



## COOKE CITY WATER DISTRICT

### Residential Annexation Application Process and Form

**This Application Form does NOT apply to Commercial or Subdivision Requests for Annexation. Commercial and Subdivision requests will be reviewed by the Cooke City Water District Board on a case-by-case basis.**

Dear Potential Water User:

Thank you for your inquiry regarding the procedure for annexing into our water system. The following is the process that is required to request annexation into the Cooke City Water District (CCWD). The applicant will be responsible for the \$4600 in CCWD fees **and** all engineering and construction costs to connect to the Cooke City Water District system.

1. The Applicant fills out the Cooke City Water District Annexation Form, submits engineering plans, and pays the CCWD an application fee of \$600.00.
2. The form will be submitted to the CCWD Board for their review and approval. Applicants must hire a professional engineer who will design a plan for the new Service Lines from the Main Line to their property. The plan must include complete engineering drawings and plans of all service lines, curb box and meter associated with the connection and service. The CCWD will have the plan reviewed by the CCWD engineer. The Board will have up to 90 days for the review and decide on the annexation request.
3. Once the Annexation Agreement is approved and signed, the owner of the property must provide a construction plan to the CCWD with all details of construction including a list of all contractors and construction dates. The owner must hire a licensed contractor and pay for all of the installation costs (Including the "hot tap"). The application fee of \$4000.00 covers the cost of the District operator to be on site for "hot tap" and inspect it. If additional work is needed by the operator, the CCWD will notify the Applicant and charge \$100 an hour for operator time.



Property Owner: \_\_\_\_\_

Physical Address of Property: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Legal Description \_\_\_\_\_

Property Owner Phone: \_\_\_\_\_

Professional Engineer Name: \_\_\_\_\_

Professional Engineer Company Name: \_\_\_\_\_

Professional Engineer Email: \_\_\_\_\_

Professional Engineer Phone: \_\_\_\_\_

Proposed date of Service: \_\_\_\_\_

Type of Use: \_\_\_\_ residential only (1 unit)

\_\_\_\_ residential w/rental ( \_\_\_\_ #units)

\_\_\_\_ Check to confirm submittal of engineering plans are included with this form

I/We hereby request annexation into the Cooke City Water system and will agree to comply with any rules or regulations set forth by the District's Board of Trustees and a tax levy if accepted. It is also understood that annexation requests are not considered a guarantee of acceptance into the system.

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

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_



For District Use Only

Date Rec'd \_\_\_\_\_ Annexation Approved: Y / N Date \_\_\_\_\_

Signed \_\_\_\_\_