

INSTRUCTIONS

For Sewer Service Application

1. Complete the Owner Information, and Service and Discharge Information sections of this form.
2. Return the completed form to the Village Clerk not less than thirty days before work is scheduled to begin. The Village Sewer Commission meets the third Tuesday of each month; **you will not be permitted to precede with your hook-up without their approval.**
3. Upon approval by the Village Board, and the Hook -up fee of \$1,575.00 has been received by the clerk, the application will be returned to you. When the work is completed and photographed before covering, have an installer licensed in the State of Wisconsin sign the Installer Certification. The approval of this permit is not final without a licensed installer's signature and a complete set of pictures. **NOTE: No plumber, pipe fitter, or other person will be permitted to do any plumbing or pipe fitting work in connection with the sewer system without first receiving a license from the State of Wisconsin.**
4. After the work is completed and certified, return this form along with pictures to the Village Clerk for filing.

NOTE: Application for Service - Every person connecting with the municipal sewer system in the Village of Poplar shall file an application IN WRITING to the Village Clerk - Lori Plummer at P.O. Box 137, Poplar, WI 54864.

This section for official use only.

Approved / Disapproved Date _____ By

Date returned to applicant:

Date filed:

Received connection fee on _____ In the amount of \$

Received inspection fee on _____ In the amount of \$

Check #'s _____ By _____, Clerk.