Submit Completed Worksheet To: WATER ONLY SEWER ONLY
HOWARD COUNTY, MARYLAND WATER AND SEWER
DEPARTMENT OF PUBLIC WORKS (For 1” or smaller WHC, 4” or 6” SHC ONLY)
BUREAU OF UTILITIES
8270 OLD MONTGOMERY ROAD
COLUMBIA, MARYLAND 21045

Howard County Water/Sewer House Connection Worksheet

Property Owner Information:

Name: ________________________________
Mailing Address: ________________________________
City: __________________ State: ___________ Zip: ___________
Telephone: Daytime ___________ Home ___________ Cell: ___________

Property To Be Served Information:

☐ Residential ☐ Commercial
Subdivision Name: ________________________________ ☐ New ☐ Existing
Contract Number(s) Water ___________ Sewer ___________
Water Zone: ___________ Sewer Zone: ___________
Address: ___________________________ City: ___________ Zip: ___________
☐ County Road ☐ State Road State Road Permit Required? ☐ Yes ☐ No

Contact Person for Property Owner, If Different From Above:

Name: ___________________________ Telephone: ___________________________

Utility Contractor Information:

Name of Company: ___________________________
Telephone (24/7 Number): ___________________________ Contact Person: ___________________________
Address: ___________________________
City: __________________ State: ___________ Zip: ___________
Copy of Howard County On-Site Utility Contractor License Attached: ___________________________
Copy of Detailed Cost Estimate of Utility Contractor Attached: ___________________________
If State Road, Name and Phone of State Certified Traffic Control Manager: ___________________________

Surety Information

Cash surety equal to 10% of the estimated construction cost, or $1500, whichever is greater, shall be deposited with the Howard County Director of Finance to be used by the County for repair/ replacement of any work found to be defective. The surety shall be held for a period of 120 days following final inspection and acceptance of the work (including any final paving). The County will refund the surety in total if no defects are found, and a Contractor’s Release or Waiver of Liens, including all subcontractors, shall be provided by the property owner prior to the release of the surety. In the event defects in the work are discovered and the Property Owner or his Utility Contractor does not correct the defect in a timely fashion, the County shall have the right to use the surety funds to pay for any and all repairs to correct the defect to its satisfaction, and it shall retain the right to have all available remedies at law and equity to collect additional funds as necessary.
Estimated Cost of Utility Contractor’s Work in County Right-of-Way, from approved Utility contractor estimate, Including Paving:
$___________________ X 10% or $1,500 Surety, whichever is greater: $____________

Inspection Fee: $________ 300.00

$150.00 State Road Administration Fee, if applicable: $________

Total Fees: $____________

SERVICE INFORMATION
1. Size of Service Desired: Water_______Sewer_______
2. Easement Required Yes ☐ No ☐
3. Water service Curb stop_______Meter Vault _____
4. Size of Water Meter Required: ______________
5. Does this residence have a basement? Yes ☐ No ☐
6. Sewer connection: Pressure_____ Gravity_______
7. The grades for the sewer connection to be constructed under this Application have been verified, and the sewer connection is correct for this property:
Minimum elevation required at property line: ____________________________
Verified By: _____________________________________________________________________________(Signature of Plumber)

PLUMBER INFORMATION:
Name of Company: _________________________________________________________________
Telephone: ______________________________ Contact Person: ________________________________
Address: ______________________________________ City: __________________ Zip: __________

ADDITIONAL COMMENTS / INFORMATION: ________________________________________
___________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
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____________________________________________________________________________________
1. This Worksheet must be signed by the property owner.

2. The connection(s) to the public water and/or sewer line must be constructed, and a private utility contractor will be doing the construction, therefore the following is required:

   a. A copy of the applicable construction drawing(s) showing the location of the proposed connection(s) must be submitted with this Worksheet.

   b. Your private plumber must confirm that the grades for the sewer connection have been verified, and that the sewer connection constructed under this Worksheet is technically correct for this property and its use. This verification is made by way of the plumber’s signature in Section B of this Worksheet under Service Information.

   c. When this Worksheet has been reviewed by the Bureau of Utilities and all information provided for the connection(s) is found to be acceptable, the Inspection Fee, Administrative Fee (if required), and the Surety Percentage must be paid.

   d. When the Fees have been paid, you will receive a copy of the approved Worksheet. This Worksheet must be returned to the Department of Inspections, Licenses, and Permits in order to obtain a Water and Sewer Service Application. The private utility contractor must contact the DPW Construction Inspection Division at 410-313-1800 at least five (5) working days before starting work. The work shall be accomplished under the inspection of the Construction Inspection Division (CID). By signing this Worksheet, Property Owner agrees to pay for all such inspection charges.

3. The applicant will notify the Construction Inspection Division (CID), seventy-two (72) hours prior to the request for a Use and Occupancy Permit, if applicable, so that an inspection of the service connection(s) can be made.

SIGNATURES:

Owner

Date

Reviewed for Approval:

Inspector, Bureau of Utilities

Date

Operations Supervisor, Bureau of Utilities

Date

Operations Manager, Bureau of Utilities

Date

Distribution:

DPZ
DILP
Utilities
Applicant
File
HOWARD COUNTY WATER AND SEWER HOUSE SERVICE LOCATION REQUEST (To avoid processing and construction delays provide all requested information)

LOCATION OF WORK:
Lot No._______ Block______ Subdivision ____________________________ Permit Number ______
Building Address (House No., Street) ____________________________ Zip: __________________

INSTRUCTIONS TO THE APPLICANT:
1. Select the property sketch below that best describes the property to be served.

2. Show a minimum of two dimensions from permanent structures to the proposed connections at the property line. Examples of permanent structures are: Telephone Poles (show numbers), Fire Hydrants, Manhole Covers, Existing Building Corner, Etc. In no event will dimensions greater than 100’ be accepted.

   Dimensions from property corners will not be accepted. Show North arrow, street names, distance to closest intersecting street; existing driveways, Etc.

3. Length of Water Service Pipe
   Please indicate the estimated length (in feet) of water (private pipe on property) to be installed from the water service connection at the property line to the house/building. (Calculate the distance following the actual route the pipe will be laid.)
   Note: Inaccurate measurement may delay meter installation and result in a costly meter house conversion.

   Please ensure the distance measurement is accurate. If estimated water service length is OVER 200 feet, an OUTSIDE METER SETTING is required.

SCHEDULING INFORMATION:

1. Are the requested connections to serve an existing structure? YES ☐ NO ☐

2. If yes, are the requested connections to relieve a failing well or septic tank? YES ☐ NO ☐

3. If the requested connections are to serve a proposed structure, what is the anticipated occupancy date? DATE: __________

I understand that the requested connection(s) will be constructed in the location selected. In the event the connection(s) cannot provide satisfactory service, I agree to pay the costs associated with disconnection and abandonment of the first connection and installation of the second.

OWNER/AGENT SIGNATURE

OWNER/AGENT NAME (PRINTED)

PHONE NUMBER

LOCATION SKETCH (SAMPLE SKETCH ON NEXT PAGE)