

# Haines Borough

103 Third Ave. S., Haines, Alaska, 99827  
 Telephone: (907) 766-6400 ♦ Fax: (907) 766-2716

## APPLICATION FOR NEW WATER/SEWER SERVICE

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

I. Owner/Authorized Representative		Owner's Contractor (if any)	
Name:	Name:		
Mailing Address:	Haines Borough Business License #:		
Contact Phone:      Day                      Night	Alaska Business License #:		
Fax:	Contractor's License #:		
E-mail:	Mailing Address:		
	Contact Phone:      Day                      Night		
	Fax:		
	Email:		
II. Property Information			
Property Tax ID #:			
Size of Property:			
Site Street Address: (if any)			
Legal Description:      Lot(s) _____ Block _____ Subdivision _____			
<b>OR</b>			
Parcel/Tract _____ Section _____ Township _____ Range _____			
(attach additional sheets, if necessary)			
III. Description of Work			
<b>Type of Service</b>			
<input type="checkbox"/> Single Residential		<input type="checkbox"/> Multiple Residential (Number of units: _____)	
<input type="checkbox"/> Residential/Commercial (meter required)		<input type="checkbox"/> Commercial Only (meter required)	
<input type="checkbox"/> Subdivision (Number of lots: _____)		<input type="checkbox"/> Industrial	
<input type="checkbox"/> Standby Fire			
<b>Size of Service</b> (standard residential 1" water and 4" sewer)		<b>Date Service to Begin</b> (actual or approximation)	
Water: _____ inches			
Sewer: _____ inches			
Required Attachments:			
<input type="checkbox"/> Completed Application Form		<input type="checkbox"/> Site Plan Showing Water/Sewer Mains in Relation to Lot	
<input type="checkbox"/> \$75 Non-Refundable Application Fee (payable to <i>Haines Borough</i> )			

### IV. CERTIFICATION

I hereby certify that I am the owner or authorized representative of the property described above. I am aware that the hookup fees and State utility access fees noted below are only minimums and **I agree to pay any and all of the Borough's hookup costs and State permit charges applicable above these minimum fees as well as all other standard fees.** I further agree to comply with the provisions of the sewer and water regulations. I understand that service lines on private property must be a minimum of 1" in diameter. I understand that if I am applying for a commercial or industrial water use, I am responsible for the cost of the water meter and its installation. This application is a request for service and does not bind the Borough to furnish service. I understand that payment of the application fee is nonrefundable and is to cover the costs associated with processing this application, and that it does not assure approval of the proposed use. I also understand that all

contract work on this project will be done by a contractor holding valid licenses issued by the State of Alaska and the Haines Borough. I am aware that if I begin work prior to receiving permit approval, I may be assessed a penalty fee, as per HBC 18.30.070.

\_\_\_\_\_  
Signature Date  
(Representatives must also provide written proof of authorization)

PROVISIONS: The applicant is advised that issuance of this permit will not relieve responsibility of the owner or authorized representative to comply with the provisions of all laws and ordinances, including federal, state and local jurisdictions, which regulate construction and performance of construction, or with any private deed restrictions.

**Office Use Only Below This Line**

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|---|--|
| <input type="checkbox"/> \$75 Non-Refundable Borough Application Fee              | <input type="checkbox"/> \$750 Minimum Water Hookup Fee <sup>1</sup>   |
| <input type="checkbox"/> \$150 Subdivision Application Fee                        | <input type="checkbox"/> \$650 Minimum Sewer Hookup Fee <sup>1</sup>   |
| <input type="checkbox"/> \$100/\$600 State Utility Permit – Water <sup>1</sup>    | <input type="checkbox"/> \$_____ Water Expansion Charge <sup>2</sup>   |
| <input type="checkbox"/> \$100/\$600 State Utility Permit – Sewer <sup>1</sup>    | <input type="checkbox"/> \$_____ Sewer Expansion Charge <sup>2</sup>   |
| <input type="checkbox"/> \$50 Borough Administrative Fee                          | <input type="checkbox"/> \$100 Inspection Fee                          |
| <input type="checkbox"/> \$_____ Meter Charge                                     | <input type="checkbox"/> \$200 Hook UP Inspection Deposit <sup>4</sup> |
| <input type="checkbox"/> \$_____ Water Main Extension Inspection Fee <sup>3</sup> |  |
| <input type="checkbox"/> \$_____ Sewer Main Extension Inspection Fee <sup>3</sup> |  |

1. Minimums – Actual costs may be more depending on road conditions and the geography of the land.
2. Based on size of water line.
3. \$100 for the first 100 feet and \$1.00 for each additional foot.
4. If inspection is scheduled 72-hours prior to hookup, the inspection deposit will be returned once hookup is complete.

<input type="checkbox"/> Applicant Notified Application is Complete and Accepted for Review _____ <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Date</span> <span>Notified via</span> <span>Initials</span> </div>	
Non-Refundable Application Fee    \$ _____ Payment Method: _____ Receipt No.: _____ Received By: _____ Date: _____	All Other Standard Fees                    \$ _____ Payment Method: _____ Receipt No.: _____ Received By: _____ Date: _____
Application is approved: <input type="checkbox"/> Yes <input type="checkbox"/> No    (please complete applicable section below depending on response)	
If Yes, Signature: _____ <div style="text-align: center; font-size: x-small;">Public Works Superintendent</div> Signature: _____ <div style="text-align: center; font-size: x-small;">Water/Sewer Supervisor</div> Signature: _____ <div style="text-align: center; font-size: x-small;">Planner</div> Signature: _____ <div style="text-align: center; font-size: x-small;">Chief Fiscal Officer</div> Permit ID No: _____ Permit Effective Date: _____	If No, Denied by: _____ Date: _____ Reason: _____ _____ _____ _____ (Attach additional sheets, if necessary)

**Notice of Right to Appeal:** All decisions of the Borough Officials are appealable per HBC 18.30.050.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

**COMMENTS/SPECIAL CONDITIONS:**

**PUBLIC WORKS SUPERINTENDENT'S COMMENTS/SPECIAL CONDITIONS:**

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**WATER/SEWER SUPERVISOR'S COMMENTS/SPECIAL :**

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**PLANNER'S COMMENTS/SPECIAL CONDITIONS:**

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**CHIEF FISCAL OFFICER'S COMMENTS/SPECIAL CONDITIONS:**

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