



UTILITY TAP REQUEST APPLICATION (GENERAL INFORMATION)

1. **INSTALLATION ADDRESS** is required for application review. This address must be the physical address used for emergency services. If the application is for new construction and an address has not been obtained, please contact the City of Ada GIS/Environmental Services Division at (580)436-6300x254. **Submit the Utility Connection Application once an Address has been obtained.**
2. **CONTACT INFORMATION** - Provide Owner(s) contact information. If a contractor/plumber or other entity is filling out the Utility Connection Application on behalf of the owner(s), provide the contractor/plumber contact information in addition to the owner(s) contact information.
3. **SERVICE LINE CONNECTIONS** - For service line connections with meters two inch or smaller fill out the corresponding water and sewer tap information. Provide information for both water and sewer even if you are only requesting one service. (e.g. if your requesting water service, indicate whether there is an existing sewer tap or septic system and vice versa)
 - If applying for new water or sewer service indicate type, classification, and tap/meter size.
 - If request is for water service and a new septic or aerobic system will serve the premises, ODEQ approval will need to be submitted with utility connection application.
 - If request is for water service outside City limits, meter will be placed on the same side of the County Road as the waterline. Contact Public Works to determine which side of the road the waterline is on. Contact your county commissioner for a County bore permit and provide proof of approval and payment with Utility Connection Application if service will need to cross county road.
 - For fire protection, please select Fire Hydrant or Fire Line as needed. If the fire hydrant or fire line are included as part of a main line extension and do not require a separate tap, this section does not need to be filled out.
4. **MAIN LINE CONNECTIONS** - For residential subdivisions and commercial developments that require large main line extensions and/or master meters larger than 2", fill out the information for water and sewer line extensions. Indicate the size and number of connections along with the project name.
 - Plans for mainline extension will need to be reviewed and approved by the City of Ada. If mainlines will be dedicated to the City of Ada, ODEQ approval is also required.
 - For public line extensions a copy of the easements, showing they have been recorded at the county clerk's office, must be provided with the Utility Connection Request Application. (Unless provided in a plat or located in ROW)
5. **BULK WATER** - you can contact the City of Ada Utilities Department to request access to the bulk water station located at 220 W 7th St. or apply for a Fire Hydrant Meter. (Proposed fire hydrant must be indicated on location map and approval is not guaranteed due to the possibility of low pressure or flow)
6. **DESCRIPTION** - Provide additional Comments/Information if needed.
7. **OUTSIDE CITY LIMITS** - A pre-annexation agreement is required for all applications outside city limits.
8. **CITY OF ADA MUST REVIEW AND APPROVE APPLICATION PRIOR TO SIGNATURE OF UTILITY AGREEMENT. OWNER(S) SHALL CHECK THE SITE-SPECIFIC REQUIREMENTS THAT MAY APPLY ON THE APPROVAL PAGE AND MUST SIGN A UTILITY AGREEMENT PRIOR TO CONNECTION.**

UTILITY TAP REQUEST APPLICATION (CHECKLIST)

All information must be provided for review and approval. City of Ada will not begin full review until all information and additional documents, if required, are provided. If information or additional documents are missing the City of Ada will contact the Applicant(s) to inform them which information or documents are required to continue review.

- Installation Address
- Owner(s) information
- Connection information
- ODEQ Approval (septic/aerobic service only)
- Pre-Annexation Agreement (if outside City Limits)
- County Bore Permit (crossing county road only)
- ODEQ Permit (public water and sewer line extensions only)