



APPLICATION FOR WATER/SEWER SERVICE

Service Address: _____

Mailing/Billing Address: _____

If different from Service Address

Service Start Date: _____

Applicant's Name: _____

Date of Birth: _____ Last _____ First _____ M Initial _____
Gender: M or F Occupancy: Owner or Tenant
Cell: _____ Work: _____ Home: _____
Email: _____

Co-Applicant's Name: _____

Date of Birth: _____ Last _____ First _____ M Initial _____
Gender: M or F
Cell: _____ Work: _____ Home: _____
Email: _____

Emergency Contact: _____ **Relationship:** _____ **Phone:** _____

Business Name (If Applicable): _____ **FEIN** _____

Deposit Information

To guarantee payment for water &/or sewer services, a deposit per meter must be paid before services can be initiated. If you terminate your service, the deposit will be applied to your final bill. Any remaining credit balances will be refunded to you.

Customer Acknowledgement

1. I hereby request & authorize the City of Hill City to supply water &/or sewer service to the above described property until receipt of notice from me for discontinuance of the service.
2. I hereby acknowledge responsibility for payment of service billings & agree to pay promptly for said water &/or sewer service at the rates established by the City of Hill City & within the set due date.
3. I hereby agree to abide by the rules & regulations set forth by the City of Hill City applicable to water &/or sewer services.
4. I have received information explaining all due dates, service rates & fees associated with having water &/or sewer services.
5. I hereby acknowledge if my account is delinquent, the City of Hill City shall terminate my service at my cost for a disconnection fee. I realize any unpaid account balance will be submitted to a collection agency which may affect my credit. I also understand the reconnection fee is an additional charge at my cost & I may have to pay additional monies for the meter deposit.

Applicant's Signature: _____

Date: _____

Co-Applicant's Signature: _____

Date: _____

Office Use:

Account Number: _____ Driver's License Copy: Yes

Deposit Amount: \$ _____ Cash/CRCO/Check#: _____ Date: _____ BK Rcpt. # _____ RM Rcpt. #: _____

Processed by: _____
Date: _____



Stamp

Date

Received

Automatic Payment Authorization Water & Sewer Utility Billing

By completing and returning this form to our office, your monthly water/sewer utility bill will be automatically withdrawn from your bank account on the due date of each month (typically around the 11th). You will continue to receive your bill as usual, allowing you time to contact the City with any questions before your payment is processed. Once the bill cycle has been processed we are unable to stop a bill from being deducted.

Please complete this form, attach a VOIDED check and return it to City of Hill City, PO Box 395, 243 Deerfield Rd., Hill City, SD 57745. If you have any questions, please contact (605) 574-2300.

- Customer Name: _____
(As it appears on City utility bill)
- Service Street Address: _____
- Utility Account Number: _____
- Automatic Payment Start Date: _____ Phone: _____
- Email: _____

I (we) authorize the City of Hill City and the financial institution listed below to initiate electronic entry from my ☐ Checking or ☐ Savings Account (Please check one). I realize the day of the month and the amount may differ. The authorization is to remain in full force and effect until the City of Hill City has received written notification from me (or either of us) of its termination in such time and in such manner as to afford the City of Hill City, and the financial institution, a reasonable opportunity to act on it. I understand if payment is denied by my financial institution, I will be subject to additional fees.

Signature: _____ Date: _____

Name as shown on your Bank Account: _____

Financial Institution Name/Branch: _____

Routing Number: _____ Account Number: _____

Please attach a voided check

Water/Sewer Service Information

Deposits

A \$75 deposit for each meter will be due at time of starting service. Deposits will be applied to your final bill; any remaining balance will be refunded to you.

Meter Readings

Most properties are equipped with radio-read meters that are read by the City around the first of every month. There is no need for you to submit meter readings, however it is important to take note of your monthly consumption as shown on your bill. If you suspect a leak, please notify us immediately.

Water/Sewer Bills

Bills are generated on, or before, the 23rd of each month, for the prior month's water/sewer usage. Payments are DUE by the 11th of each month (Ordinance 8.10.00) or the following business day if the 11th falls on a weekend or holiday. A 10% late fee is charged to any account that is past due.

Payments can be submitted by any of the following methods:

- **Auto Pay with a checking or savings account:** A separate form must be completed.
- **Mail to:** City of Hill City, PO Box 395, Hill City, SD 57745
- **Drop box:** City Utility drop box located in the Post Office parking lot.
- **In person:** City Hall, 243 Deerfield Rd., Hill City, SD 57745
- **Credit card:** www.hillcitysd.com / City Government / Click & Pay or call (605) 574-2300

Note: A 3% fee (or \$1.00 if charge is less than \$33) is applied to all credit card charges.

Delinquent Accounts

Accounts not paid by the 11th of each month are considered delinquent and will incur a 10% late fee. Delinquent accounts are subject to receive a termination of service notice (hand-delivered by the Pennington County Sheriff's office). Service will not be continued until the balance is paid in full. In addition, the customer will be charged a disconnection fee and a reconnection fee of \$25 each, (a total of \$50) to turn services back on. Delinquent accounts are subject to an additional \$100 security deposit. Unpaid accounts over 90 days will be submitted to collections.

Rates, Fees & Fines

Rates

Minimum of 1,000 gallons per month and each 1,000 gallons thereafter

Water usage fees	\$6.84
Water improvement fees	\$1.75
Sewer usage fees	\$11.00
Sewer improvement fees	\$1.00
	<hr/>
	\$20.59

To calculate your bill: # of gallons used multiplied by .02059 (Example: 3,000 gallons x .02059 = \$61.77)

Fees

Initial tapping fees:

Residential - \$1,000 for water & \$1,000 for sewer

Commercial - \$2,000 for water & \$2,000 for sewer

Disconnection fee: \$25.00 each occurrence

Reconnection Fees: \$25.00 each occurrence

Note: When water is disconnected by our Public Works staff, a minimum monthly 'sewer' fee of \$12.00 will still be incurred. This shall apply to all properties with structures.

Leaks: - Leak related disconnect/reconnects will incur just one charge of \$25.00 for both services.

- Please notify City staff as soon as any leaks are discovered and/or repaired.

Fines

Violations during times of watering restrictions is \$100.00 per occurrence.

Tampering, removing, failure to install water meter is \$100.00 per occurrence.

Updated as of 10/20/2020

For more detailed information see Hill City Municipal Code, Title 8: Water and Sewer

<https://www.hillcitysd.com/city-government/municipal-code>



Community Notification Registration Now Available!

FREE SERVICE

CodeRED is a **FREE** service which provides community phone, text and email alerts of important information that may affect households and businesses within the City of Hill City.

FREE REGISTRATION

To ensure you receive notifications, please register your contact information at www.hillcitysd.org, navigate to the government tab and select **CodeRED** in the drop down menu. **CodeRED** is also available on your smart phone. Just navigate to the app store and download **CodeRED**.

HOW IT WORKS

The **CodeRED** system is used to send critical communication to registered participants concerning water service disruptions, weather alerts and other community happenings. Those registered will be sent a voice, text or an email message whenever there is an alert issued by the City of Hill City.

WHO SHOULD REGISTER?

Everyone should register for **CodeRED** alerts. Renters, property owners, business owners, property managers, relatives, caregivers - ANYONE!



HILL CITY

HEART OF THE BLACK HILLS™

It is important for residents and businesses to take advantage of the **CodeRED** emergency warning system offered by the City of Hill City. For more information or assistance on how to register, contact City Hall at (605) 574-2300