

LOS ALAMOS COMMUNITY SERVICES DISTRICT

SERVICE REQUEST INFORMATION SHEET

In order to assist the Los Alamos Community Services District in understanding the exact nature of your water and/or sewer service needs, please provide the information requested below. This information will enable the District to determine the specific procedures that apply to the type of service requested, the applications that will need to be submitted and the applicable fees.

If insufficient room is provided below for any of your answers, please attach additional sheets of paper as necessary. In addition, when submitting the completed Service Request Information Sheet to the District, please provide copies of any available maps and/or other documents that may be helpful to the District in understanding the property's requirements for water and/or sewer service.

Date: _____

Street address or other description of the property requiring service:

Describe existing improvements:

Describe existing uses:

Describe proposed new improvements or changes to existing improvements:

Describe proposed new uses and changes to existing uses:

Type of service required (check appropriate box(es)):

<input type="checkbox"/> ENLARGED WATER SERVICE: Existing meter and/or lateral connection too small to serve proposed new or modified improvements or uses; new or enlarged meter(s) and/or lateral(s) required	<input type="checkbox"/> ENLARGED SEWER SERVICE: Existing lateral connection too small to serve proposed new or modified improvements or uses; new or enlarged lateral(s) required
<input type="checkbox"/> NEW WATER SERVICE WITHOUT MAINLINE EXTENSION: Property has no existing water meter or connection; no subdivision or mainline extension required	<input type="checkbox"/> NEW SEWER SERVICE WITHOUT MAINLINE EXTENSION: Property has no existing sewer connection; no subdivision or mainline extension required
<input type="checkbox"/> NEW WATER SERVICE WITH MAINLINE EXTENSION: Property has no existing water meter or connection; mainline extension required	<input type="checkbox"/> NEW SEWER SERVICE WITH MAINLINE EXTENSION: Property has no existing sewer connection; mainline extension required
<input type="checkbox"/> NEW SUBDIVISION WATER SERVICE WITHOUT MAINLINE EXTENSION: New or enlarged service and subdivision water mains required; no mainline extension required	<input type="checkbox"/> NEW SUBDIVISION SEWER SERVICE WITHOUT MAINLINE EXTENSION: New or enlarged service and subdivision sewer mains required; no mainline extension required
<input type="checkbox"/> NEW SUBDIVISION WATER SERVICE WITH MAINLINE EXTENSION: New or enlarged service, new subdivision water mains and mainline extension required	<input type="checkbox"/> NEW SUBDIVISION SEWER SERVICE WITH MAINLINE EXTENSION: New or enlarged service, new subdivision sewer mains and mainline extension required

Please provide any additional information that may helpful to the District in understanding the property's requirements for water and/or sewer service:

Owner Information

_____ <i>(Owner's Signature)</i>	Address: _____ _____
_____ <i>(Name Printed)</i>	Phone #: _____
_____ <i>(Title)</i>	Fax #: _____