

Request for Sewer Discontinuance

I. Procedure for Sewer Discontinuance

1. *When residents leave their residence for two or more months, they must give a 10-day advance notice to the City Clerk/Financial Officer in order to eliminate a minimum charge for sewer. A form, provided by the clerk's office, must be filled out in order to discontinue service. If sewer usage is reported, based on the resident's galaxy meter, the resident will be charged for such usage upon returning. **Residents are responsible for notifying City Hall upon returning.***
2. *If unit is not occupied. (The owner of a property receiving sewer service shall be responsible for the applicable monthly rates and charges, whether or not the house is occupied or vacant, unless a form, provided by the City Clerk's office is filled out prior to discontinue.) See "1" above.*

Request for Garbage Discontinuance

8.14.175 Discontinuance of service by resident/owner.

A. Discontinuance: When residents leave their residence for two or more months, they must give a ten day notice to the City Clerk/Financial Officer. A form, provided by the Clerk's office, must be filled out in order to discontinue service.

B. Resumption of Service: Upon returning, a resident must notify City Hall to resume garbage service and monthly garbage fees will then resume.

C. Billing and charges: Whenever a resident's water and/or sewer service has been discontinued for non-payment of bill, garbage service will still apply and monthly garbage fees will remain in effect.

For purposes of this section, the owner of the property receiving garbage service shall be responsible for the applicable monthly rates and charges, whether or not the house is occupied or vacant.

Date: _____ Account Number: _____

Name: _____

Address: _____

City/State/Zip Code: _____

Phone Number: _____

Departure Date: _____ Return Date: _____

Emergency Contact Person: _____

Contact's Phone Number: _____