



Albemarle County Service Authority Application for Water/Sewer Service Activation

Applicant Information:

Date:

Business Name/ Resident Name:

Contact Name:

Contact Phone:

Contact E-Mail:

Service Address:

Billing Address:

Service Type:

Tax Map and Parcel:

Subdivision:

Lot Number:

Number of Stories above Water Meter:

Number of Adults (if applicable):

Number of Occupants (if applicable):

Medical Equipment that Requires Water:

Building Permit Number:

Waterline Inspection Approval Date (if applicable):

Sewerline Inspection Approval Date (if applicable):

Backflow Inspection Approval Date (if applicable):

Meter box/vault is Free of Damage and Meets ACSA Specifications: *

* The applicant shall visually inspect the water meter box/vault to ensure it is free of damage and meets the ACSA Construction Specification. This inspection shall include, but is not limited to, verification that the meter setter is centered, the meter setter is at the correct depth, the meter setter laying length is correct, the meter box/vault is free of damage, the meter box/vault is at final grade and the meter box/vault is free of mud and debris.



Connection Fee Payment Status:

Prepaid: Date:

Attached:

Mailed: Date:

Comments:

This completed form is required to request activation of water and/or sewer service. Failure to complete this form in its entirety, or obtain all require County Inspection (waterline, sewerline and backflow), will result in delayed service activation. If the ACSA is unable to install the water meter due to meter box/vault damage or non-compliance, a trip charge may be assessed.