



City of Highland
Building and Zoning

**Utilities Connection Application
Public Works – Light and Power – Building and Zoning**

First Time City of Highland Utility Customer? Yes No **(If Answered yes Please fill out Additional Form)**

***** Will need Copy of Driver License (First Time City of Highland Customer) *****

Applicant Information

Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____

Initial Utility Billing Information

Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____

Service Address

Address: _____ City: _____ State: _____ Zip: _____

Subdivision: _____ Lot #: _____

Parcel ID Number: _____

Use of Subject Property: Residential Commercial Industrial

Associated with a Building Permit? Yes No Permit #: _____

Is the Property within Highland City Limits? Yes No



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Type of Connection(s) being requested

Water Service: Yes No Temporary Service: Yes No
Service Size: _____ Meter Location: Inside Outside

Sanitary Sewer Service: Yes No Existing private sewage? Yes No
Private sewage lies _____ to _____ (cardinal directions)

Electrical Service Residential: Yes No Temporary Service: Yes No
Service Type: Aboveground Underground (possible upcharge)
Total AMPs: 120/240 Volt Single Phase Service up to 200-Amp
 120/240 Volt Single Phase Service over 200-Amp or over 240 volt single phase service

*** The City will run a maximum of 125 feet of service from the City's connection point. For any service runs greater than 125 feet, the owner is responsible for all costs incurred by the city for runs greater than 125 feet are borne by the property owner. For redundant services, the property owner is responsible for all costs***

Actual Footage: _____

Electrical Service Commercial/ Industrial: Yes No Temporary Service: Yes No
Service Type: Aboveground Underground (possible upcharge)
 All secondary voltage three phase services 120/240 volt, 120/208 volt, 277/480 volt
 All primary voltage three phase services, 7,620; 13,200 volt and 2400/4160 volt
_____ Size of Service
_____ Conductor Size
_____ Number of Parallel Runs

Sump/Storm Sewer: Yes No

Construction of Driveway: Yes No

Declaration

I, the applicant, of the above legally described property on which the utility/service change is proposed, has provided answers to the questions herein that are true to the best of my knowledge. I have been granted permission by the property owner(s) of the above legally described property to apply for utility/service on said property. I have read and understand the aforementioned information. By virtue of my application, I do hereby declare that the appropriate City Officials responsible for the review of my application are given permission to visit and inspect the property proposed in order to ensure all City Ordinances are adhered to and all proposed improvements are installed correctly.

Applicant Signature: _____ Date: _____



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For Office Use Only

Water Size line: _____ Rate: \$ _____
Sanitary Sewer Use Type: _____ Rate: \$ _____
Electric AMP: _____ Rate: \$ _____
Payment Type Check/Cash/CC
Fee Total \$ _____
Date Paid: _____ **Received by:** _____

New Service Connection Fee Chart*

*All fees are subject to verification by the City of Highland

Potable Water***

Type of Connection	In City Rate		Out of City Rate	
	Inside Meter	Outside Meter	Inside Meter	Outside Meter
3/4 Inch Connection	\$1,000	\$1,050	\$1,200	\$1,250
1 Inch Connection	\$1,050	\$1,110	\$1,250	\$1,310
1 & 1/2 Inch Connection	\$1,500	\$2,150	\$1,700	\$2,350
2 Inch Connection	\$2,700	\$3,400	\$2,900	\$3,600
3 Inch Connection	\$3,900	\$6,750	\$4,100	\$6,950
4 Inch Connection	\$5,200	\$8,050	\$5,400	\$8,250

** For water service connections greater than 4 inch, the fee shall be determined by the City Manager or their designee. The City will furnish and install the service pipe from the main to the property line, the curb stop, box and meter.

Electric***

120/240 Volt Single Phase Service up to 200-Amp	\$375
120/240 Volt Single Phase Service over 200-Amp or over 240 volt single phase service	\$575
All secondary voltage three phase services 120/240 volt, 120/208 volt, 277/480 volt	\$825
All primary voltage three phase services, 7,620; 13,200 volt and 2400/4160 volt	\$1,000

Sanitary Sewer Connection Fees

Residential	Commercial	Industrial
\$2,551	\$2,551	\$3,912



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General Information

Water Service – The City shall provide water service to the property line from a point nearest to the water main according to City Ordinances. All material installed by the City in accordance with this contract shall remain the property of the City. All work to be done by a State of Illinois licensed plumber.

Sewer Service – All work will be done by a licensed plumber or under the supervision and subject to the approval of the Water & Sewer Distribution Division or an authorized sewer inspector, and in all respects in full compliance with the terms and provisions of the following Ordinance of the City of Highland. All excavations required for the installation of a building sewer shall be open trench work unless otherwise approved by the Water & Sewer Distribution Division. Pipe laying and backfill shall be performed in accordance with ASTM specification (C-12) except that no backfill shall be placed until the work has been inspected. In the event that backfill is placed prior to inspection, the same shall be removed immediately at the contractor's expense. The applicant for the permit shall notify the Public Works Department when the sewer is ready for inspection and connection to the public sewer. The connection shall be made under the supervision of the Water & Sewer Distribution Division.

Electrical Service – The applicant agrees that the City has the right to specify the location of where the electrical meter base is to be located and to specify the total amount of service conductor to be utilized for the project. The applicant agrees that should they desire to locate the electrical meter base in a different location than where the city requires, the applicant will be responsible for all the cost differences associated with their location versus the City's required location. All material installed by the City in accordance with this contract shall remain the property of the City. All electrical work requires a release from the electrical inspector prior to requesting connection to the City of Highland electrical services for the above location.

Sump/Storm Sewer – All material installed by the contractor/owner shall be in accordance with City regulations.

Inspection Information

Water/ Sewer Service – Contractor must notify Public Works at least 24 hours before said inspection is to take place. (618-654-6823)

Electrical Service – Contractor must notify Light and Power to submit a work order request for electrical hook-up. The department shall have at least 72 hours after work order submittal to add the project into the department job schedule. Timely completion of electrical hook-up will be dependent upon department work load, employee availability, ground conditions and weather conditions. (618-654-7511)

Sump/Storm Sewer – Contractor must notify Public Works at least 24 hours before said inspection is to take place. (618-654-6823)

Construction of Driveways – Contractor must notify Public Works at least 24 hours before said inspection is to take place. (618-654-6823)



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Utility Inspection Sheet

The following utilities have been properly installed & inspected by the appropriate entity for the City of Highland.

Utility	Signature of Department Representative	Date	
Water	_____	_____	Approve/ Fail
Sewer	_____	_____	Approve/ Fail
Electric	_____	_____	Approve/ Fail

Residential Property: _____ Commercial Property: _____ Accessory Structure: _____

Address of Inspection: _____

Permit # _____

Contractor in charge of the work: _____

Contact Information: _____

Received by: _____ Date Received: _____

APPLICATION FOR CITY OF HIGHLAND UTILITIES

TODAY'S DATE: _____

APPLICANT(S) NAME: _____ PHONE: _____

_____ PHONE: _____

LOCATION OF SERVICE: _____ MOVE IN DATE: _____

MAILING ADDRESS: _____ EMAIL _____

(if different) _____

DRIVER'S LICENSE NO. _____ DRIVER'S LICENSE NO. _____

SOCIAL SECURITY NO. _____ SOCIAL SECURITY NO. _____

DATE OF BIRTH _____ DATE OF BIRTH _____

DO YOU RENT OR OWN ? IF RENT, LANDLORD'S NAME: _____

ARE YOU CURRENTLY A CITY OF HIGHLAND UTILITY CUSTOMER? YES NO (circle one)

IF YES - DATES OF SERVICE: FROM _____ TO _____

LOCATION OF SERVICE: _____

IF NO - PREVIOUS ADDRESS: _____

PREVIOUS UTILITY SUPPLIER: _____

EMPLOYED BY: _____

name

address

phone

PLEASE LIST ANY OTHER PERSON(S) THAT ARE AUTHORIZED TO OBTAIN INFORMATION ON ACCOUNT. Name _____ Name _____

To the best of my knowledge, the above information is correct.

SIGNED _____ SIGNED _____

TO BE COMPLETED BY OFFICE

APPLICATION RECEIVED BY _____ ACCOUNT NUMBER: _____

UTILITY DEPOSIT REQUIRED? YES NO (circle one)

CREDIT LETTER RECEIVED : _____

DATE DEPOSIT RECEIVED: _____ \$ _____

VERIFY NO BAD DEBT: _____ VERIFY COPY OF DRIVER'S LICENSE: _____

COMMENTS: