

Inquiry Total:  
\$



**TOWNSHIP OF OSHTEMO  
SEWER APPLICATION FORM**



\_\_\_\_\_  
Parcel Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Address

\_\_\_\_\_  
Applicant Phone Number

\_\_\_\_\_  
Property Address (if assigned)

\_\_\_\_\_  
Applicant Email Address

\_\_\_\_\_  
Parcel ID Number (if known)

\_\_\_\_\_  
**Applicant Name**

Type of User Connection:

Commercial

Residential

Industrial

Multi-Family

Other

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**To be completed by Township Staff:**

\_\_\_\_\_  
Sewer Line Identification

\_\_\_\_\_  
Subdivision/Site Condo Name/SAD

**Connection Fee (fee for sewer main and lead):**

Property/Parcel Fee

N/A (SA District/private development): \_\_\_\_\_

Front Foot Fee

N/A (SA District/private development): \_\_\_\_\_

Number of Feet (  200' Max \_\_\_\_\_ @ \_\_\_\_\_ per ft. = \_\_\_\_\_

Manholes Required: \_\_\_\_\_ @ \_\_\_\_\_ each = \_\_\_\_\_

Subtotal [Acct 490-000-65000]: \_\_\_\_\_

(6006)

**Benefit Fee (fee for connected use or activity):**

Number of Facility Benefits: \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_

Subtotal [Acct 490-000-68000]: \_\_\_\_\_

(6005)

**GRAND TOTAL:** \_\_\_\_\_

Cash  Check  Mortgage is attached in full payment of all applicable fees & charges.

\_\_\_\_\_  
Application & Fees Received by Oshtemo

\_\_\_\_\_  
Sanitary Permit #

\_\_\_\_\_  
Date

\_\_\_\_\_  
Receipt #

File copies to: Applicant, Municipal Engineering (original), City of Kalamazoo, and SMBA

## SANITARY SEWER SERVICE

General Information. Oshtemo will collect a connection fee prior to your receiving public sanitary sewer service. These fees allow Oshtemo to finance, construct and selectively manage the capital elements of the public sanitary sewer infrastructure in the Township. Generally, system operation, normal maintenance and waste water treatment is carried out by the City of Kalamazoo acting as a franchised public utility permitted by the Township. Sanitary sewer usage charges will be billed monthly or quarterly to each customer by the City of Kalamazoo. The City may require a deposit when setting up a new customer account.

Sanitary Sewer Service Leads. As a general practice, service leads are provided by Oshtemo to each parcel at the time of constructing the gravity sewer main under the roadway pavement. Service leads are typically extended to the outside edge of the public right-of-way. As a general rule, once connection fees are paid the construction necessary to expose the service lead and complete the sanitary sewer service connection is the customer's responsibility. This work is permitted and inspected in accordance with applicable plumbing and building code permit requirements (contact SMBA, 269-585-4151).

Prior to your design of new construction, owners should contact Oshtemo to determine what records exist for the sanitary sewer service lead intended to serve your parcel. This information may ultimately affect your design decisions, especially for proposed non-residential users of the sanitary sewer service. If the existing sewer service lead cannot not satisfy your service requirements, then as a general rule the construction of alternate or additional service leads shall be at private cost. The installation of new sewer leads may require considerable advance planning and seasonal restrictions if roadway pavement cuts are necessary.

Existing Septic. Be aware that environmental health and public safety codes typically require property owners to abandon and close your septic tank in a specified manner whenever a septic system is replaced with a public utility service. Your contractor should understand these requirements. For further details on proper abandonment procedures and requirements, please contact the county health department (269-373-5210). The county is responsible for permitting septic system work in Oshtemo.

Description of Fees. It is the desire of the Township Board to treat all persons similarly benefitted and similarly situated in an equal manner with respect to sanitary sewer connection fees. All properties connecting to a public sanitary sewer shall pay a fee designed to capture the capital expense of the sanitary sewer system. The Township's sanitary sewer connection fee has three components. The first is a parcel/lot fee, the second is an assessable front footage fee, and the third is a Benefit Fee. In specific circumstances the first two of these component costs may have been previously financed by the property owner. This previous financing may have been through the special assessment district created to fund a specific public sanitary sewer project, or the sewer infrastructure may have been installed as a land developer's private expense. Please note that Oshtemo has elected to initially limit the assessable frontage charge to the first 200 feet for single and two-family residential properties with only one residential building thereon. The remaining assessment of frontage will be collected at the time of future land division or development. All others shall pay the applicable footage charge without limitation.

All property connecting to public sanitary sewer service shall pay a Benefit Fee (the third fee component) at the time of service-usage change. The Benefit Fee is a number for the proposed facility that's proportional to the average usage of a single family residence. The sanitary sewer benefit fee is computed by facility-type, ranging from auto dealers to warehouses. A schedule of facility charges (Benefit Fee) has been adopted by ordinance and is available at the Township Office.

Inquiry



TOWNSHIP OF OSHTEMO
WATER APPLICATION FORM



Parcel Owner

Date

Owner's Address

Applicant Phone Number

Property Address (if assigned)

Applicant Email Address

Water Permit #

Short- or Long-side Connection?

Parcel ID Number (if known)

Applicant Name

Type of User Connection: [ ] Commercial [ ] Residential [ ] Industrial
[ ] Multi-Family [ ] Other

To be completed by Township Staff:

Connection Fee (fee for water main and lead):

[ ] Front Foot Fee Lineal Foot [ ] N/A (SA District/private development):
Number of Feet ( [ ] 200' Max @ \_\_\_\_\_ per ft. = \_\_\_\_\_
Service Connect available? (i.e., existing curb stop?): [ ] Yes [ ] No
If no, may assoc/owner install? [ ] Yes [ ] No (City shall install new service)
If yes, is TWP cost recovery due? [ ] Yes [ ] No/NA (SAD/private development)
Subtotal [Acct 491-000-65000]: \_\_\_\_\_
(5006)

Benefit Fee (fee for connected use or activity):

Number of Facility Benefits: \_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_
\_\_\_\_\_ @ \_\_\_\_\_ = \_\_\_\_\_
Subtotal [Acct 491-000-68000]: \_\_\_\_\_
(5005)

GRAND TOTAL:

[ ] Cash [ ] Check [ ] Mortgage is attached in full payment of all applicable fees & charges.

Application & Fees Received by Oshtemo

Water Permit #

Date

Receipt #

File copies to: Applicant, Municipal Engineering (original), City of Kalamazoo, and SMBA

## PUBLIC WATER SERVICE

General Information. Oshtemo will collect a connection fee prior to your receiving public water service. This fee allows Oshtemo to finance, construct, and selectively manage the public water system in the Township. Generally, system operation and normal maintenance is by the City of Kalamazoo acting as a franchised public utility permitted to operate in Oshtemo. Water usage charges will be billed monthly or quarterly to each customer by the City of Kalamazoo (269-337-8149). The City may require a deposit when setting up a new customer account and prior to turning on the water.

New Water Service Connection. If a new residential water service connection must be installed off of the public water main, the City of Kalamazoo ["AGENT"] will act as Oshtemo's Agent to tap the water main in the public right-of-way (ROW) and extend a water service line to the edge of ROW; install a curb stop valve, extend the water service line onto the property to the water meter location, and install the water meter. A separate fee is collected by the City of Kalamazoo for this work. A \$100 deposit to the City of Kalamazoo is required to schedule the water service connection. When the water service connection is completed, the City of Kalamazoo will bill the property owner for the actual cost of the connection. Any remaining water service line installation work from the water meter to the structure is a private responsibility. The private construction is to be completed in accordance with plumbing and building code permits (contact SMBA, 269-585-4151). The City of Kalamazoo will determine the location of the water meter. If an in-ground meter vault is required, the vault is the property owner's private construction cost.

High Water Pressure. If the distribution system pressure exceeds 80 PSI, a red tag will be attached to the meter. If red-tagged, the customer will be responsible for installing a pressure reducing value at the discharge side of meter.

Existing Well and Septic. Be aware that environmental health and public safety codes typically require property owners to abandon and close both your water well and the septic tank in a specified manner when either system is replaced with a public utility service. Your contractor should understand these requirements. For further details on these abandonment specifications and requirements, please contact the county health department (269-373-5210). The county is responsible for permitting work on water wells and septic systems in Oshtemo.

Description of Fees. It is the desire of the Township Board to treat all persons similarly benefitted and similarly situated in an equal manner with respect to water connection fees. All properties connecting to a public water main shall pay a water connection fee designed to capture the capital expense of the water system. In specific circumstances, the water main may have been previously financed by the property owner. Previous financing may have been through the property's participation in a special assessment district created to fund a specific public water project, or the infrastructure may have been installed as a land developer's private expense. Please note that Oshtemo has elected to initially limit the assessable frontage and lineal foot charges to the first 200 feet for single and two-family residential properties with only one residential building thereon. The remaining assessment of frontage will be collected at the time of future land division or development. All others shall pay the applicable footage charge without limitation.

All property connecting to public water service shall also pay a Benefit Fee at the time of service-usage change. The Benefit Fee is a number for the proposed facility that's proportional to the average usage of a single family residence (250 gallons average daily flow). The public water benefit fee is computed by facility-type, ranging from auto dealers to warehouses. A schedule of facility charges (Benefit Fee) has been adopted by ordinance and is available at the Township Office.