



**REQUEST TO DISCONTINUE
WATER and SEWER SERVICE**

Tracking No. _____

To be used in conjunction with Demolition Permit Application and Filing Requirements

I (Property Owner's Printed Name) _____ hereby request, in accordance with City of Mountlake Terrace Municipal Code (MTMC) 13.05.120 and 13.05.230, that bi-monthly water and sewer service fees not be applied to my account for the property located at _____ following removal of the existing water meter and capping of the service line. Bi-monthly charges will be discontinued once City staff have verified that my water meter has been removed and my water service line has been capped. Bi-monthly charges will re-commence when water service has been re-established to the property.

- I understand I am responsible for costs related to the Demolition Permit, meter removal, and capping of the service line, in addition to other applicable charges.
- I understand that this request may in fact cause me to incur greater costs (see below) than had base water and sewer charges continued to be billed, bi-monthly, for the duration of the suspended service charges, and subsequent costs of reinstalling a water meter, and have been informed of this fact.
- Stormwater charges will continue to be billed to the account.

COSTS: Costs include, but are not limited to:

- *The current permit fees for a Demolition Permit (Apply at CED Department, City Hall).*
- *The cost for a private contractor to remove the meter and cap the service line.*
- *Charges for City staff to inspect/verify removal of the meter and capped service line (Hourly rate).*
- *Charges for the Utility Billing Coordinator to discontinue bi-monthly billing and reestablish billing once the meter has been re-installed.*
- *The cost for a private contractor to reinstall the meter and reestablish the service line.*
- *Charges for City staff to inspect re-installation of the meter and service line.*

Mailing Address _____	Phone/Email _____
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Property Owner Signature _____	Date _____	Staff Initials _____
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City Routing-

- PC** - Request received on: _____; Give signed copy to requestor and original to Utility Billing.
- Demolition Permit # B- _____; Applied date: _____; Approved date: _____ **U**
- S **PC**-Scan of request sent to PW Water Supervisor and Construction Inspector. Date routed: _____
- PW**-PW/Construction Inspector verification of meter removal and service line capping, date: _____
- Meter reading upon removal is: _____
- PW**-Attach documentation of inspection charges to this form. Return to Utility Billing. Return date: _____

Notes:

