

# Water Service Connection Application

City of Sand Springs, Oklahoma  
Sand Springs Municipal Authority

Effective February 1, 2011



This packet contains:

- ✓ Tips on navigating the water service connection process
- ✓ Agreement for Water Service Connection
- ✓ Listing of Certified Water Service Installation Contractors

Completed applications for submittal shall include:

- ✓ A completed and signed Agreement for Water Service Connection
- ✓ A correct legal description for the service location property
- ✓ A copy of a building permit or zoning clearance letter
- ✓ An approved sewage disposal system for the property
- ✓ Payment for the Water Tap Fee (see page 4)
- ✓ Payment of Sewer Tap Fee (\$200 if served by City sewer)

# Attention Water Tap Purchasers

Effective Feb. 1, 2011

The City of Sand Springs (Sand Springs Municipal Authority) has initiated new procedures for purchasing and installing water taps for customers establishing water service to a new building or property. This will involve the customer selecting, scheduling and making independent payment arrangements with a private contractor certified to install water service taps by the city. Regular tap fees will still apply.

## What Customers Need to Do:

- ✓ Select a certified water service installation contractor from a list provided by the City.
- ✓ If the building or property is located inside the city limits or in an unincorporated area that requires plumbing inspections, select a currently state-licensed and locally-registered plumbing contractor to perform private service work beyond the meter installation.
- ✓ Complete the "Agreement for Water Service Connection" and submit it to the Customer Service Department along with an accurate legal description and physical address for the building or property. A building permit or zoning clearance letter must accompany the application, along with acceptable documentation of an approved sewage disposal system (if the building or property will not be connected to City sewer) and directions to the property if it cannot be located easily.
- ✓ Mark the preferred location for the proposed meter pit with a stake and signage displaying the customer name and physical address of the property. You may want to discuss this location with your certified water service installation contractor. The contractor will need to call the Customer Service Department to initiate a site inspection by the City.
- ✓ Your certified water service installation contractor will install the tap equipment using supplies and methods approved by the City. Any specific questions should be directed to your contractor.
- ✓ Establish a water service account with the City once the tap is installed, inspected and approved by the City. A separate deposit and water service contract will be required for initiating service.
- ✓ Note that the Agreement for Water Service Connection is void two (2) years from the date of initiation. It is recommended that customers consider purchasing a tap shortly before the time when they will need water service to the building or property.

## What the City (SSMA) Will Do:

- ✓ Review and process Agreement for Water Service Connection, and track installation process.
- ✓ Inspect the proposed tap site marked with a stake and determine whether water service can be provided there. Any adjustments will be coordinated directly with the certified water service installation contractor.
- ✓ Inspect the completed tap installation for approval. Any adjustments will be coordinated directly with the certified water service installation contractor.
- ✓ Set a water meter and calibrate it to the City's automated meter reading (AMR) system. Assign the meter into the City's routing system.
- ✓ Maintain the tap components and meter system as property of the City.

**Questions? Contact the Customer Service Department at 918-246-2527**

Receipt No. \_\_\_\_\_

Rev.-04/11/2017

**Sand Springs Municipal Authority**

**Sand Springs, Oklahoma**

**Agreement for Water Service Connection**

The Sand Springs Municipal Authority (SSMA), a municipal trust of the City of Sand Springs, Oklahoma, shall endeavor to provide potable water service to customers within its defined water service area. The SSMA, and employees and agents thereof, shall determine whether an applicant for potable water service can be served by the SSMA and what standard and specific requirements may be necessary to provide such service. The applicant shall provide all information required by the SSMA and pay all applicable fees prior to making any water service connection to the SSMA's system. The applicant shall also provide all information and pay all applicable fees to establish a water service account with the SSMA prior to initiation of potable water service as an SSMA customer. Failure to provide accurate information, follow standard or specific requirements for service, or to pay all applicable fees in full shall be cause by the SSMA to void this agreement; and disallow the application or disconnect a customer's water service until such information, service requirements and fee payments are provided. Any tampering, contrivance or other means by the applicant, either directly or indirectly, to improperly connect to the SSMA's potable water system shall be immediate cause for disconnection of service.

**Standard Water Service Connection Requirements:**

- (1) As a part of this agreement, the applicant shall provide SSMA with an accurate physical address for the service location (as assigned by the appropriate jurisdiction) and directions to where the property is located as necessary. Applicant shall pay any applicable fees for service connections as established by the trustees of the SSMA upon submittal of this agreement.
- (2) As an attachment to this agreement, the applicant shall provide a complete and correct legal description of the service location property, a building permit or zoning clearance letter from the appropriate jurisdiction (where applicable), and documentation deemed acceptable by the SSMA of an approved sewage disposal system specific to the property and/or facility being served.
- (3) This agreement shall be applicable only to the property or facility where the service connection is intended and may not be transferred to another property or facility without the written consent of the applicant, or agents thereof, and in compliance with all SSMA requirements as set forth herein for the new property or facility.
- (4) SSMA shall make available to the applicant a listing of individuals or firms approved by SSMA to make service connection installations to SSMA's water service system. Such individuals or firms shall be provided with specifications to make such installations – including specific materials or equivalents and procedures to be used. The applicant MUST engage the services of an approved individual or firm, at applicant's expense, to make the water service connection installation. At the time of application, the applicant shall provide SSMA with the selected approved individual or firm's name for the water service connection, and shall also provide the name of the plumbing contractor currently licensed by the State of Oklahoma and currently registered with the City of Sand Springs, Oklahoma, if applicable, that will be

(for office use only)  
SERVICE ADDRESS

Sec \_\_\_\_\_

Twp \_\_\_\_\_

Rge \_\_\_\_\_

performing the private water service installation beyond components of the SSMA water service connection.

**(5)** For purposes of definition, the water service connection governed by this agreement shall include a tap into the SSMA water main, piping and connections (including roadway crossings) to the water meter and housing, meter setting piping and appurtenances, a backflow prevention device, and connective piping and appurtenances to the customer's private service line. All materials and procedures used in this service connection shall meet approved standards as adopted by SSMA. Such materials and installations shall be procured and performed by an individual or firm approved by SSMA at the applicant's expense. The private service piping and appurtenances shall be installed in compliance with all applicable federal, state, county or municipal laws, rules and regulations.

**(6)** The applicant shall mark his or her property with a stake and signage visible from the nearest public roadway identifying the applicant by name and the property address to be served. The stake and signage shall be placed at the approximate location where the applicant desires installation of the water meter and housing. Such location shall be accessible from the public street at all times, must be upon the applicant's property, and cannot be located inside a fence or other obstruction. Employees or agents of SSMA shall inspect the site to determine whether SSMA can provide service to the location, and whether the water meter and housing shall be located at the point of the stake or at another location upon the property. The determinations made by SSMA in location of the water meter and housing shall be final.

**(7)** Upon approval of the site inspection, SSMA shall contact the approved individual or firm making the service connection installation and authorize the installation to proceed. The approved individual or firm shall make the installation in coordination with the applicant and shall advise SSMA through its Customer Service Department when the service connection installation is complete. SSMA employees or agents shall then perform an inspection of the installation to determine if the installation workmanship and materials are acceptable to SSMA in compliance with specifications as provided by SSMA, and any federal, state, county or municipal (where applicable) law, rule or regulation. Any concealment of the service connection prior to inspection and acceptance of same by SSMA shall result, without exception, in re-excavation of the entire service connection at the applicant's or contractor's expense.

**(8)** Upon acceptance of the service connection installation by SSMA; the tap, all piping and appurtenances, meter equipment and housing, and backflow prevention device, from the SSMA supply line to the property or facility private service line, shall become the property of SSMA and shall thereafter become the maintenance responsibility of SSMA. The applicant and/or customer shall not tamper with or otherwise affect the equipment or operation of the service connection installation described herein.

**(9)** An approved service connection inspection shall become an attachment to this agreement. The agreement shall remain on file with SSMA in its Customer Service Department. The applicant shall initiate potable water service from SSMA for the service connection's property or facility within two (2) years from the date the service connection *application* and fee payment are received by SSMA. Failure by the applicant to initiate potable water service within the prescribed timeframe shall void this service connection agreement with no refund of fee.

**(10)** Potable water service shall be initiated by completing a contract for such with SSMA's Customer Service Department, providing all information as required by the contract, and paying all applicable deposits and fees as established by the SSMA trustees. Customer Service Department employees or agents shall establish a customer account for the property or facility and shall install a water meter which shall be the property of SSMA. Applicable rates, fees and

other charges as determined by SSMA trustees shall initiate upon execution of the contract to provide water service.

**(11)** In the event SSMA cannot serve potable water to the property after a service connection application has been completed and fees paid, the applicant shall be entitled to full reimbursement of said fees. Should the applicant cancel the service connection herein within two (2) years of the *application* date and fee payment, the applicant shall be entitled to reimbursement of fees paid less a \$100 administrative charge. Any tampering, contrivance or other means by the applicant, either directly or indirectly, to improperly receive potable water service from SSMA's water system shall be cause for forfeit all fees. Other administrative fees, and/or civil or criminal penalties may apply.

**Acknowledgement and Acceptance:**

As applicant for a potable water service connection from the Sand Springs Municipal Authority, I acknowledge that I have read and understand the provisions of this Agreement for Water Service Connection. I accept the requirements, conditions, procedures and practices established by this agreement and agree to abide by them with the understanding the failure to do so will result in voiding of this agreement, and may result in other actions or penalties as provided for by applicable federal, state, county or municipal laws, rules or regulations. I further acknowledge and accept that execution of this agreement does not represent a binding contract for connection to or provision of potable water service by the Sand Springs Municipal Authority.

\_\_\_\_\_  
Applicant's Signature \_\_\_\_\_  
Date

Service Location Address: \_\_\_\_\_

Directions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Applicant's Name (please print): \_\_\_\_\_

Applicant's Current Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

DL Number or EIN: \_\_\_\_\_

Approved Service Connection Contractor: \_\_\_\_\_

Private Installation Plumbing Contractor: \_\_\_\_\_

Meter Size \_\_\_\_\_

Inside / Outside City Limits \_\_\_\_\_

Sewer System City Sewer \_\_\_\_\_ Septic \_\_\_\_\_ Aerobic \_\_\_\_\_

## Costs:

## Tap Fee Inside:

5/8" meter (contractor charges additional)	750.00
1" meter (contractor charges additional)	1,000.00
2" turbine meter (contractor charges additional)	1,700.00
2" compound meter (contractor charges additional)	2,100.00
3" compound meter (contractor charges additional)	2,400.00
4" compound meter (contractor charges additional)	3,700.00
6" compound meter (contractor charges additional)	4,700.00

## Tap Fee Outside:

5/8" meter (contractor charges additional)	1,250.00
1" meter (contractor charges additional)	1,500.00
2" turbine meter (contractor charges additional)	1,700.00
2" compound meter (contractor charges additional)	2,100.00
3" compound meter (contractor charges additional)	2,400.00
4" compound meter (contractor charges additional)	3,700.00
6" compound meter (contractor charges additional)	4,700.00

Sewer Fee (Inside); 200.00

If using Aerobic system attach paperwork

Sewer Outside must provide Perk Test if installing Septic System

**CITY OF SAND SPRINGS**  
**CERTIFIED WATER SERVICE INSTALLATION CONTRACTORS**

3rd Gen Plumbing	918-933-3436
cell	219-308-7903
Tulsa Utility Contractor, Inc.	918-664-2850
Thrive Outdoor Services	918-995-0939
Shrum Excavation, Inc.	918-695-2940
	918-724-8850
Reeves Backhoe Service	918-363-8474
cell	918-637-1330
Owen Plumbing Solutions, Inc.	918-671-2255
	918-510-2981
Mills Truck & Tractor Service, Inc.	918-855-6233
McCulloch Excavation, Inc.	918-322-3150
Garland's Backhoe Service	918-227-4605
cell	918-697-4605
Barnes Construction Solutions, Inc.	918-978-6833
cell	918-688-2049
Barnhart Excavating	918-827-6005
All American Plumbing, Inc.	918-227-1555

Updated 9-19-2022

(OFFICE USE ONLY): ACCT. #: \_\_\_\_\_ DEPOSIT AMT. \_\_\_\_\_

**CONTRACT FOR UTILITY SERVICE**

**CITY OF SAND SPRINGS – SAND SPRINGS MUNICIPAL AUTHORITY**

PO Box 338, 100 E. Broadway St., Sand Springs OK 74063 – Phone: (918) 246-2527, Fax: (918) 245-0372  
utilitiescs@sandsspringsok.org

Service Address (must be a physical address): \_\_\_\_\_

Applicant(s): \_\_\_\_\_

Billing Address: \_\_\_\_\_ City/State/ZIP: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

**Applicant:**

DOB: \_\_\_\_\_ DL Number: \_\_\_\_\_ SS Number: \_\_\_\_\_

Employer: \_\_\_\_\_ How Long: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Source of Income If Not Employed: \_\_\_\_\_

Spouse/Co-Occupant: \_\_\_\_\_ Relationship: \_\_\_\_\_

DOB: \_\_\_\_\_ DL Number: \_\_\_\_\_ SS Number: \_\_\_\_\_

Employer: \_\_\_\_\_ How Long: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Desired Service Start Date: \_\_\_\_\_ (Minimum next business day after contract date.)

Turn water on at the meter? Yes \_\_\_\_\_ No \_\_\_\_\_ (If left blank water will be turned on unless leak is detected)

Other Special Instructions: \_\_\_\_\_

Residential  Business – Responsible Person: \_\_\_\_\_

Own  Rent – Landlord: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

House  Apartment  Mobile Home

**Emergency Contacts (other than self):**

1. Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

2. Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Have you ever had service with the City of Sand Springs?  Yes  No

If yes, at what address? \_\_\_\_\_ Dates: \_\_\_\_\_

Email address: \_\_\_\_\_

**See Reverse Side for Service Contract Terms and Conditions**



**Service Contract Not Valid Unless Signed by Applicant**

**Utility Service Contract Terms and Conditions:**

The undersigned applicant agrees to pay the established rates and fees as set forth by the ordinances and resolutions of the Sand Springs City Council and Sand Springs Municipal Authority Trustees, and agrees to regulations governing said service. Multiple service connections are prohibited and declared a public offense. Service will be disconnected and a significant penalty assessed for violation. **This application becomes a contract upon the establishment of service.**

Applicant understands that it is unlawful to adjust, connect, disconnect, destroy or in any way tamper with a water meter, meter box, or any other part of the public water system, or to do any act or use any contrivance to prevent or affect correct and proper registration by any such meter. Any person who, with intent to defraud, makes or causes to be made any instrument or contrivance and connects the same or causes the same to be connected with any pipe provided for the purpose of conducting water to a point where the same is consumed, without its passing through the meter provided for registering the quantity consumed, or in any manner so as to evade payment, therefore, whether water is furnished through a meter or not, shall be guilty of an offense.

Every person or entity which, with like intent, injures or alters a water meter or obstructs its action is guilty of an offense under Section 9.16.050 of the City's Code of Ordinances. Applicant acknowledges as a condition of this contract that all such offenses shall be committed upon the City of Sand Springs and the Sand Springs Municipal Authority at its corporate address of 100 E. Broadway St., Sand Springs, Oklahoma, regardless of the specific location and nature of the offense, and that applicable provisions of City ordinances shall apply.

Applicant further acknowledges as a condition of this contract that the City of Sand Springs and Sand Springs Municipal Authority, its employees and agents, are hereby held harmless from liability for any damages to applicant's real or personal property resulting from water, sewage or other cause resulting from defective plumbing or appliances on the premises supplied with water service; as well as damages or injuries resulting from malfunctions or other circumstances occurring in the public water and sewer systems of the City/Municipal Authority that could not have been foreseen or that resulted from causes other than the normal design and function of public water and sewer systems.

By submittal of this application, the City of Sand Springs and Sand Springs Municipal Authority are authorized to complete any credit investigation necessary on any of the individuals, firms or entities listed herein for credit evaluation and the processing of the application. Approval of the application is subject to the discretion of the City of Sand Springs and Sand Springs Municipal Authority through its authorized employees and agents.

Applicant shall be required to provide a current and valid government-issued identification as an attachment to this application. A rental property applicant shall be required to provide a current and valid lease for said property, a copy of which shall become a part of this application and shall be subject to the provisions thereof. Applicants who are owners of real property to be served shall provide any documentation of property ownership deemed necessary to process the application.

**I have read, fully understand and agree to all the foregoing terms and conditions.**

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**If you need a trash kart delivered to your residence please call 918-246-2588.**

\*some addresses are not eligible for city trash service.

**NOTE: A \$25 CONNECTION FEE WILL BE APPLIED TO THE FIRST MONTH'S BILL FOR ALL NEW SERVICES**

**APPLICATION MUST BE AUTHORIZED AND REQUIRED DEPOSIT PAID IN FULL PRIOR TO INITIATION OF SERVICE**

**DO NOT WRITE BELOW THIS LINE (FOR OFFICE USE ONLY):**

AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_