



Standard Operating Procedure

Raw Water Irrigation System, (RWIS) Application for a Tap

Inquiries for a Raw Water Irrigation System Tap Application.

Have applicant complete the application for Raw Water Irrigation Tap. Let the applicant know that along with the \$4800.00 Tap Fee the applicant will also be responsible for the coordination with the Public Works Director during the installation process and the cost of the line on their property.

1. Have the applicant fill out the application form.
2. Once the application is completed by the applicant, Email the application and Txt the Public Works Director to review the application.
3. The Public Works Director will either approve or deny the application.
 - a. If there is a denial of the application the Public Works Director will submit the reason on the application.
 - b. If the application is denied, the Deputy Town Clerk will call the applicant and explain the reason for the denial decision.
4. If the application is Approved, the applicant will pay the Tap Fee of \$4800.00 to the Norwood Water Commission and sign the RWIS Contract. Which will be handed to the Deputy Town Clerk.
 - a. The applicant will coordinate with the Public Works Director during the entire process of RWIS tap installation.
 - b. The applicant will be responsible for the cost of the personal property line being laid.
 - c. The Deputy Town Clerk will set up a customer profile for the applicant in the RWIS Caselle system.
5. Upon completion of the RWIS tap and applicant's line.
 - a. Scan the Contract and Application to the applicant's Caselle profile.

Additional Documents:

Raw Water Irrigation System Contract. (in Shared Drive> Raw Water Irrigation System)