Plan Review: All water and wastewater projects within the Richmond Water and Wastewater District are required to go through a plan review process before any work or permit can be authorized or commenced. Please see the **Policy for providing Water and Wastewater service to future Public OR Private land development projects or properties** for further details. The Richmond Water Resources Department Superintendent must sign here to verify that the application for plan review process is complete:

Superintendent Signature: _____ Date: _____

Will the system be public or private (circle one, indicated by Superintendent on Application for Plan Review)? PUBLIC PRIVATE

Is project in floodplain? _____

Application is for (check all that apply): installation maintenance overhead utilities underground utilities

Purpose of work (check all that apply): water wastewater

Project start /end date: ____/____

Applicants are required to call DIG SAFE, please include the Dig Safe Permit #: _____

The following conditions apply to this approval, please initial all of the following to indicate you have read all the conditions:

____ Unless specifically approved by the RWRD, all projects must adhere to the Richmond Public Improvement Standards

____ Unless specifically approved by the RWRD, all projects must adhere to the

1. Policy for providing Water and Wastewater service to future Public OR Private land development projects or properties and the

2. Water And Wastewater Service Connection Permitting Policy

____ Maintain the following work hours: 7:00 AM to 5:00 PM, unless other hours are approved.

____ Agree to pay any technical review fees incurred by the Town for any special inspections deemed necessary.

____ Do not leave open excavation during overnight hours (5:00 PM to 7:00 AM, unless otherwise noted below).

____ Restore any public infrastructure to the condition found at the start of construction.

Along with this completed form please include the following:

- Two paper copies and one electronic copy of the requirements indicated in the WATER AND WASTEWATER SERVICE CONNECTION PERMITTING POLICY
- Utility Connection Permit Fee— \$1500 for Private \$1200 for Public

Submit the completed application form with the required fee to Planning & Zoning Office. The application will be forwarded to the Richmond Water Resources Department for their approval in addition to the Richmond Zoning Administrator’s approval.

Signatures: The undersigned hereby certifies this information to be complete and true.

| | | | |
|--------------------------|------|-------------------------|------|
| Property Owner Signature | date | Subcontractor Signature | date |
|--------------------------|------|-------------------------|------|

NOTE: This permit shall expire 6 months from date of issuance. One extension may be requested and approved by the RWRD Superintendent and Zoning Administrator for up to an additional 6 months. Please see the **WATER AND WASTEWATER SERVICE CONNECTION PERMITTING POLICY** for more details.

— DO NOT WRITE BELOW THIS LINE—OFFICE USE ONLY—DO NOT WRITE BELOW THIS LINE—OFFICE USE ONLY—DO NOT WRITE BELOW THIS LINE—OFFICE USE ONLY —

Application and fee received by ZAO & forwarded to Water Resources Department (date & initial): _____

Permit Fee: _____

Recording Fee: _____

➤ Forward application to Water Resources for review—

Is a construction inspection by RWRD required? YES / NO Notes: _____

Is an independent professional inspection required? YES / NO Notes: _____

Date of completed construction inspection: _____

Date of completed independent professional inspection: _____

Additional Water Resources Comments: _____

Water Resources Superintendent Signature: _____ Date: _____

Return approved application to Planning & Zoning Office for applicant notification and filing and recording (ZAO date & initial of receipt): _____

Expiration of Permit Date: _____

TOWN CLERK’S OFFICE Received for Record: _____ A.D. _____ At _____ o’clock _____ minutes _____ M

And Recorded in Book: _____ page _____ Attest: _____