CITY OF COLTON
UTILITY ACCOUNT APPLICATION

Applicant(s) agrees to pay for water, sewer and /or solid waste services at the established rates and consents to all the rules, regulations and rates contained in the resolutions or ordinances of the Municipality and modifications thereof, and to all new rules, regulations or rates duly adopted. (These are available for review at the City Finance Office during regular business hours.

Today's Date: _____ Effective Date of Service: _____

Applicant: _____

Month & Day of Birth (MMDD): _____ Last 4 digits of SS #:_____

Co-Applicant: _____

Month & Day of Birth (MMDD): _____ Last 4 digits of SS #:_____

Mailing Address: _____

Service Address: _____

Telephone #: _____ E-Mail: _____

IF RENTING PLEASE COMPLETE:
Name of Landlord: _____ Landlord Telephone #: _____

Landlord Address: _____ City: _____ State: _____
(The City of Colton reserves the right to disclose of account information with property owner.)

I HAVE REVIEWED AND COMPLETED THE ATTACHED ACCOUNT TERMS DISCLOSURE:

X_____
Applicant Signature

***Copy of a Governmental Issued Photo ID shall be attached to the application.**

FOR OFFICE USE:

Account # _____

Status: ON / OFF
ON DATE _____

Meter Start Reading: _____

Deposit Received: Yes / No
Paid: _____ CA CK CC

Approved & Completed By: _____

Final Reading : _____

Date: _____

Deposit Refunded? Yes / No

Date: _____

Check #: _____

Service will be connected upon payment of a $25 application connection fee and a $100 deposit on the account. Deposit will be returned with the disconnect request or after 1 year can be applied to the account.

CITY OF COLTON WATER/SEWER ACCOUNT TERMS AND CONDITIONS

PLEASE READ AND INITIAL THE FOLLOWING STATEMENTS:

_____ I understand that a application fee of $25 and a deposit of $100.00 is due at the time of application. Account deposits are not waived for any reason.

_____ I understand my deposit will be held until which time I no longer require water/sewer services from the City of Colton. My deposit shall be returned to me only after my final bill is received, my account is paid in full or can be applied to the account after 1 year in good standing.

_____ I understand that monthly bill for water/sewer are due on the 15th of each month and on the 20th of each month unpaid accounts become delinquent.

_____ I understand that failure to receive a bill or notice shall not prevent such bills from becoming delinquent nor relieve me from my responsibility of timely payments.

_____ I understand that on the 20th of each month unpaid/delinquent accounts are subject to termination of services. Termination of services can take place any time of year and any time of day without notice.

_____ I understand that if my services is terminated for non-payment, my account balance must be paid in full including a $75.00 reconnection fee before my services will be restored. Services restorations will ONLY take place Monday – Friday (excluding holidays) between 8 am – 4 pm at availability of maintenance staff. NO EXCEPTIONS.

_____ I understand that if I wish to suspend water services to my property for any length of time, a $75.00 voluntary disconnect fee will be due to the time of disconnection.

_____ I understand that I am responsible for keeping my water meter well insulated and protected from freezing if it is located outside or in a meter pit. I am responsible for any costs associated with my abuse/neglect/damage to the water meter.

_____ I understand that I am responsible for all the water usage at my property throughout the duration of my account with the City of Colton.

_____ I understand that I am responsible for any water line leaks/breaks and line maintenance from the curb stop to my residence or business. I also understand my water meter is property of the City and shall not be tampered with.

_____ I understand that I am responsible for all sewer line leaks /breaks and line maintenance the entire distance from my residence or business to the sewer main including the tap.

_____ I understand that if I have a payment returned on my account, there will be $40.00 fee added to my account and I will be responsible for the return fee plus the returned payment. I further understand my services may be subject to disconnection if no paid.

_____ I understand that if I dispute any charges on my account or my account balance, I must file a WRITTEN dispute with the Finance Officer BEFORE the date in which my account becomes delinquent. If Finance Officer is unable to resolve dispute, a hearing will be scheduled with the City Council at their next regularly scheduled meeting. Failure to file written dispute before payment due date will subject you account balance to be due in full or termination of services could occur.

_____ I understand that the local ordinances pertaining to water/sewer services may be changed from time to time by the Council. I further understand it is my responsibility to be aware of such changes, and to comply with all new rules/regulations/fines/fees outlined in subsequent ordinances.

_____ I understand that if my services is disconnected for any reason, voluntary or for non-payment, I am still responsible for monthly fee associated with maintenances and debt repayment.

_____ I understand it is my responsibility to be aware of how all local ordinances apply to me and my property. All ordinances can be found at: www.cityofcoltonsd.com

I hereby understand all the information given to me in the statements that I have initialed, and further understand failure to complete all sections will prevent me from obtaining water/sewer services from the City of Colton.

Applicant Signature **Applicant (Printed)**

Colton City Hall:
Hours: Monday-Friday 8am-4pm excluding Holidays
Physical Address: 309 E 4th St, Colton, SD 57018
Mailing Address: P.O. Box 66, Colton, SD 57018
Phone: 605-340-2052
Email: financeoffice@cityofcoltonsd.com
Website: www.cityofcoltonsd.com

Ways to pay your bill:
1. Fill out the attached City of Colton Direct Debit(ACH) form and return to City Hall.
2. In person with cash, check, money order or card
3. A money order may be purchased from the Colton Post Office at 213 E 4th St. Their hours are 7-11am Monday-Friday excluding Holidays and Saturday 9-10am.
4. In person or over the phone with the finance officer at City Hall during business hours, you may pay with a card.
5. Cash, check, or money order may be placed in the locked lock-box in the entry way at City Hall. This lock-box is always accessible for residents 24/7 365 days a year.