

**NORWOOD WATER COMMISSION**  
**P.O. Box 528, Norwood, CO 81423**  
**(970) 327-4288**

***APPLICATION FOR BILLING TRANSFER-UPON SALE OF PROPERTY***

**PROCEDURE:** A property owner or current Customer desiring to have another party receive water service bills after the sale of property shall submit a completed Application for Billing Transfer; pay a Billing Transfer Service Charge of \$100 to the "Norwood Water Commission"; and submit a new contract for water service in a form provided by the Water Commission.

DATE \_\_\_\_\_ ACCOUNT # \_\_\_\_\_ ACCOUNT TRANSFER FEE PAID \$ \_\_\_\_\_

SERVICE ADDRESS: \_\_\_\_\_

SELLER) CURRENT OWNER/CUSTOMER'S NAME: \_\_\_\_\_  
BILLING ADDRESS: \_\_\_\_\_

(BUYER) CUSTOMER'S NAME: \_\_\_\_\_  
BILLING ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

Meter # \_\_\_\_\_ Current Meter Status: \_\_\_\_\_  
ON OFF

METER READING \_\_\_\_\_ READING DATE \_\_\_\_\_ RECEIPT # \_\_\_\_\_

\*The Account Transfer Fee is a one-time charge for reading the meter and changing the Commission's records.

**Charges as Statutory Lien.** Until paid, all Commission fees, interest, and penalties constitute a perpetual lien against the property served. The lien may be foreclosed in the manner provided by Colorado law or pursuant to § 31-20-105, C.R.S., the Commission may elect to certify to the county treasurer for collection of any delinquent water service charges, to be collected by the county treasurer and paid over to the Commission in the same manner as for the collection of real property taxes pursuant to Title 31 of the Colorado Revised Statutes.

**RULES & REGULATIONS OF THE NORWOOD WATER COMMISSION:** All Applicants for water service are deemed to have read the Commission's Rules and Regulations prior to applying for service.

By signing the Application, the new Customer agrees to all of the Rules and Regulations of the Water Commission as the same are amended from time to time. The Rules are incorporated by reference in this Application.

ACKNOWLEDGED:

NEW CUSTOMER/BUYER:

Date: \_\_\_\_\_

\_\_\_\_\_

PROPERTY OWNER/SELLER:

Date: \_\_\_\_\_

\_\_\_\_\_

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***APPLICATION FOR NEW WATER SERVICE***

**PROCEDURES**

- A. Submit a completed Application for New Water Service, vicinity map of tap location, Proof of ownership, and a \$50 non-refundable Application Fee payable to "Norwood Water Commission."
- B. The Public Works Director will review each new water service request. If the Director has technical concerns about the feasibility of service, he will request the Customer to submit an Engineering Feasibility Study together with a \$500 Deposit for Engineering Review.
- C. Upon Commission determination that the requested service is feasible, a Customer shall submit a Water Service Contract, in a form provided by the Water Commission and pay the applicable Plant Investment Fee. The Plant Investment Fee does not include the cost of materials or installation of meter(s) or Service Line(s). The applicant has 30 days after date of approval to purchase the water tap.

DATE \_\_\_\_\_ APPLICATION FEE PAID \$ \_\_\_\_\_

OWNER/APPLICANT'S NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

PARTY TO EXECUTE WATER SERVICE CONTRACT: \_\_\_\_\_

WATER SERVICE ADDRESS: \_\_\_\_\_

(Attach vicinity locator map 8.5"X11") Project Location.

BILLING ADDRESS: \_\_\_\_\_

DESCRIBE THE TYPE OF SERVICE REQUESTED, INCLUDE: NUMBER OF BUILDINGS; SIZE OF EACH BUILDING, USE OF EACH BUILDING; IF A MOTEL OR HOTEL, NUMBER OF ROOMS; NUMBER OF BATHROOMS AND THEIR FIXTURES; TYPE OF AND NUMBER OF LAUNDRY FACILITIES; AND TYPE OF AND NUMBER OF OTHER WATER FIXTURES. (IF MORE ROOM IS NEEDED TO DESCRIBE THE PROPERTY, PLEASE USE REVERSE SIDE.)

NUMBER OF RESIDENCES TO BE SERVED? \_\_\_\_\_

**PROPERTY LIEN:** In the event any user of Commission water service fails to pay the rates, fees, and/or other charges fixed by the Commission for the Connection to the facilities of the Commission, such rates, fees and/or charges may be certified by the Secretary of the Commission to the County to become a lien upon the real property served, and may be collected as if they were part of the taxes upon said real property.

All Applicants for water service are deemed to have read the Commission's Rules and Regulations prior to applying for service. By applying for Commission water service, Customers agree to the terms and conditions contained therein, which are incorporated by reference in this Application.

The facts stated in this Application are accurate to the best of my knowledge.

By: \_\_\_\_\_  
Property Owner/Applicant

Date \_\_\_\_\_

**NORWOOD WATER COMMISSION**

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***APPLICATION FOR WATER SERVICE EXTENSION***

**I. PROCEDURE**

A. Customer shall submit a completed Application for Water Service, together with an engineering feasibility study, a \$50 Application Fee payable to the "Norwood Water Commission," and a \$500 Deposit for Engineer's Review.

B. The Applicant is responsible for reimbursing the Water Commission for the Actual Cost of review of the Feasibility Study by the Commission's engineer. If the cost is less than the \$500, any balance of the Deposit for Engineer's Review shall be refunded to the Applicant. If the cost is more than \$500 deposit, the Deposit will be applied against the cost of engineering review and the Applicant shall be responsible for the additional cost.

C. As soon as possible, the Commission's engineer and the Public Works Director will complete a review of the proposed water line extension and make a determination of service feasibility consistent with the Water Commission's Rules and Regulations.

D. Upon a determination that the requested service is feasible, a Customer shall submit a Water Service Contract, in a form provided by the Water Commission and pay the applicable Plant Investment Fee(s).

E. The Plant Investment Fee does not include the cost of the acquisition of easement(s), materials or the installation of water main(s), distribution line(s), meter(s), Service Line(s) or first year's maintenance of main and/or distribution line(s). In addition, looping of lines may be required at Developer's expense.

DATE \_\_\_\_\_ APPLICATION FEE PAID \$ \_\_\_\_\_

DEPOSIT FOR ENGINEER'S REVIEW \$ \_\_\_\_\_

OWNER/APPLICANT'S NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

PROJECT LOCATION \_\_\_\_\_

(attach vicinity locator map 8.5" by 11")

BILLING ADDRESS \_\_\_\_\_

\_\_\_\_\_

**ENGINEERING FEASIBILITY STUDY (MANDATORY) ATTACHED?**

**DESCRIPTION OF PROJECT:** Describe the Property including number of buildings; size of each building; if a motel or hotel, number of rooms; number of bathrooms and their fixtures; type of and number of laundry facilities; and type of and number of other water features (If more room is needed to describe the Property, please use reverse side or attach additional sheets):

**PROPERTY LIEN:** In the event a Customer applying for water service pursuant to this application fails to pay the rates, fees, and/or other charges fixed by the Board of the Water Commission for the Connection to and use of the facilities of the Commission, such rates, fees and/or charges due may be certified by the Secretary of the Commission to the County and shall become a lien upon the real property served, and collected as if they were part of the taxes upon said real property.

**RULES & REGULATIONS OF THE NORWOOD WATER COMMISSION:** All Applicants for water service are deemed to have read the Commission's Rules and Regulations prior to applying for service. By applying for Commission water service, Customers agree to the terms and conditions contained therein, which are incorporated by reference in this Application.

The facts stated herein are accurate to the best of my knowledge.

\_\_\_\_\_  
PROPERTY OWNER/APPLICANT

\_\_\_\_\_  
DATE