



## City of Phoenix

Water Services Department, Infrastructure Record Services  
200 W. Washington St., 8<sup>th</sup> Fl., Phoenix, AZ 85003  
Office: 602.495.5601 FAX: 602.495.5461

### Application for Water or Sewer Service Outside City or Special Circumstances (Waterline must front the property)

Permit Number: \_\_\_\_\_ Date Sold: \_\_\_\_\_  
Receipt Number: \_\_\_\_\_ Application Number: \_\_\_\_\_

1. Service Address: \_\_\_\_\_ QS #: \_\_\_\_\_  
City: \_\_\_\_\_ Zip Code: \_\_\_\_\_
2. Legal Description of Property (*as found on deed*): \_\_\_\_\_
3. Maricopa County Assessor Parcel Number (APN): \_\_\_\_\_
4. Property Owner's Name: \_\_\_\_\_

#### BILLING INFORMATION IF DIFFERENT FROM ABOVE:

5. Name (*If different from owner*): \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City/Zip Code: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Name of Representative: \_\_\_\_\_ Phone #: \_\_\_\_\_  
(*If different from owner*)

6. Reason for request of new service: \_\_\_\_\_

7. Size of Property: \_\_\_\_\_ Acres ☐ Residential ☐ Commercial

8. Connecting to City of Phoenix:  
☐ Water: Meter Size Requested: \_\_\_\_\_ (3/4", 1", 1.5", 2")  
☐ Sewer: Currently connected to: ☐ Septic ☐ Other: \_\_\_\_\_

#### Additional fees may be required if the following applies:

- ☐ The right-of-way fronting the property is Maricopa County. At the time of purchase, a **separate certified check** pay to the order of MCDOT in the amount of \$\_\_\_\_\_ will be required.
- ☐ The property is in an Impact Fee Area: Commercial properties are required to submit form to calculate drainage fixture units. This applies to both water and sewer services.

#### Copies of the following items may be required to continue application process:

- ☐ Copy of building permit or on-site plumbing permit
- ☐ Copy of septic permit
- ☐ Copy of legal description
- ☐ If the property is in the County: an Annexation Request Form (contiguous property) or Agreement for Annexation Form (non-contiguous property) from the City Clerk Office must be provided. The City Clerk can be contacted at 602.262.6837 and is located on the 15<sup>th</sup> floor of the City Hall Building.
- ☐ If the property is in Paradise Valley: a written request to connect to the City of Phoenix sewer system must be submitted to The Technical Support Division Counter for department review and approval.
- ☐ A County Recorded "Non-Fire Service Form" with property exhibit, must be provided for **all** Paradise Valley water meters and for **any** substandard water mains (example 2", 3", 4").

# Application for Water and Sewer Service Request Outside City or Special Circumstances

**‘ALL FEES ARE SUBJECT TO CHANGE’**

Thank you for your recent application for the water and/or sewer service within the City of Phoenix limits. Based upon the information provided, the following fees apply. Please review this information carefully.

Water Resource Acquisition Fee: _____	Quarter Section _____
Water Development Fee _____	Application Number _____
Water Impact Fee _____	Size & Type of Service _____
Water Impact Admin Fee _____	Main Size & Type _____
Water Installation Fee _____	Main Dimension & Location _____
Water Repayment Fee _____	Acceptance Date: _____
Construction Water Access (Taplist MO) _____	Impact Area _____
Sewer Development Fee _____	WRA Area _____
Sewer Impact Fee _____	Pressure Zone _____
Sewer Impact Admin Fee _____	Kill Existing Service _____
Sewer Installation Fee _____	Meter Use/Code _____
Sewer Permit Fee _____	ROW permit required _____
Sewer Repayment Fee _____	Tech Hold _____
Sewer Repayment Admin Fee _____	Application Processed By: _____
Paving Surcharge Fee _____	Fee Checked By: _____

**TOTAL COST** \_\_\_\_\_

**Notes:**

## FOR OFFICE USE ONLY

- **Property Records:** Provide property records with APN, address, owner's name, quarter section
- **Full Services** (tap and meter):
  - Red card to customer
  - If the main to be tapped is in right-of-way, generate exhibit for County/PV permit
  - 2", 3", 4" water mains need authorization from Distribution and Collection
- **Meter Only:** Verify the size and whether the tap is functional "hot"
  - Tap List
  - WCIS
  - Field Investigation
- **Sewer Taps:** Requires a contractor who is licensed to do work in the right-of-way
- **Paving Surcharge Contacts:**
  - Streets Department – 602.256.4335
  - Paradise Valley – 480.348.3692
  - County Streets – 602.506.8791