

**Commercial/Industrial  
Application for Service**

**City of Leitchfield/Utilities**

**314 W. White Oak Street**

SERVICE REQUEST (Check All That Apply):

**Leitchfield, KY 42754**

**Ph. 270-259-4034 – Fax 270-259-5858**

- 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 \_\_\_\_\_

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

**FACILITY INFORMATION:**

- Describe type of business to be conducted at this 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 wastewater flow (gpd)? \_\_\_\_\_
- What will be your estimated average water demand? \_\_\_\_\_
- What will be your estimated peak water demand? \_\_\_\_\_
- Does your facility contain over 12,000 square feet?  Yes  No
- How many fire sprinkler heads exist or will be constructed in the facility? \_\_\_\_\_
- What type of cross connection plan will be or exists at your facility?  
\_\_\_\_\_
- 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 THIS 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 bills 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 the 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 to cause the city to shut off and disconnect the city provided utilities service after the 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 from 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.