CITY OF PORT ST. JOE, FLORIDA

305 Cecil G. Costin, Sr. Blvd.
P.O. Box 278
Port St. Joe, FL 32456
www.cityofportstjoe.com

Phone 850-229-8261 Fax 850-227-7522

APPLICATION FOR WATER, SEWER, GARBAGE SERVICE

SERVICE START DATE: _____

NAME: _____ PHONE #: _____

EMAIL ADDRESS: _____

OTHER CONTACT (Family/Friend) _____ PHONE #: _____

NEW SERVICE ADDRESS: _____

_____

BILLING ADDRESS: _____

_____

OWNER: ☐ YES ☐ NO **RENTER ONLY: LANDLORD NAME:** _____

LANDLORD PHONE: _____

*** IS THIS ADDRESS GOING TO BE USED AS A SHORT-TERM/VACATION RENTAL? ☐ YES ☐ NO

IF YES, PLEASE INQUIRE ON LICENSE AND ZONING REQUIREMENTS BEFORE START OF SERVICE

HAVE YOU USED WATER SERVICE IN THE CITY/COUNTY IN THE PAST? ☐ YES ☐ NO

IF YES UNDER WHAT NAME AND ADDRESS: _____

PLACE OF EMPLOYMENT: _____

HOW LONG: _____ SUPERVISOR NAME: _____

SOCIAL SECURITY NUMBER/EIN: _____

DRIVER'S LICENSE NUMBER: _____
(A COPY OF DRIVER'S LICENSE IS REQUIRED AND/OR SOME TYPE OF IDENTIFICATION WITH PHOTO)

**** There will be a 3% fee for any payments made by credit card.****

If bill is not paid by the 10th of the month by 5:00 PM, a $10.00 late fee will be added to the delinquent bill. If payment is not received by the 20th of the month by 5:00 PM, a fee of $35.00 will automatically be charged and service disconnected.

Service will be connected once customer is reviewed and found to be in good standing with the City of Port St. Joe. If a past due balance is owed, service WILL NOT be connected until the outstanding debt is satisfied.

I have read the above statement and fully understand my responsibility as a customer of the system.

Applicant Signature _____ Date: _____

Return completed applications to City Hall in person, by mail or email: vkennington@psj.fl.gov tmiller@psj.fl.gov ebrown@psj.fl.gov

FOR OFFICE USE ONLY:

Customer Account #: _____ [ ] Service Order [ ] Grinder Pump

Customer I.D.: _____ [ ] Deposit [ ] Impact Fees Financed

Receipt Number _____ [ ] Trash [ ] Scanned

IMPORTANT INFORMATION
FOR GRINDER PUMP OWNERS

PLEASE READ CAREFULLY
AND FOLLOW INSTRUCTIONS

You have or you are about to have a sewer system known as a low-pressure force main with a grinder pump. This is a very reliable system as long as a few simple precautions are taken.

Wastewater from your house empties into a tank buried in the ground. There is a pump inside the tank that grinds up human wastes and pumps it under pressure to the street into a larger pipe that takes it to the wastewater treatment plant.

There are certain objects that cannot be flushed through the system and more importantly through the grinder pump. Those objects are **GREASE,** glass, metal including razor blades, plastics such as toys and utensils, sanitary napkins or tampons, **GREASE,** seafood shells, fish scales, diapers, **GREASE,** rags, clothing of any kind, and **GREASE.** In addition, you must **NEVER** introduce explosives, flammable material, oil, strong chemicals to include strong household chemicals, or gasoline.

Any of these materials may cause the pump to fail and it may not be covered under warranty. Grease is the biggest culprit because it is so easy to pour a little down the drain and think nothing of it. Grease sticks to the float switches, hardens and does not allow the pump to cycle. This will cause your system backup and cost you to have it cleaned and put back into service.

During temporary power outages, be aware that your pump will not operate. There should be enough reserve in the tank for adequate toilet flushing but you should refrain from other water needs until power is restored.

If you have any questions concerning the operation and maintenance of your grinder pump, please call the City of Port St. Joe, Public Works Department at (850) 229-8247.

Customer: _____ Date: _____
Please Print

Address: _____

Signature: _____

CITY OF PORT ST. JOE
AUTOMATIC BANK DRAFT AUTHORIZATION

Name:_____ **Utility Account#**_____

Service Address_____ **Phone Number**_____

Financial Institution Information

Bank:_____

Bank Account Number:_____

Routing Number:_____

PLEASE VERIFY WITH YOUR FINANCIAL INSTITUION FOR THE CORRECT ACCOUNT NUMBER TO BE USED FOR ACH TRANSACTIONS, AS IT MAY BE DIFFERENT FROM YOUR REGULAR CHECKING ACCOUNT OR MEMBER ACCOUNT NUMBER.

I authorize the above named financial institution to charge my account the amount of any City of Port St. Joe utility bill and to make the deduction payable to the order of the City of Port St. Joe. In making this authorization I agree that each payment shall be the same as if it were an instrument personally signed by me. I understand that the draft date shall be at least 7 days after the billing date. This authority is to remain in effect until revoked by either of the undersigned in writing with a 30-day notice or until the referenced utility account is closed. I also understand that both the financial institution and the City of Port St. Joe reserve the right to terminate this payment plan, or my participation within, at anytime.

Signature_____ **Date:**_____
(as it appears on bank Acct)

**********ATTACH VOIDED CHECK **********

CITY OF PORT ST. JOE SEWER SIMPLEX GRINDER PUMP INSTALLATION AND MAINTENANCE AGREEMENT

This Agreement entered into by and between the City of Port St. Joe, (herein "provider") and _____ (herein "owner"), each in consideration of the terms contained herein and both of whom hereby acknowledge, do agree as follows:

Early initiative sewer connection program (check one) - ■ Yes ☐ No

1. The provider agrees to make a grinder pump available to new and existing homes where there is existing sewer service for the terms and conditions stated herein. Simultaneously with the execution of this agreement, the owner shall pay the following charges:

a. Tap Fee - $_____
b. Grinder Pump - $_____
c. Recording Fee - $_____
d. Modeling Fee- $_____

Total Due - $_____

2. The parties agree that any litigation resulting from default or other breach of this agreement venue shall lie in Gulf County, Florida.

3. This agreement shall be binding upon the heirs, successors and assigns of the parties hereto and the owner agrees that this agreement shall be disclosed to any prospective purchaser or successor in interest to the owner.

4. The owner represents that the property description and parcel number provided herein coincides with the property where grinder is installed.

5. The provider will furnish the sewage pump or grinder pump required for the owner's connection to the force main. The owner will be responsible for the connection of the dwelling unit to the sewage pump, all required or related electrical work, the sewer pump to the force main and pumping, crushing and backfilling the existing septic tank (if applicable, unless covered by an early initiative sewer connection program). The owner further agrees that the rate increases or decreases are subject to change as determined by the City of Port St. Joe Commission through approved rate study initiatives.

Customer initials _____

6. The provider will clean and service the lift station annually. All additional cleaning for removing grease buildup from the lift station due to negligence or misuse by the owner will be charged to the owner. In the event of such grease buildup, the Provider agrees to remove said buildup and there will be a separate additional charge for such service, billed on the next statement to the owner. Should the pumps need to be replaced due to negligence or misuse of the owner (such as the introduction of prohibited materials or substances) the cost of the new pump and installation costs are the responsibility of the owner. Whether the pump need to be replaced or can be economically repaired is within the sole discretion of the Director of Public Works, City of Port St. Joe, FL.

7. The provider shall not be responsible for emergency power due to power outages or for any damages to party of the second part caused as a result of power outages or other events beyond the control of the Provider.

8. The provider will provide maintenance at the time of this agreement which will cover the parts and labor for maintenance of the pump at a monthly cost of $ 5.00 per month per ERC that will be included in the monthly sewer service rate. $ 5.00 x 5.00 (number of ERCs)

9. The owner understands and agrees that the current rates and billing cycles included herein are as of the date of this agreement and may be subject to change up or down based on updates to the City of Port St. Joe's Impact and Rate Study approved by the City Commission and agrees to be bound by the terms of any such rate change.
10. The parties understand and agree that the provider shall not be responsible for the repair or replacement of any landscaping, driveways, fencing or sidewalks, damaged or removed, during any repairs or replacements made by the City and all such costs shall be the responsibility of the owner.

11. In furtherance of this provision, the owner grants a right-of-entry for the purpose of providing the service identified herein and agrees that the provider shall be held harmless from any and all liability as a result from the performance of this agreement.

12. The property, which is the subject of this installation agreement, is identified in Exhibit "A" attached hereto.

Customer Initials _____

13. Disconnection from City sewer services hereunder shall result in discontinuance of City water services to the premises if furnished by the City. In such cases where the City does not provide water services to subject property the City shall notify the County Health Department of disconnection of sanitary sewer service. The failure of the property owner to keep his/her sewer account current with the City shall result in a lien being placed against the property and the City may take such other legal action as is appropriate.

14. As part of the installation process the homeowner, unless covered by an early initiative sewer connection program, at the homeowner's expense, must supply 120/240-volt, 30 amp, 4 wire, IO gauge, electrical service with a disconnect at the grinder station control panel, (see attached diagram). A separate form is attached that the owner must complete for the purpose of installation and inspection, construction specifications are also included for the contractor.

15. The homeowner/occupant will provide, at the homeowner's/occupant's expense, the electricity to operate the grinder pump station.

16. In the event of sewage line stoppage, the homeowner/occupant must first determine that the stoppage doesn't exist in the homeowners/occupant portion of the line. Upon determination the stoppage exists in the City of Port St. Joes' portion of the line, the homeowner/occupant should contact the Public Works Department at (850) 229-8247 Monday thru Friday 7:30 am to 3:00 pm, or (850) 229-8261 for after hours service calls.

17. The homeowner/occupant MUST NOT introduce any foreign objects into the wastewater collection system through the sinks, drains, or toilets such as glass, metal, plastics such as toys and utensils, sanitary napkins or tampons, seafood shells, fish scales, diapers, rags, clothing of any kind. In addition, you must NEVER introduce explosives, flammable material, oil or grease, strong chemicals to include household chemicals, or gasoline. Introduction of foreign objects or prohibited substances, specified above and in Exhibit B, constitutes misuse or abuse of the system.

18. If the grinder pump fails due to misuse or abuse, then the homeowner/occupant will be liable for any damages including the cost of materials, labor and equipment caused by his/ her negligence. The determination of whether the grinder pump failed due to misuse or abuse is within the sole discretion of the Director of Public Works, City of Port St. Joe, FL.

19. Storm and/or surface water must not be drained into the wastewater collection system.

20. The homeowner/occupant shall not construct or allow to be constructed any type of structure (i.e., bushes, shrubs, flower beds, trees, sheds, fences, etc.), which would hamper or prevent the City of Port St. Joe from accessing the grinder pump station or control panel for routine or emergency maintenance.

Customer Initials _____

21. In no event shall the City of Port St. Joe be liable for any damages, incidental or consequential damages as a result of the installation, operations, and/or maintenance of the wastewater collection system.

22. Wastewater will not be accepted by the City of Port St. Joe until the terms of this agreement are met, the homeowner/occupant signs this document, and returns the original to the City of Port St. Joe where it will be maintained.

I have read, understand and agree to the terms and conditions of this agreement.
AGREED to this _____day of _____ 20_____

_____	_____
Witness	Provider — City of Port St. Joe, FL
_____	
Witness	
_____	_____
Witness	Owner — Printed Name
_____	_____
Witness	Owner — Signature