



APPLICATION FOR IN-TOWN UTILITY CONNECTION

Town of Front Royal
Public Works
800 Crosby Rd – PO Box 1560
Front Royal VA 22630
(540) 635-7819 (O) • (540) 636-2890 (F)
www.frontroyalva.com

Application Date: _____
Owner(s) / Applicant(s) Full Name: _____
Mailing Address: _____
City/State/Zip: _____
Daytime Phone: _____ Email: _____
Property Address/Lot #: _____

IF RESIDENTIAL:

Type of Unit: Single Family Townhouse Duplex/Multi Family

INSTALLING WATER/SEWER SYSTEM DEVELOPMENT CONNECTIONS (NO DEVELOPMENTS)

Town needs to provide estimate- Quote Amount \$ _____ Date Emailed _____
Customer Approved: Date: _____ Send to Finance: Date _____
Paid Date: _____ Receipt # _____

****Payment in full is due before work is scheduled and if additional amount is owed, will be due immediately.****

Customer Declined: Contractor Name: _____
 *Obtain Right of Way Permit

IF COMMERCIAL or INDUSTRIAL:

Type of Business: _____
Number of Employees: _____ Hours of Operation: _____
Estimated Usage: _____ gallons per day

ALL APPLICANTS

Number of Toilets: _____ Urinals: _____ Sinks: _____ Tubs/Showers: _____
Size of Meter (Must match water service size): _____
Fire Suppression Required (Yes / No) : _____ If yes, Meter Size: _____

TOWN APPROVAL PROCESS

- ✓ Determination of Water/Sewer Connection Fees
 - ✓ Payment of Applicable Fees with Application
 - ✓ Developer provides and installs all equipment (pipes, valves, meters, etc.) For individual residential construction by property owner, the Town provides a ¾” meter upon inspection and approval of all other equipment. ***Right-of-Way Utilization Permit required for utility taps.***
 - ✓ Water service provided upon establishing account with Town Finance Department.
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THIS SECTION TO BE COMPLETED BY PUBLIC WORKS

- Confirmation from Director of Finance that Taxes have been paid in full.

Date: _____ Signature: _____

FEES:

Water System Development Charge \$ _____

Estimated Water Connection (Town Install) \$ _____

Water Additional Fee \$ _____

Fire Suppression Fee \$ _____

Sub Total (Water) \$ _____

Sewer System Development Charge \$ _____

Estimated Sewer Connection (Town Install) \$ _____

Sewer Additional Fee \$ _____

Sub Total (Sewer) \$ _____

TOTAL DUE \$ _____

Public Works Director Signature: _____ Date: _____

SYSTEM DEVELOPMENT CHARGES & ESTIMATED WATER/SEWER CONNECTION FEES

- A.** A water and sewer system development charges can be paid to the Town of Front Royal only for a specific, designated building site or lot.
- B.** Once an application to pay system development charges and water/sewer connection fees has been received, the system development charges, and water/sewer connection fees shall not be transferrable to another site.
- C.** If the water and sewer connection is not installed within twelve (12) months from the date of payment of system development charges, the purchase shall be voided, and the purchase price alone shall be refunded without interest.
- D.** Water and sewer system development charges shall be paid upon application. However, when a single developer in a single application requests the purchase of six (6) or more water and sewer system development charges for six (6) or more building units, the system development charges for each may be paid upon actual installation of each respective tap.

(Ord. No. 2-86 Added Entire Section 2-10-86-Effective Upon Passage)

GENERAL INFORMATION

- 1. A site plan or plat depicting the utility connection locations to the Town water and sewer mains must be included with this application.**
2. All owner information must be completed and email must be provided.
3. The tax map number can be found on your Zoning or Building permit. If you do not know this number, it can be obtained from the Town Planning & Zoning Department (540-635-4236).
4. System Development Charges information can be obtained online at www.frontroyalva.com under Public Works, Water & Sewer Line Maintenance or by contacting (540) 635-7819.
5. All assessments and taxes for your property must be paid in full prior to approval for utility connection.