

**Procedure for Transferring  
Electrical & Water Services  
On New Pump Station Locations**

Before Engineering will issue an Operation & Maintenance Letter (O&M letter), the contractor/developer, needs to transfer services over to the Town.

A letter, written on letterhead, needs to be written to the Town stating this intent. It is to authorize the Town to have the service transferred into their name. The letter must contain the physical address and account number designated for the site. **A separate letter is needed for each utility service provider.**

These items must be submitted to Engineering as part of the final inspection phase who will then forward it to Utilities. Once the Permit to Operate is received, Utilities will generate the paperwork necessary for Purchasing to have the services transferred into the Town's name.

The Town will not assume responsibility for payment of phone, electric, and water bills unless this procedure is followed. You are responsible for bills until the transfer is complete and will not be reimbursed if you were the reason for the delay in transfer of services.

