

**Submit Completed Worksheet To:**  
**HOWARD COUNTY, MARYLAND**  
**DEPARTMENT OF PUBLIC WORKS**  
**BUREAU OF UTILITIES**  
**8270 OLD MONTGOMERY ROAD**  
**COLUMBIA, MARYLAND 21045**



**WATER ONLY      SEWER ONLY**  
**WATER AND SEWER**  
**(For 1" or smaller WHC, 4" or 6" SHC ONLY)**

<b>APPLICATION #</b> _____
<b>SURETY #</b> _____

**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.



**INSTRUCTIONS AND CONDITIONS OF ACCEPTANCE**

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) \_\_\_\_\_  
 City \_\_\_\_\_ 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 .

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

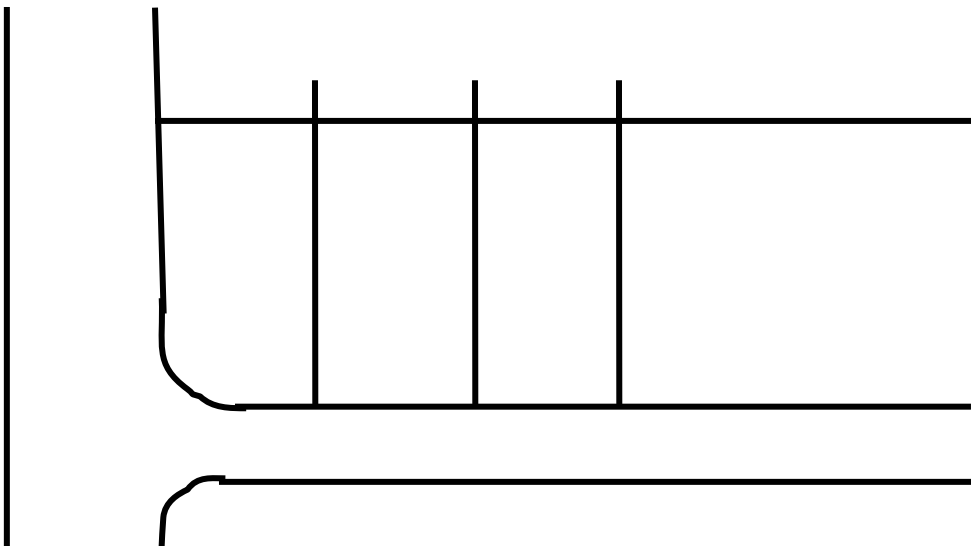
\_\_\_\_\_  
 OWNER/AGENT NAME (PRINTED)

\_\_\_\_\_  
 PHONE NUMBER

**SCHEDULING INFORMATION:**

**LOCATION SKETCH**

(SAMPLE SKETCH ON NEXT PAGE)



# SAMPLE SKETCH

