

CITY OF COWETA UTILITY SERVICE AGREEMENT

Please Print Clearly

Commercial Account # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Today's Date \_\_\_\_\_ Service Start Date \_\_\_\_\_ AM/PM \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_ DBA \_\_\_\_\_

SERVICE ADDRESS \_\_\_\_\_  
City State Zip Code

MAILING ADDRESS \_\_\_\_\_  
City State Zip Code

Fed I.D. / SSN # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Business Telephone Fax Number

OWN \_\_\_\_\_ RENT \_\_\_\_\_ Landlord \_\_\_\_\_  
Name (Required) Telephone #

Business Type: \_\_\_\_\_ Association \_\_\_\_\_ Corporation \_\_\_\_\_ LLC \_\_\_\_\_ Partnership \_\_\_\_\_ Sole Proprietorship

\*\*\*\*COPY OF SALES TAX PERMIT REQUIRED (if applicable) BEFORE STARTING SERVICE\*\*\*\*

\_\_\_\_\_ This is a service business. No sales tax is charged

PRINCIPAL OWNER, PARTNER OR OFFICER --- LIST ALL --- (REQUIRED)

1. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Name Title SS# Home or Cell Phone Number

Address City State Zip Code

2. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Name Title SS# Home or Cell Phone Number

Address City State Zip Code

3. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Name Title SS# Home or Cell Phone Number

Address City State Zip Code

BANK REFERENCES

Bank Name Address City State Zip Code

Officer Telephone # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Account # \_\_\_\_\_

The undersigned agrees to pay the established utility rates as set forth in the City of Coweta ordinances and agrees to abide by the regulations and policies governing said services. This agreement becomes effective upon the establishment of service. In the event of default and referral to an attorney or collection agency, I agree to pay all costs of collection including reasonable attorney's fees. **If the above business is an LLC or corporation, I personally guarantee payment in full of all amounts incurred on behalf of the business, and agree to be personally liable for any utility account indebtedness incurred.**

Authorized Signature Title Print Name Date

DEPOSIT AMOUNT: Owners - \$50.00 Renters - \$100.00

PLANNING / PERMIT DEPARTMENT

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

SEWER INSPECTION FEE  
AGREEMENT AND WAIVER

Sewer pop-off valve: A device that prevents the sewer from backing up inside a building/residence in the event of a sewer line blockage on a city main or a personal sewer line.

The City of Coweta ("City"), a municipal corporation, and \_\_\_\_\_, an individual utility customer of the City of Coweta, hereby agree as follows:

INITIAL ONE:

\_\_\_\_\_ YES

The City is authorized to inspect the sewer clean-out/pop-off valve at my residence and to install a sewer "pop-off" valve if one is not in place. In exchange for this service, I agree I will be billed a one-time fee of \$30.00 to be assessed to my utility account. I further understand the City has a continuing right to inspect the valve and that I have a duty to ensure that the pop-off valve is not removed or obstructed in any way. The installation of said device does not include the cost associated with the installing of a sanitary sewer clean-out line to tie into the service line. If a clean-out is not readily available on the service line, the property owner will be required to install the clean-out at the property owner's expense, prior to the City installing a pop-off valve. I further understand that this service is being offered by the City to diminish the possibility of sewage overflow within my residence and I acknowledge the City is (A) not admitting or assuming any maintenance or ownership of the pop-off valve and/or (B) not admitting or assuming any liability for any sanitary sewer overflow that may occur.

\_\_\_\_\_ NO

I do not agree to allow the City to either inspect the sewer clean-out/pop-off valve at my residence and do not agree to be assessed any amount. I understand that all liability associated with the clean-out/pop-off valve, and possible damage to my residence/property as a result of sewage backups and overflows, is entirely my responsibility. I further agree that any claim for damage I or the resident(s) of this address may have is limited to \$30.00, and that the City is not an insurer against any loss I may suffer. By signing this agreement, I limit any damage claim I or my family may have for property damage, personal injury, or inconvenience as a result for a sewer backup or overflow on my property.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Physical Address

\_\_\_\_\_  
Utility Customer

\_\_\_\_\_  
Witness

# COWETA PUBLIC WORKS AUTHORITY

I understand my utility bill is due on or before the 20<sup>th</sup> of each month if my account number begins with 01, 06, 08, 09, 10, 12, 13, or 14. (Zone # 1)

I understand my utility bill is due on or before the 5<sup>th</sup> of each month if my account number begins with 02, 03, 04, 05, 07, 11, 15, 16, 17, or 18. (Zone # 4)

Failure to receive a utility bill through the mail is NOT a valid reason for non-payment.

I understand that charges for water and sewer are based on usage at rates approved by The City Council, however a minimum bill will be charged each month for water, sewer, trash, and ambulance service until your account has been finalized.

I understand that my services will be disconnected 5-15 days after my account becomes delinquent.

\_\_\_\_\_ YES, I have been given a NEW CUSTOMER NOTICE.

\_\_\_\_\_  
CUSTOMER

\_\_\_\_\_  
DATE



## **NEW CUSTOMER NOTICE**

We welcome you as a customer of the Coweta Public Works Authority and would like to acquaint you with the policies and procedures of the utility Department.

1. Office hours are 8 am to 5 pm, Monday through Friday. After hours, follow instructions on the telephone recording.
2. Utility bills may be paid at City Hall (310 S Broadway) during normal business hours. Acceptable forms of payment are: cash, check, money order, bank draft, Visa, MasterCard. For your convenience a night depository is located to the left of the front doors. Please do **not** leave cash in the night depository. Local banks will accept payment up to your due date. Payment may be made online through our website at [www.cityofcoweta-ok.gov](http://www.cityofcoweta-ok.gov). There is a link at the bottom of the home page that states pay utility bills online.
3. Bills are mailed monthly according to your billing cycle. A 10% penalty will be added to any account paid after the due date. If the due date falls on a weekend or holiday, please use our night depository to prevent the added late fee since all payments from the night box are posted to accounts BEFORE penalties are added.
4. Failure to receive a utility bill through the mail is not a valid reason for non-payment. If you do not receive a bill, please contact City Hall offices as soon as possible.
5. If your utility account number begins with 01, 06, 08, 09, 10, 12, 13, or 14 (Zone #1), your bill is due **on or before the 20<sup>th</sup>** of each month. If your utility account number begins with 02, 03, 04, 05, 07, 11, 15, 16, 17, or 18 (Zone #4), your bill is due **on or before the 5<sup>th</sup>** of each month.

### **WATER SERVICE:**

1. If new service is being started or restoration of service is being requested, hours of connection are as follows: deposit or payment made before noon can be connected between the hours of 1pm and 4pm that same day. Deposit or payment made after noon can be connected between the hours of 8am and 11am the following business day.
2. Water and sewer charges are based on usage at rates approved by the City Council. **You will be charged a minimum bill for water, sewer, trash, and ambulance services each month until your account has been finalized.**
3. If service is disconnected for non-payment the following charges are applicable:
  - a. \$10.00 Default payment fee
  - b. \$25.00 Disconnection fee
  - c. \$100.00 Tampering fee, if customer turns a water meter back on that has been disconnected due to non-payment.
4. If you are moving and need to transfer service from one location to another within our service area, a transfer fee of \$25.00 will be added to your utility account.
5. A \$23.00 charge will be added to all returned checks.
6. If you have an account that goes to collections, a 35% collection fee will be added to the amount owed.

### **TRASH SERVICE:**

Residential trash should be bagged and set at the curb by 7am on your designated pick up day. Please note the attached map and collection information sheet for more details. There is a limit of 14 bags (33 gallon) per pick up day. Bulk trash pickups are available on Wednesdays only and can be requested by calling the City Hall offices at (918) 486-2189.



POST OFFICE BOX 850 • COWETA, OKLAHOMA 74429 • PH. (918) 486-2189 • FAX (918) 486-5366 • [www.cityofcoweta-ok.gov](http://www.cityofcoweta-ok.gov)

## CITY OF COWETA RESIDENTAL SOLID WASTE COLLECTION INFORMATION

With a few exceptions the following is a general guide of when trash is picked up:

West of Hwy 51/Broadway will be picked up on Tuesdays

East of Hwy 51/Broadway will be picked up on Thursdays

If a **holiday** occurs on your pickup day, the pickup will be on **Wednesday** of that same week.

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In order to provide efficient and timely pickup we ask that the following regulations be observed:

**BAGS ARE REQUIRED:** All solid waste must be placed in trash bags with a capacity of 33 gallons or less and tied shut, even if it is placed in a trash can. If the waste is not in plastic trash bags, sanitation personnel are not required to pick it up.

**COLLECTION TIME:** All items to be picked up must be placed at the curb by 7:00 a.m. on the regular collection day. Do not place trash out more than 24 hours prior to your scheduled collection date. The exact time of collection depends on the volume of trash placed out and the number of crews picking up trash that day, so pick up times can vary on any given day. There is no solid waste pick up service on holidays observed by the City of Coweta.

**HOUSEHOLD WASTE:** Limit of fourteen (14) 33 gallon bags of waste, per household, per pickup day. Loose items in a trash can, or on the ground, will not be picked up. All tree limbs, brush, and lumber must be cut in four foot lengths and tied into one (1) foot diameter bundles. Limbs larger than two (2) feet in diameter will require a bulk pick up for an additional fee. Large items that do not meet the criteria above must be scheduled for a bulk pickup for an additional fee.

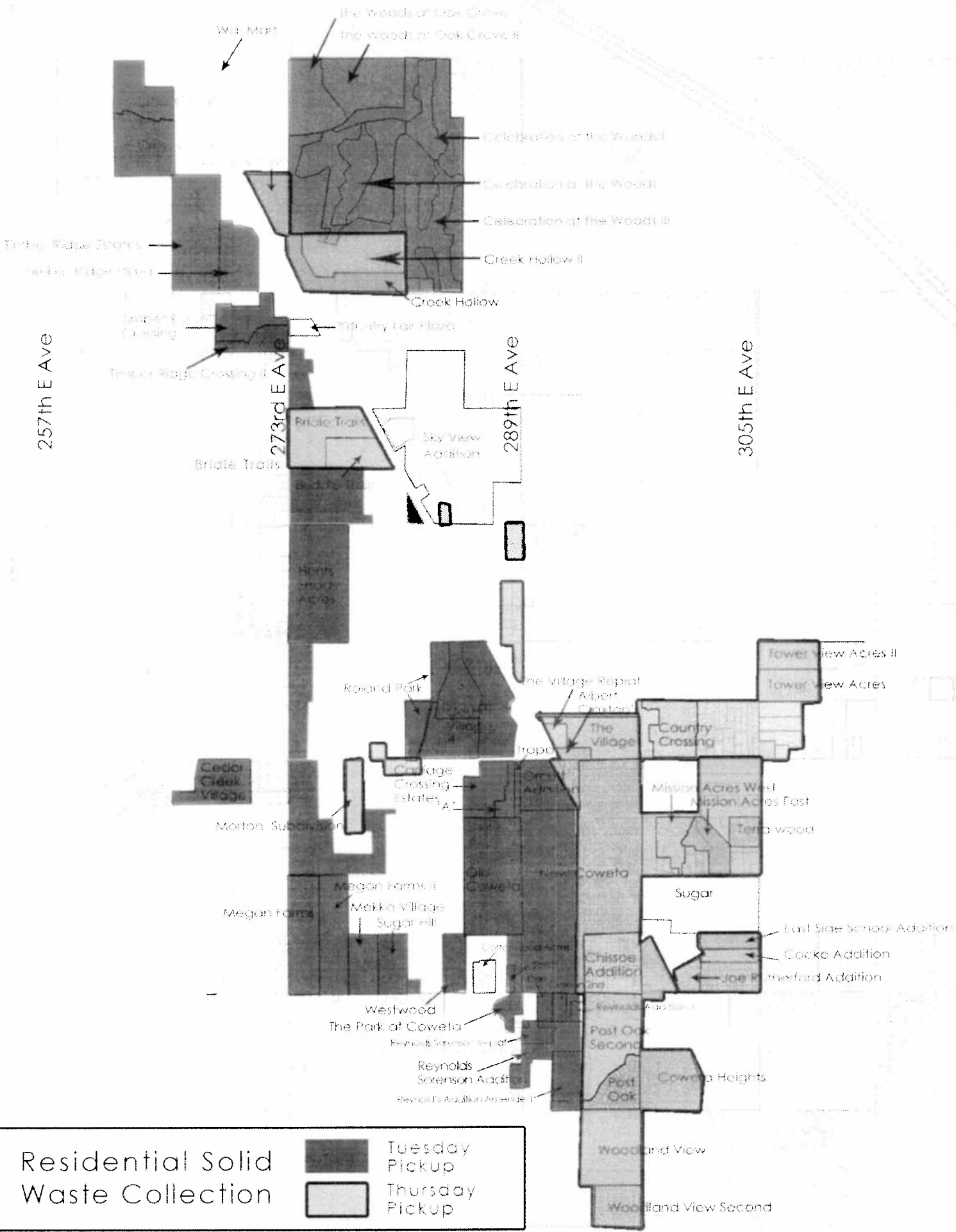
**BULK WASTE COLLECTION:** Bulk trash is picked up on Wednesdays. To schedule a bulk trash pickup you must call (918) 486-2189 by 5:00 p.m. on Tuesday. Items must be placed at the curb by 7:00 a.m. Items that will be picked up include general household furniture and appliances (refrigerators must have Freon removed from a certified vendor) and water heaters. Fees for bulk pick up are \$5.00 per item, \$15.00 per pick up load, and/or \$50.00 per dump truck load. Please contact (918) 486-2189 if there are questions about items needing to be picked up.



**ITEMS NOT COLLECTED:** Hazardous waste of any kind which can include but is not limited to: oil, gas or diesel fuels, car batteries, tires, medical waste, paint, roofing material, remodeling materials, bags of dirt, rocks and/or concrete, or any other substance or item deemed hazardous by the City of Coweta.

If you have problems with dogs or cats bothering your garbage, please contact Animal Control Officer at (918) 486-2121. Residents are responsible to clean up any messes made by animals which occur near your property.

We appreciate your cooperation. If you have any questions or comments, please contact the Coweta Public Works Authority at (918) 486-8073 or (918) 486-5907.

**\*\*\*SEE MAP ON BACK OF THIS NOTICE FOR DETAILED COLLECTION SCHEDULES\*\*\***



Residential Solid Waste Collection	
	Tuesday Pickup
	Thursday Pickup

Willow

The Woods of Oak Grove  
The Woods of Oak Grove II

Celebration at the Woods III

Celebration at the Woods II

Celebration at the Woods I

Creek Hollow II

Creek Hollow

Timber Ridge Acres

Timber Ridge II

Timber Ridge Crossing

Timber Ridge Crossing II

Timber Ridge II

257th E Ave

273rd E Ave

289th E Ave

305th E Ave

Bridle Trails

Sky View Addition

Bridle Trails

Bridle Trails

Hunt  
Hoop  
Acres

Ronald Park

The Village Repeat  
Albert  
Crested

Tower View Acres II

Tower View Acres

Cedar  
Creek  
Village

Orange  
Crossing  
Estates

Orange  
Addition

The Village

Country  
Crossing

Mission Acres West

Mission Acres East

Terra wood

Morton Subdivision

Megan Farms II

Old  
Coweta

New Coweta

Sugar

Megan Farms

Mekko Village

Sugar Hill

East Side School Addition

Cooke Addition

Merford Addition

Westwood

The Park of Coweta

Reynold's Addition

Reynold's  
Sorenson Addition

Reynold's  
Sorenson Addition II

Chissee  
Addition  
2nd

Joe P

Post Oak  
Second

Post  
Oak

Coweta Heights

Woodland View

Woodland View Second

CITY OF COWETA  
CUSTOMER AUTHORIZATION  
FOR AUTOMATED DEBIT ENTRIES

**AUTHORIZED AGREEMENT FOR DIRECT PAYMENTS**

I (we) hereby authorize City of Coweta to initiate debit entries to my (our)

\_\_\_\_\_ Checking Account                      \_\_\_\_\_ Savings Account

Indicated below and the depository named below, hereinafter called  
DEPOSITORY, to debit same to such account to pay Utility Account  
# \_\_\_\_\_.

DEPOSITORY  
(BANK) NAME \_\_\_\_\_ BRANCH \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TRANSIT/ABA (ROUTING) # \_\_\_\_\_ ACCT # \_\_\_\_\_

This authority is to remain in full force and effect until COMPANY and DEPOSITORY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

NAME(S) \_\_\_\_\_ ID # \_\_\_\_\_  
(LAST 4 OF SSN OR D.L. NUMBER)

DATE \_\_\_\_\_ SIGNED \_\_\_\_\_

Mailing Address: City of Coweta  
Attn: Billing Clerk  
P.O. Box 850  
Coweta, OK 74429