

1. Applicant Information and Service Location:

Applicant:

Print Name

Company Name

Office Phone Number

Cell Phone Number

The undersigned hereby makes application for service from the Springfield Water and Sewer Commission at the named premises. The undersigned will assume all expenses of the tap, pipe, and other appurtenances in accordance with the schedule of rates and charges as adopted by the Springfield Water and Sewer Commission. Water use and supply, and sewer Use, are subject at all times to the Rules and Regulations established by the Springfield Water and Sewer Commission.

If Applicant is not Owner, Owner's authorization is required.

Applicant's Signature:

Date:

Service Address:

Address and Parcel Code (if available)

City

Owner:

Print Name

Phone Number

Billing Address

City, State

Zip

It is the sole responsibility of the Applicant/Owner to ensure that all Springfield Water and Sewer Commission Rules and Regulations, service materials, state plumbing code, and building and public health rules are satisfied.

Check one of the following:

- Proposed ADU water/sewer connection within SWSC's inspection jurisdiction. (Complete remainder of application.)
- Proposed ADU water/sewer connection within plumbing jurisdiction. (Stop here and submit to SWSC, no further approval required.)

2. ADU Submittals:

- Plot Plan Deed ADU Approval Documents issued by Governing Municipality
- Building # Issuance Slip

3. ADU Water Service: Check all that apply

- Request to Reuse Existing Water Service Line
(Only one Commission furnished water meter per service)

New Service: For Existing Single Family Residence New Separate Service for ADU

Water Service Size: 1" 1 ½" 2"



Application for ADU Water and Sewer Services

Rev. April 9, 2026

4. ADU Sewer Service: Check all that apply No Sewer Service Requested _____
(septic system or sewer service exists) describe reason

New Service: To Existing Single family residence
 New Separate Service for ADU

Sewer Service Size: 6" minimum requirement for new separate service only

5. ADU Plan Required: Include lot layout, ADU building location, proposed ADU water and sewer service locations.

Plan Submitted _____

6. Construction Work for New Services to ADU to be performed by:

For water and sewer services having new connections to the water and sewer main.

It is the responsibility of the service installer to secure all required roadway occupancy permits from governing municipality.

SWSC Approved Contractor Name

Phone Number

7. ADU Construction Work for Extension from Main House to ADU to be performed by:

For water and sewer services to be extended from the main house to the ADU

It is the responsibility of the service installer to secure all required roadway occupancy permits from governing municipality.

Contractor Name

Phone Number

8. ADU Fees:

a. Application Fees -

Water	Sewer
(Required) per parcel <input type="checkbox"/> Single family: \$50	<input type="checkbox"/> Single family: \$50

NOTE – Application fee will be waived for service connections within plumbing jurisdiction only.

TOTAL APPLICATION FEES \$ _____

Application Received By:

Employee Name / Signature

Payment Confirmation #: _____