

PLAINVIEW WATER DISTRICT

**Procedures for Service
Disconnections**



March 2008

**Plainview Water District
Summary of Procedures for New Water Services**

SERVICE DISCONNECTION

- 1) Developer/Owner requests a service disconnection
 - a) Refer to **Exhibit A** for list of requirements
- 2) District confirms that all required information and supplemental documentation has been provided (refer to **Exhibit A**).
 - a) If incomplete, provides letter to submitter indicating what items are missing.
 - b) If complete go to 3.
- 3) Superintendent prepares a letter to the developer/owner requesting the service disconnect fee of \$100.00. (Refer to **Exhibit B** for a sample letter).
- 4) Upon receipt of payment, the District schedules and executes the service disconnection.

Exhibit A

Checklist for Service Disconnection Requests

Plainview Water District

Request for Service Disconnection Information Checklist

(which must be contained in or accompany request letter)

1. Proof of property ownership.
2. If the owner is not filing the request, a “letter of authorization” must be provided by the owner which designates and permits the second party to file for service disconnection.
3. Street address of the project
4. Nassau County tax map data (section, lot and block numbers)
5. Site plan depicting proposed removal.
6. Number and size of domestic and fire service connections to be removed.
7. Estimated date when the service disconnection is required.

Exhibit B

B.1 - Sample Response Letter to Service Disconnection
Requests

B.1 - Sample reponse letter to service disconnection requests

Date

Insert Address

re: Service Disconnection Request
Project street address
Nassau County Tax Map
Section ____, Block ____, Lot ____

Dear _____:

This letter is to advise you that the Board of Commissioners of the Plainview Water District will grant your request for disconnection of service to the above referenced parcel. It is understood that this request is for ____ -inch water service(s).

Please submit the service disconnection fee of \$_____, for ____ services at \$100.00 each, paid via certified check payable to the Plainview Water District. After submission of payment, please call (516) 931-6469 to schedule the disconnection.

If you have questions, please contact our office.

Very truly yours,
Plainview Water District

Superintendent