

**PROCEDURE**  
**For Water Connection**  
Seneca County Water District #1

1. Obtain the application for Water Units and Connection by writing to Seneca County Water/Sewer Districts, P.O. Box 177, Willard, New York 14588. Applications are also available at the Township of Romulus Municipal Building located on the corner of 2<sup>nd</sup> Street and Prospect in the Hamlet of Willard.
2. Complete the application and sign it in front of a Notary Public, attach all documentation requested in the application.
3. Prepare a check or money order in the amount of \$750.00 payable to the Seneca County Water/Sewer Districts.
4. Mail the completed application and fee to Seneca County Water/Sewer Districts, P.O. Box 177, Willard, New York 14588
5. The clerk will submit the application to the Water District Board for approval at the next regularly scheduled monthly meeting.
6. The clerk will notify the applicant when the permit is approved.
7. The clerk will provide a copy of the application to the Water District Commissioner or his designee, who will inspect the work by the owner or contractor.
8. Upon approval of the permit to connect to the water the Commissioner or Designee will sign the permit and then deposit this with the Board Clerk.
9. The clerk will advise the bookkeeper to commence billing procedures for Service on the date the hookup was approved.
10. The owner will be billed a user fee including operation and maintenance.

FOR OFFICE USE

\_\_\_\_\_  
\_\_\_\_\_

**SENECA COUNTY WATER DISTRICT #1**  
**Application for**  
**Water Units and Connection**

Owner of Record:\_\_\_\_\_

Mailing address:\_\_\_\_\_

Phone: (Day)\_\_\_\_\_(Evening)\_\_\_\_\_

Property Address (if different from above):\_\_\_\_\_

Kitchen \_\_\_\_\_ Toilets \_\_\_\_\_ Other Plumbing Fixtures \_\_\_\_\_  
(number of) (number of) (number of)

Tax Parcel Number\_\_\_\_\_

I represent and /or agree:

1. I am the legal resident of record of the parcel of real property referred to in this application. A copy of my recorded deed is submitted with this application.
2. The number of plumbing fixtures specified will not be increased and the location of the plumbing fixtures specified on the construction plans submitted with this application will not be changed without an amended application and an amended permit issued therefore.
3. In the event of any violation of the representations and agreements in this application or conditions in any permit issued pursuant thereto, the Seneca County Water District may issue an order requiring construction, occupancy and use of the parcel of real property to cease until there is compliance with said representations and agreements.

\_\_\_\_\_  
Owner's Signature

Seneca County Water/Sewer Districts  
C/O Town of Romulus  
P.O. Box 177  
Willard, New York 14588  
Phone: 607-869-9326  
Fax: 607-869-5763  
Email: Romulus@rochester.rr.com

**APPROVAL NOTICE OF APPLICATION**

At a meeting held on \_\_\_\_\_, The Administrative Board  
Approved the application of \_\_\_\_\_ for  
property located at \_\_\_\_\_ and  
known as tax map number \_\_\_\_\_ for a water connection to Seneca  
County Water District No. 1.

NOTE:

It is the applicant's responsibility to comply with the Water Use Ordinance and also to  
contact the District Commissioner or his designated agent and coordinated the inspection  
of the water connection with our contractor.

The Water Commissioner maybe contacted by calling: \_\_\_\_\_

Sincerely,

David Kaiser, Administrator  
Seneca County Water/Sewer Districts  
P.O. Box 177  
Willard, New York 14588

**SENECA COUNTY WATER DISTRICT  
PERMIT TO CONNECT TO WATER**

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

Owner of Record \_\_\_\_\_ Kitchen \_\_\_\_\_

Mailing Address \_\_\_\_\_ Toilets \_\_\_\_\_

\_\_\_\_\_ Zip Code \_\_\_\_\_ Other  
Fixtures \_\_\_\_\_

Tax Parcel Number \_\_\_\_\_ Total Units \_\_\_\_\_

Property Location (if different from above mailing  
address) \_\_\_\_\_ Service Charges \_\_\_\_\_

Water Contractor \_\_\_\_\_ Permit Fee \_\_\_\_\_

Commercial \_\_\_\_\_ Residential \_\_\_\_\_ Saddle Fee \_\_\_\_\_

Connection Fee \_\_\_\_\_

Total Charges \_\_\_\_\_

Application approved by: \_\_\_\_\_ Dated \_\_\_\_\_

Connection approved by: \_\_\_\_\_ Dated \_\_\_\_\_

Date of Inspections: \_\_\_\_\_ by \_\_\_\_\_  
\_\_\_\_\_ by \_\_\_\_\_  
\_\_\_\_\_ by \_\_\_\_\_

**WATER SERVICE CHARGES BEGIN UPON CONNECTION BEING APPROVED  
BY OUR INSPECTOR**

Seneca County Water District #1

By: \_\_\_\_\_ Dated: \_\_\_\_\_