



**APPLICATION FOR RESIDENTIAL WATER/SEWER
SERVICE TAP TO COUNTY SYSTEM**

Failure to submit all proper documentation will lead to an automatic denial of application.

CONDITIONS AND PROCEDURE FOR APPROVAL and ACCEPTANCE

1. The Water/Sewer Tap Application must be signed by the Property Owner (Applicant) and Anne Arundel County Licensed Utility Contractor installing the service.
2. A copy of the applicable construction drawing(s), see attached sample, indicating the desired location of the proposed water and sewer connection(s) must be submitted with this Water/Sewer Tap Application.
3. A copy of the Annual Security Bond for work performed by the Licensed Utility Contractor in the amount of \$50,000 must be submitted with this Water/Sewer Tap Application.
4. The licensed utility contractor must confirm that the grades for the sewer connection have been verified, and that the proposed sewer and water connection constructed under this Water/Sewer Tap Application is technically correct for this property and its use. This verification is made by way of the licensed utility contractor's signature on the Service Information section of this Water/Sewer Tap Application.
5. The Public Utility Portion of the Water/Sewer Tap Application is defined as the connections from the public water and sewer mains to the property line.
6. For the buried Public Utility Portion of the work to be performed under this Water/Sewer Tap Application, the Applicant must hire an Anne Arundel County licensed and bonded utility contractor
7. The County will review and approve the application, when all information provided for the connection(s) is found to be acceptable.
8. After approval of the Water/Sewer Tap Application, the process for the Public Utility Portion will be as follows:
 - i. Licensed Utility Contractor shall obtain permit from Department of Inspections and Permits by submitting the necessary documentation through the Land Use Navigation, (LUN).
Once approved and the Permit has been received the Contractor may then schedule the Preconstruction conference.
 - ii. Contact the Bureau of Utility Operations Construction Inspection Supervisor at 410-222-3274, a minimum of forty-eight (48) hours in advance to verify the opening and schedule a Pre-Construction Conference. The utility contractor(s) responsible for work under this Water/Sewer Tap Application shall be in attendance with a copy of approved STA and contract drawings.
 1. Miss Utility Ticket must be cleared prior to scheduling Pre-Construction Meeting
 2. Stakeout for the Cleanout/Water Meter Vault must be completed by a MD Licensed Surveyor prior to beginning construction or In lieu of the stakeout, if the property corners exist at the front of the property, the corners must be clearly marked in the field.
 3. The building construction must be 85% complete, and all major deliveries must be completed and a 10' radius must be fenced around the sewer cleanout and/or the water meter vault.
 - iii. The work must be accomplished under the inspection of the Bureau of Utility Operations.
 - iv. **NO WORK SHALL COMMENCE PRIOR TO THE PRE-CONSTRUCTION CONFERENCE.**
9. The Applicant/ Licensed Utility Contractor will be required to sign this Certificate of Acceptance agreeing to the terms stated in the Applicant Agreement portion.
 - i. The Licensed Utility Contractor will be responsible for a two (2) year maintenance term from the date the Certificate of Acceptance is fully executed. During the maintenance term they shall be responsible to correct any defective materials and workmanship and reimburse the County for



any repair work required. Shall a Licensed Utility Contractor fail to sufficiently correct any defective materials and workmanship; the County may make deductions from the security bond to pay fees, costs for any excavations or other repairs made by the Department, or pay any fines or costs associated with violations of this title. (County Code 13-4-813(v))

10. The Applicant must pay capital connection charges and inspection charges for the water and sewer service in accordance with the Anne Arundel County Code, as amended, and any rules and regulations adopted thereto, at the rates that are in effect at the time the actual physical connection is made.
11. All charges must be paid in full prior to the Department of Inspections and Permits approving connection permits for a building, alteration, addition, plumbing and any other types of permits that require the approval from the County.
12. Be aware that whenever water pressure from the public main is insufficient to provide flow pressures at fixture outlets as required by the plumbing code, a booster pump and pressure tank or other approved means shall be installed on the building water supply system. If a booster pump and pressure tank is required, this equipment will be the Applicants responsibility to install and maintain, please consult with your home builder and plumber.
13. Anne Arundel County Code strictly prohibits the discharge of infiltration (groundwater) or inflow (storm water) into the sewer system. The County Code provides the County the authority to issue civil fines for any person(s) who discharges or allows such prohibited discharges.
14. The Applicant agree(s) that the County shall not be considered, in any manner, an insurer of the serviced property or persons and shall hold harmless the County from any and all claims for damages for any alleged injury to property or person by reason of fire, water, failure to supply water or pressure or for any other related matter arising from the providing of the applied for services.
15. The Water/Waste Water Service Tap Application is submitted to Inspections and Permits through the Land Use Navigator system, once accepted by Inspection and Permits, the application will be submitted to DPW for review and approval.
16. **The application must include the following documents;** Completed application, completed drawing of proposed services with on pertinent information provided and copy of security bond in the amount of \$50,000
17. Once the application has been reviewed and approved DPW will send it back to Inspection and Permits and the permit will be issued via email

If the connection requires/meets any of the following a PWA is required:

- The depth of the main is located 18 feet or greater
- An easement is needed for any part of the service connection, except when the easement is already recorded and filed as part of the Subdivision. A copy of the recorded easement shall be included with the application if this is the case.
- A service is to be installed in SHA right of way
- Water services greater than 2" is diameter
- Sewer connections greater than 6" in diameter
- More than 3 Lots

Obtaining a Public Works Agreement:

As an alternative to the Water/Wastewater Tap Connection Permit, an applicant may connect to water or sewer by obtaining a Public Works Agreement through the County Permit Center and using an Anne Arundel County licensed utility contractor.

Call the Department of Inspections and Permits, Permit Center at (410) 222-7730 for information.



**APPLICATION FOR RESIDENTIAL WATER/SEWER
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**This application shall be submitted to the Permit Center (2664 Riva Road, Annapolis).
Failure to submit all proper documentation will lead to an automatic denial of application.**

PROPERTY TO BE SERVED:

Address: _____

Tax Account #: _____

Tax Map #: _____ Block: _____ Parcel: _____

Subdivision: _____

Building Permit # (if applicable): _____

PROPERTY OWNER:

Name: _____

Mailing Address: _____

Phone Number: _____

Email: _____

ANNE ARUNDEL COUNTY LICENSED UTILITY CONTRACTOR

Company Name: _____

Mailing Address: _____

Licensee: _____

County License #: _____

Phone Number: _____

Email: _____

SERVICE INFORMATION

- 1. Is there an Existing Water Service? YES NO
 - a. Size of Existing Water Line: _____ YES NO
- 2. Does the house require or have a fire sprinkler system? YES NO
- 3. Size of proposed Water Service Line: _____ (2" diameter max)

****Water services greater than 2" diameter require a Public Works Agreement****

- 4. Is there an Existing Sewer Service? YES NO
 - a. Size of existing Sewer Line: _____ YES NO
- 5. Does this residence have a basement? YES NO
- 6. Size of proposed Sewer Service Line: _____ (6" diameter max)

****Sewer connections greater than 6" diameter require a Public Works Agreement****

NO WORK SHALL COMMENCE PRIOR TO THE PRE-CONSTRUCTION CONFERENCE.



Contact the Bureau of Utility Operations, Construction Inspection Supervisor at 410-222-3274, a minimum of forty-eight (48) hours in advance to schedule a Pre-Construction Conference

Does this property qualify for sprinkler exception?	YES	NO
Have fire suppression plans been approved by the County for exception?	YES	NO
Is the tap location located in State Highway ROW?	YES	NO
Any utilities in conflict with the proposed installation location?	YES	NO
Is the depth of the main greater than 18 feet?	YES	NO
Is an easement needed for the connection to be installed?	YES	NO
If an easement is needed, is there an easement already recorded for this Service?	YES	NO
Is the Water Service greater than 2 inches?	YES	NO
Is the Sewer Service greater than 6 inches?	YES	NO
Are there more than 3 Lots?	YES	NO
Has a BRF Grant been requested?	YES	NO
Approved: YES NO	Date: _____	
DPW Approval Signature: _____		
Reason for denial: _____		

**Certificate of Acceptance for Residential
Water/Sewer Service Tap to County System
Using Anne Arundel County Licensed Utility Contractor**

By signing below the applicant agrees to the following:

1. The Applicant must pay capital connection charges, connection charges, surcharges, system development charges, recoupments, assessments, surtaxes, and all other fees for the water and sewer service in accordance with the Anne Arundel County Code, as amended, and any rules and regulations adopted thereto, at the rates that are in effect at the time the actual physical connection is made.
2. The Applicant agree(s) that the County shall not be considered, in any manner, an insurer of the serviced property or persons and shall hold harmless the County from any and all claims for damages for any alleged injury to property or person by reason of fire, water, failure to supply water or pressure or for any other related matter arising from the providing of the applied for services.
3. Once the service tap has been completed to satisfaction, as deemed by the County, the Applicant may obtain a connection permit that allows for the service to be installed from the public service to the residence.

SIGNATURES

By signing this Certificate of Acceptance for Residential Water/Sewer Service Tap to County System, I/We certify that the information provided is correct, and I/We accept the terms and conditions contained in this Service Tap Application.

OWNER (Applicant) DATE: _____

OWNER (Applicant) DATE: _____

DATE: _____



Licensed Utility Contractor (Licensee)

Anne Arundel Utility Contractor License Number: _____