High Meadow Ranch Water District (District)
New Water Service Tap Application

Processed and Billed by:
Kemmerer-Diamondville Water & Waste Water Joint Powers Board
1004 Elk St, Kemmerer, WY 83101
(307) 877-2261

Applicants requesting a new water service tap in the High Meadow Ranch Water District (District) service area are responsible for all costs and coordination including but not limited to: contracting with an approved contractor, scheduling, completing and receiving all appropriate applications or permits, payment of water service tap / new water account fees, and costs associated with the installation. Follow the process below to request and, if approved, schedule a water service tap installation.

PROCESS

1. **Complete this form and a High Meadow Ranch Water District Application for New Water Customer Account and email it to: pinedaleops@jorgeng.com**
   Approval or denial will be communicated with the applicant.
2. If the application is approved, submit payment in the amount of $7,000 made payable to Kemmerer Diamondville Joint Powers Board. Accepted forms of payment include: Check, Money Order, or Credit Card. (Credit Card payments are subject to the current convenience charge) Contact Kemmerer Diamondville Water & Waste Water Joint Powers Board at 307-877-2261 to coordinate payment.
   Note: The payment covers the cost of materials supplied by the District to the approved contractor from the service tap to the meter pit and inspections. Additional fees are required to establish a new water customer account.
3. The District Operator will confirm approval of the application, payment of all fees, and that an approved contractor will complete the work.
4. The District Operator will coordinate with the applicant or their contractor to schedule a date to provide materials and schedule an inspection.
   Note: A minimum of two business days' notice is needed to coordinate a day to provide materials. A checklist of materials and the standard drawings details will be provided at the time materials are issued and must be signed by the receiving party.
5. The approved contractor shall expose the water main and excavate the trench line for the new water service.
   Note: The District Operator must be onsite to witness the installation of the materials and tapping of the main. The service must be hot-tapped and the contractor shall ensure they possess the proper equipment to perform the hot-tap. ALL PARTS MUST BE CHLORINATED PRIOR TO INSTALLATION.
6. The contractor will install the water service per the Typical Water Service Detail and Water Meter Pit & Meter Details drawing along with following any direction from the District Operator. The District Operator will provide final approval of the water service tap and meter pit location.
   Note: Any surplus materials are to be given to the District Operator. Any additional materials needed for nonstandard installations must be approved by the District Operator and at the expense of the applicant.
7. Once the water service and water meter are installed, the customer will begin receiving a water bill.

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For Questions: Please call Jorgensen Associates at 307-367-6548 or visit our website at https://www.hmrwater.com/

Property Owner	Name: _____Mailing Address: _____ Phone: e-mail:

Legal	Lot:_____Block:_____ Addition:_____ PIDN:_____ Property Address (assigned by Sublette County): _____ Is the property annexed into the High Meadow Ranch Water District: ___Yes ___No __Unknown If no, the application cannot be considered until annexation is completed.

Current list of approved contractors. Please circle which contractor will be used:

Normington Excavation (Tom Normington)
307-537-5497 or 307-231-1344

Harber Construction (Josh Harber)
307-231-4300

INSPECTION PROCEDURES

NOTE: ONE CALL - REQUIRED 48 HOURS BEFORE YOU DIG: (800-849-2476) or (811) for utility locates

- The District Operator and the applicant's contractor will coordinate an inspection date. **Note: A minimum of two business days is required to schedule an inspection.** Inspections take place during regular business hours (Monday-Friday, 8AM-5PM). Any inspections outside of business hours must be approved by the District Operator and will be at the cost of the applicant. If the inspection needs to be canceled, notify the District Operator. Failure to contact the District Operator or repeated cancellations may incur additional charges.
- **Inspection 1:** District Operator must be present when the contractor is tapping the water main and before backfilling the connection.
- **Inspection 2:** District Operator must inspect the water meter pit prior to backfill. Can be simultaneous to Inspection 1.
- **Inspection 3:** District Operator will inspect the final installation and that appropriate site restoration has been completed. Once approved by the District Operator, the water meter and associated appurtenances will be installed by the District Operator, and the applicant will begin receiving a water bill.

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I hereby acknowledge that I have read this application and that the information contained herein is accurate, to the best of my knowledge, and agree to comply with the installation requirements and all current District rules and regulations/rates and fees established by the District. By signing below, the applicant certifies that they are authorized by the owner to act as their agent.

Signature _____ Date_____

Printed Name: _____

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Site Plan

What is being constructed?_____

Include the following: Proposed location of water service line, meter pit, and dimensions.

Location of sanitary sewer lines/septic system. Building footprint, property lines, etc.

NORTH