



CITY OF BURLINGTON
ENGINEERING DEPARTMENT

**Application for
Utility Request**

Application # _____

IMPORTANT

This completed application must be returned to the City of Burlington Engineering Department for processing:

Mail:
PO Box 1358
Burlington, NC 27216

Email:
Engineering@burlingtonnc.gov
336-222-5050

Physical Address:
425 S. Lexington Avenue
Burlington, NC 27215

Applicant / Property Information
This section must be completed by the applicant

| | | | |
|---|--------------------------------------|---|---|
| Property Address: | | Property Owner / Applicant: | |
| | | Contact Phone Number: | |
| | | Contact Email: | |
| Mailing Address: | | Alamance/Guilford County Tax Parcel ID: | |
| | | | |
| | | | |
| Land Use Type: | Residential (Single Family / Duplex) | Residential (Multi- Family) | Non-Residential |
| Existing Service Renewal Requested | | Water | Sewer |
| New Service Requested | Water Only | Sewer Only* | *Sewer Only Service is allowed only when water is not available |
| | Irrigation | Water and Sewer | |
| Size Service Requested (Must be completed by the applicant) | | Water: | Sewer: |
| Installed by City Forces | | Installed by Private Utility Contractor | |
| <p>I, the undersigned, hereby certify that I am the legal owner of the above referenced property and hereby apply for Utility Service as specified under the terms of the City of Burlington Code of Ordinances, as applicable. I understand that if I choose to hire a private utility contractor, that contractor must be a licensed utility contractor and I will be responsible for completing a Right of Way Use Permit with the City of Burlington or a NCDOT encroachment as applicable.</p> | | | |
| Property Owner: _____ | | | Date: _____ |

| |
|------------------|
| Comments / Notes |
| |



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ENGINEERING DEPARTMENT USE

| | | | |
|---|------------------|-----------------------|-------------|
| Property Location | Inside the City | Inside ETJ | Outside ETJ |
| Size of Main to be Tapped | Water | Sewer | |
| SDF (see attached worksheet) | Water | Sewer | |
| Street Type | City | NCDOT | Private |
| If NCDOT - Indicate Encroachment | Blanket (Letter) | Two-Party | Three-Party |
| Construction Activity Letters sent to adjoining | Date Sent: | Date of Construction: | |
| Installation Means | Bore: | Open Cut: | |
| Engineering Comments: | | | |
| Date Released to Planning for Request outside the Corporate Limits | | | |
| Deed Book and Page Number of Annexation / Utility Agreement (by Planning) | | | |
| Date Approved and Released by ENGINEERING: | By: | | |

WATER & SEWER PIPE MAINTENANCE DIVISION USE

| | | | | | |
|--|------------|--------|--------------------------------|-------|------|
| Stake(s) Installed | Yes | No | Underground conflicts notified | | |
| Confirmation of Size of Main | | | Utility | Time | Date |
| Water | | | ULOCO # | | |
| Sewer | | | | | |
| Approximate pipe footage required: | | | | | |
| Water | Copper | D.I. | Comments: | | |
| Sewer | Soil | D.I. | | | |
| Size of Bore (if needed) | Water: | Sewer: | | | |
| Possible Storm Sewer Conflict Should Be Investigated | | | Water | Sewer | |
| Meter Size: | Make: | Type: | No: | | |
| Backflow Size: | Make: | Type: | RF No: | | |
| All Work Completed: | By: | | | | |

WATER & SEWER BILLING DEPARTMENT

| | |
|--|------------|
| Date Received: | Account #: |
| Date Paid: | By: |
| Fees | |
| SDF (per attached worksheet) | |
| Tap Fees (work performed by City) | |
| Meters Fees (when work is performed by Private Utility Contractor) | |
| TOTAL FEES | |
| Date Completed: | |