

Commercial/Industrial
Application for Service
SERVICE REQUEST (Check All That Apply)

City of Leitchfield/Utilities
515 S Main St, Unit A
Leitchfield, KY 42754
Ph. 270-259-4034 – Fax 270-29-5858

_____ **Application for Water Service**
_____ Existing Service Connection (existing Water Meter) or
_____ New Service Connection (New Water Tap Required)

_____ **Application for Sewer Service**
_____ Existing Service Connection (Existing Sewer Tap) or
_____ New Service Connection (New Sewer Tap Required)

_____ **Sewer Service Not Required (Connection to Septic Tank)**

_____ **Application for Natural Gas Service**
_____ Existing Service Connection (Existing Natural Gas Tap) or
_____ New Service Connection (New Natural Gas Tap Required)

Required Deposit Due with Application: Water _____ Gas _____ Cash or Check _____
Business Name: _____ Phone _____; Fax _____
Service Address: _____ City/State _____ Zip _____
Billing Address: _____ City/State _____ Zip _____
Contact Person: _____ Title: _____ Phone: _____
Date to Start Service: _____

IF RENTING, NAME/PHONE OF LANDLORD (Attach Lease/Rent Agreement. If any):
Landlord Name: _____ Phone: _____

FACILITY INFORMATION:

- Describe type of business to be conducted at the location (auto repair, machine shop, restaurant, medical care, food processing, etc.) _____
- SIC Code (Standard Industrial Classification) applicable to business: _____
- If your business is a restaurant or other type of Food Service Establishment, it is mandatory that fats, oil and grease pretreatment be provided in accordance to the City Ordinance. Please describe what type of devices will be installed or utilized: _____
- If industrial, do you generate processed wastewater? ___ Yes ___ No
- If yes, are any of your processes a Categorical Process as described in 40CFR403?

- What will be your estimated natural gas demand? _____

EMERGENCY CONTACT PERSON:

Name: _____ Phone (Not Service Address) _____

The City of Leitchfield is not responsible for any damage incurred at time of water connection due to open faucets or water lines or damage incurred due to the providing of natural gas service. It is agreed that by submitting this application for service, the information contained herein is true and correct and the customer has reviewed the City of Leitchfield/Utilities Rules, Regulations & Ordinances and agrees to abide by and comply with these Rules, Regulations and Ordinances as its utility customer. THIS APPLICATION IS SUBJECT TO ADDITIONAL TERMS AND CONDITIONS SET OUT ON THE BACK OF THE APPLICATION.

_____	_____	_____
Printed Name of Customer	Customer Signature	Date
_____	_____	_____
Printed Name of Customer	Customer Signature	Date
_____	_____	_____
Printed Name of Landlord	Landlord's Signature	Date

Office Use Only:

BILLINGS; PENALTIES FOR LATE PAYMENT

- (A) Whenever rates and charges remain unpaid for 15 days after the same shall become due and payable, the property and the owner thereof, as well as the user of the services and facilities, shall be delinquent until such time as all such rates and charges are fully paid. The city shall have the right to shut off and discontinue utility service to all delinquent customers whose bill remain unpaid 15 days after the due date, and the city shall have the right not to restore service to any delinquent customer until all delinquent charges, including penalty charges, as set by the Utilities Commission, plus a disconnection and reconnection charge, as set by the Utilities Commission, for each meter have been paid in full.
- (B) All bills shall be rendered at least monthly as determined by the Utilities Commission and shall be due as determined by the Utilities Commission and mailed to the address on file.
- (C) The Utilities Commission shall set a penalty amount for late payment.
- (D) If the customer is not property owner but instead is renting or leasing the premises to which city utilities are provided, then the city's normal and customary late notice/cutoff notice shall be sent to the customer as well as the property owner at the address on file with the city. The property owner shall have the right and authority date of the late notice/cutoff notice without obtaining the approval of the customer. Provided, however, the failure of the city to terminate utility service as ordered by the property owner shall not relieve the property owner for liability for the accrued delinquent utility charges.

UNIFIED UTILITY BILLS; PROCEDURE TO DISCONNECT FOR NON-PAYMENT

- (A) The billing for solid waste collection service and water, sewer and/or gas utility services shall be consolidated and itemized on a single periodic billing by the Utilities Commission.
- (B) Non-payment of any portion of the services billed on the consolidated billing shall constitute delinquency in the payment of the entire consolidated billing by the person or entity responsible for such payment and shall result in the termination of all utility services provided by the city pursuant to the terms of utility disconnection policy established by the Utilities Commission.

FINAL BILLS

All final bills for utility customers are due three (3) days from the date of mailing by City/Utilities.