



# City of Florence

## Water / Sewer Tap Application

### GIS/Engineering Division

City Center -2<sup>nd</sup> Floor  
324 West Evans  
Florence, S.C. 29501  
Phone (843) 665-2047

### Section A (Applicant Information)

Complete a separate application for each service address requesting a tap.

Tax Map No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(If you need assistance obtaining this number, Contact Florence County 843-676-8600)

Is lot located within the City limits?      YES      NO      UNSURE (If unsure, Contact City Planning at 665-2047)

Are you interested in annexation?      YES      NO (If interested, please contact City Planning at 665-2047 for more information.  
Typically water and sewer tap fees are less expensive when located within the municipal boundaries of the City of Florence.)

Applicant's Name: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_ Home/Work Phone #: \_\_\_\_\_

Billing Address: \_\_\_\_\_  
(Street #) (Street Name) (Suite/Apt#) (City) (State) (Zip Code)

Service Address: \_\_\_\_\_  
(Street #) (Street Name) (City) (State) (Zip Code)

Neighborhood / Subdivision Name: \_\_\_\_\_ SSN or FED TAX ID #: \_\_\_\_\_

Are services pre-tapped?      YES      NO      UNSURE (If unsure, contact City Engineering 665-2047)

New Home/Structure Construction?      YES      NO (If yes, please provide builder contact info below)

Builder Company Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Builder Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Set water meter immediately upon installation of tap?      YES      NO      If No, provide an estimated date: \_\_\_\_/\_\_\_\_/\_\_\_\_

If tap application is for new construction and meter setting will be delayed, how will construction water be handled?  
\_\_\_\_\_

Failing Water Well?      YES      NO      Failing Septic System?      YES      NO

*In the case of a failing water well or septic system it is recommended that the customer contact a private plumber ASAP to determine the extent of failure and to help plan the placement of the water and/or sewer taps.*

To better serve the customer, please provide your plumbers contact info:

Plumbing Company Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Plumber Contact: \_\_\_\_\_ Email: \_\_\_\_\_

**Obtaining un-metered water is considered a CRIME!** Obtaining water from an adjacent property not owned by applicant, an un-metered fire hydrant, or an un-metered water service, etc. is a crime and the offender shall be subject to prosecution by the City of Florence. Should you require temporary construction water, please contact the City Water Department at 665-3155.

## Section B (Fees) Standard Residential Water & Sewer Service

Please initial type of tap(s) being applied for (Note: fees subject to change without prior notice):

\_\_\_\_\_ ¾" Domestic Water (Residential)      \_\_\_\_\_ 4" Sewer (Residential)      \_\_\_\_\_ ¾" Irrigation (Residential)  
\_\_\_\_\_ Commercial or Larger Size (Quote & Sketch required – see following note)

**Required Quote:** For commercial or larger size taps, contact the City of Florence Engineering Department at 843-665-2047 to request an official tap quote and get additional information. Attach quote to application before paying.

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**Unusual Circumstances Note (Sec. 12-150 – Same Schedule):** In some cases, water or sewer connections requested by a customer must cross, or be bored under, a public street. The installation of a tap in such cases may involve more than the usual and customary effort and cost due to encroachment permit requirements for road surfacing, boring and encasement work, night work, etc. Also, any installation that requires the use of specialized equipment which is not in the City's inventory, or that involves a connection to a sewer main with a depth greater than six feet, entails more than the usual, reasonable, and customary work and cost, shall be deemed not feasible.

Where, in the sole discretion of the City, installation of a tap by city crews is not feasible, the owner (customer) may choose to engage a South Carolina licensed utility contractor to install the tap.

Should the owner (customer) decide to move forward with City installation, the City Manager or designee will determine the City's additional cost associated with the installation of the tap. This amount will be in addition to the tap charges and must be paid before the City will undertake work on the tap installation.

It is recommended that the owner (customer) contact the City of Florence engineering department at 843-665-2047 to verify if water or sewer is available and if City can provide the installation for the tap before the owner (customer) applies for a tap.

\_\_\_\_\_ (Initial signifying understanding and acceptance of above note)

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### **Installation Options (Initial One):**

As the customer, you have 2 options for having the tap(s) installed.

\_\_\_\_\_ **(Option#1 - City Install):** The City of Florence will obtain and provide all the necessary encroachment permits, materials, and labor to complete installation of tap(s). Standard installation takes 8 weeks depending on inclement weather conditions and current tap work order backlog.

\_\_\_\_\_ **(Option #2 – Customer's Contractor Install):** Before paying tap fees, customer's privately hired state licensed utility contractor (not a plumber) must obtain all the necessary encroachment permits (state, county, or city), and provide the City with the required certificate of liability insurance. Contractor is responsible for providing all labor and materials and shall install taps to meet the City of Florence standards and specifications (details available upon request). City will provide the meter upon request from contractor. No work shall begin until City has issued an encroachment permit. Contractor must provide the City with a 48 hour notice prior to beginning work to allow the City the opportunity to inspect the work. If 48 hour notice is not provided, the City reserves the right to have the tap location excavated for inspection before meter is provided and/or service is established. (See attached details)

## Section C Applicants Acknowledgments & Responsibilities

The tap process involves many internal departments within the city (utility finance, engineering, public works, compliance, etc.) The City's and customer's role in the tap process is equally important in order to facilitate a timely and effective installation and completion process. The list of items below is aimed at providing an insight into the tap process as well as addressing the role the customer plays in the process.

**Should you have any questions about the City's tap process, this form, or the customer's role in the process, please don't hesitate to contact our engineering department at 843-665-2047.**

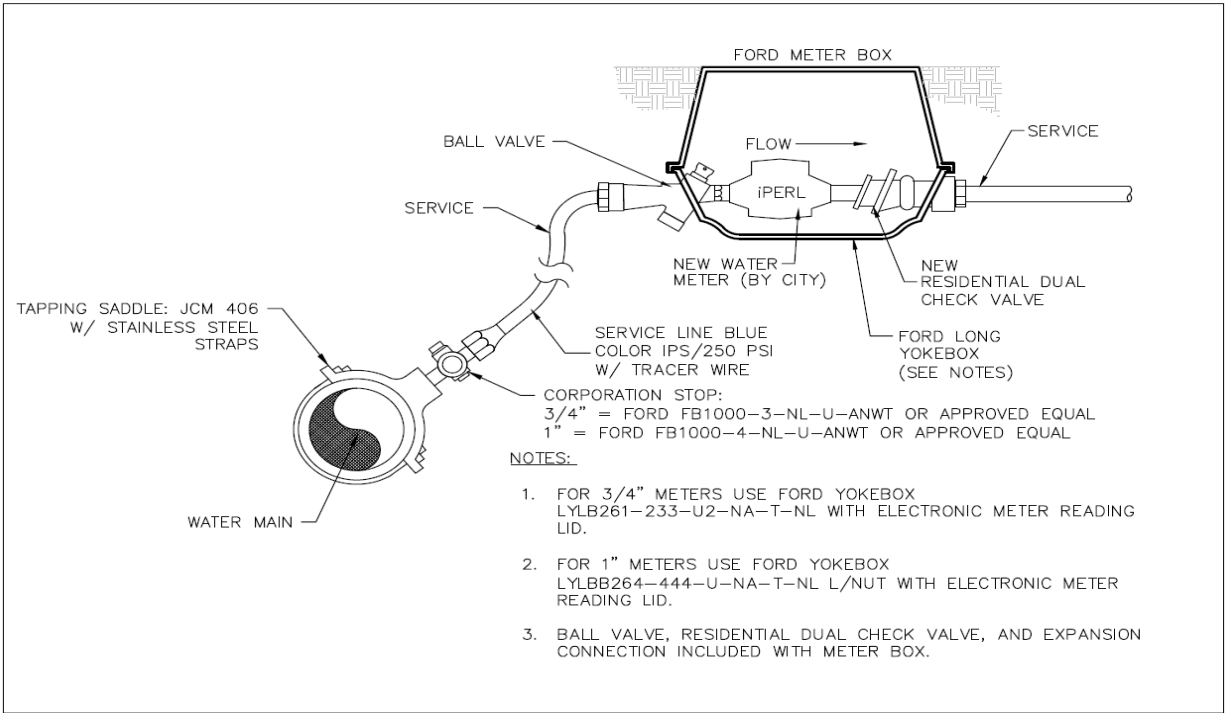
**As the customer requesting service, I acknowledge (initial each) ...**

1. \_\_\_\_\_ It is my responsibility to provide a complete and accurate application, and I understand that incorrect or missing information may delay the processing and installation of taps requested.
2. \_\_\_\_\_ I am responsible for the plumbing from the meter box and/or sewer pipe end to my structure. The City's responsibility ends at the customer's property line.
3. \_\_\_\_\_ It is my responsibility to provide a stake or similar marker (preferably painted blue for water and green for sewer) onsite marking the requested meter location, sewer location, and lot's street address.
4. \_\_\_\_\_ It is my responsibility to coordinate with my plumber the connection to the meter box and/or sewer service and installation of the plumbing to the house/structure. This portion of the installation can also be done by me if preferred.
5. \_\_\_\_\_ It is my responsibility to protect meter boxes and sewer cleanouts from damage.
6. \_\_\_\_\_ Should I request or have requested a delayed meter setting, it is my responsibility make sure the meter box, sewer cleanout, etc. remain unobstructed.
7. \_\_\_\_\_ If a specific location for the tap(s) is requested, it shall be my responsibility to provide this location via a sketch at the time of submitting tap application. It is recommended I visit the City of Florence Planning, Research, and Development Department (2<sup>nd</sup> Floor of City Center) to discuss the location. City staff can aid customer by providing an Aerial (GIS) map of customer's site.
8. \_\_\_\_\_ If I do not provide a sketch, I understand the City of Florence will proceed and place the tap(s) location at its discretion. (See item 3 above)
9. \_\_\_\_\_ If I request a specific tap location, and the City of Florence determines field conditions will not permit the installation at said requested location, the City reserves the right to reposition the tap to another location at its discretion.
10. \_\_\_\_\_ If I request that the water meter not be set until requested, I, the customer, will provide in writing to the City Utility Finance Department a request to set meter. City will be given a minimum of 5 business days to set meter.
11. \_\_\_\_\_ Water and sewer service tap applications are processed on a first come, first served basis. Depending on weather conditions and current tap work orders in queue, the typical turn-around for the installation of a **standard** water and/or sewer tap by the City of Florence is 8 weeks upon receipt of a complete application and payment.

Signature: \_\_\_\_\_

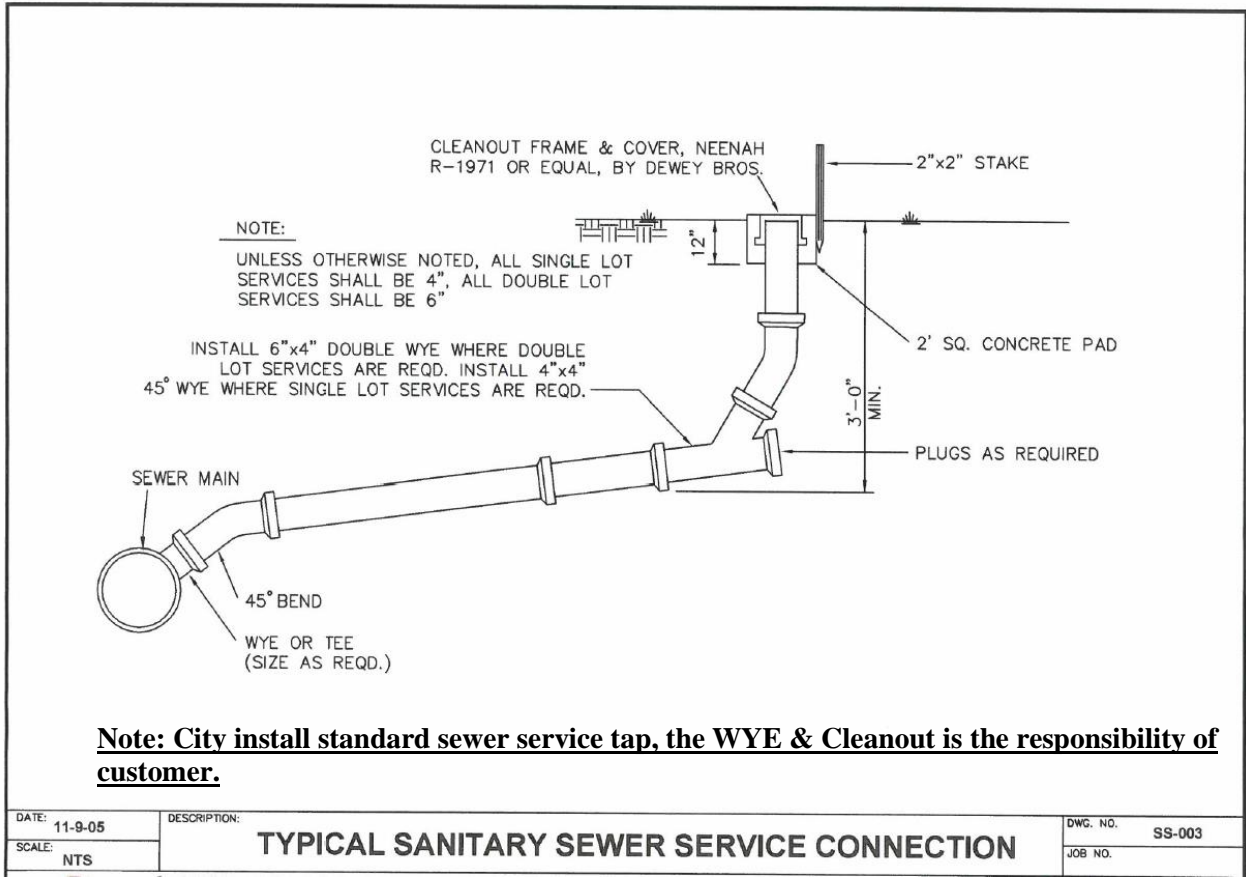
Date: \_\_\_\_\_

By signing above, I acknowledge that I have read, understand, and agree to abide by all the rules, rates, and ordinances that are now in force, or may hereafter become in force, governing the Utility Finance Division, the sale and use of water, and the proper disposal of sewage in the City of Florence.



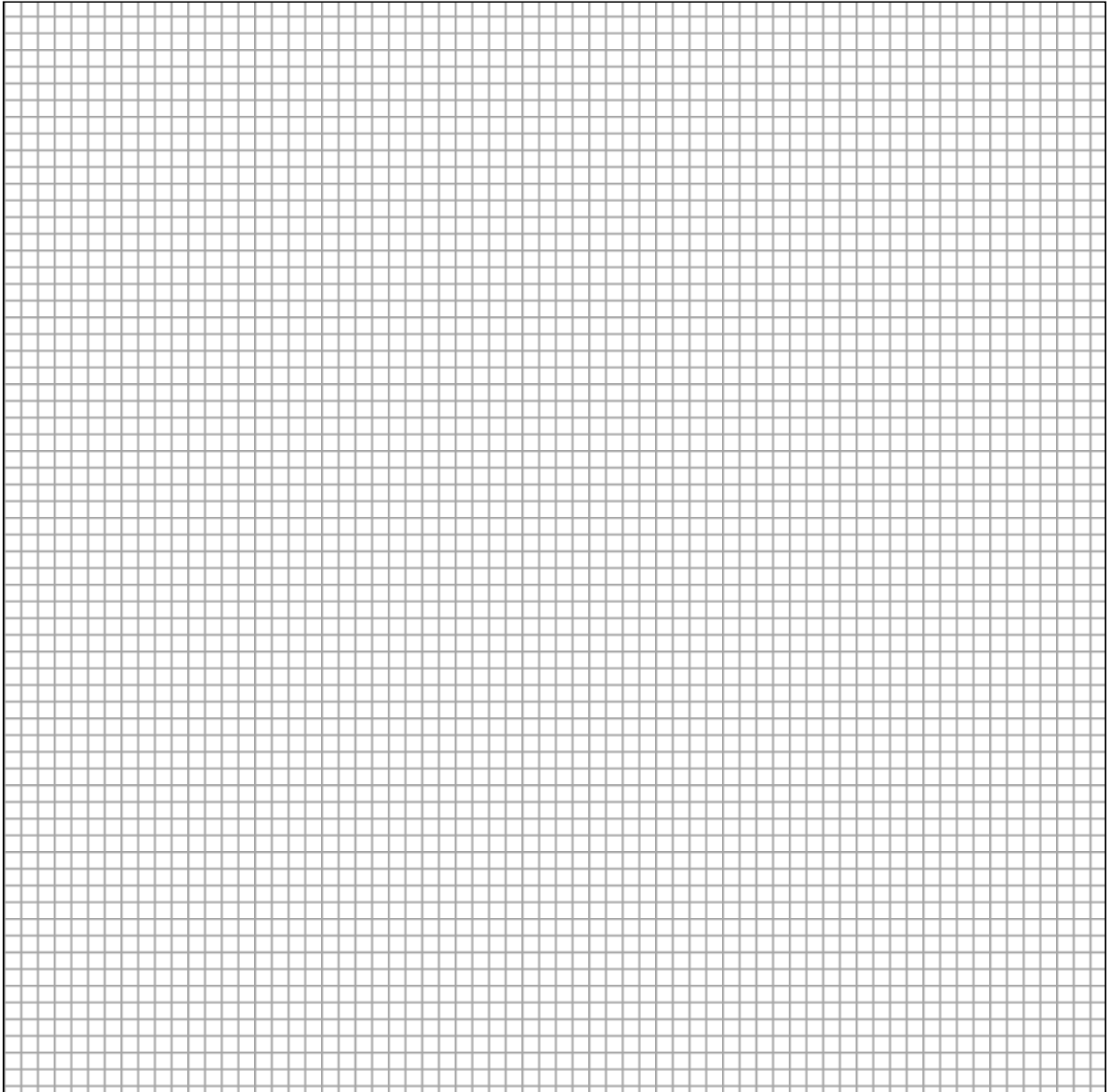
**STANDARD 3/4" & 1" WATER SERVICE CONNECTION**

DWG NO:	W-006A	 <p><b>CITY OF FLORENCE</b>          CITY CENTER          324 WEST EVANS STREET          FLORENCE, SC 29565</p>	<p><b>ENGINEERING DIVISION</b>          P: 843-665-2047</p>	NO.	REVISION	DATE
JOB NO:						
DATE:	12-8-14					
SCALE:	NTS					



**Note: City install standard sewer service tap, the WYE & Cleanout is the responsibility of customer.**

DATE:	11-9-05	<p><b>TYPICAL SANITARY SEWER SERVICE CONNECTION</b></p>	DWG. NO.	SS-003
SCALE:	NTS		JOB NO.	



**SKETCH**

**(If sketch is not provided, please see Section C item 8)**

**If providing a sketch, at a minimum, show the following items and their approximate location, shape, and size:**

1. Shape and geometry of property
2. Shape and geometry of home / building / structure
3. Driveway (Existing and/or proposed)
4. Existing septic tank location (if applicable)
5. Existing water well location (if applicable)
- 6. Requested water meter location**
- 7. Requested sewer service location**