



**Administrative Policy**  
**CONNECTION OF PROPERTY**  
**SERVED BY A PRIVATE WELL**  
**Water Department – A603**

Effective Date:

July 5, 2007

Revised Date:

## **CONNECTION OF PROPERTY SERVED BY A PRIVATE WELL TO PUBLIC WATER SYSTEM**

### **Summary**

On July 5, 2007, Town Council directed the adoption of a policy for payment of applicable fees when property served by a private well is connected to the public water system.

### **Definitions**

N/A

### **Process**

1. Owner of property served by a private water well requests water service from the Town of Payson.
2. Owner is informed of applicable fees for new water service (includes water development fee, water meter connection fee and security deposit).
3. Cost of water main extension is determined if public water line is not adjacent to property to be served. Cost of any required water main extension and method of payment by property owner negotiated at this time.
4. Property owner elects to pay all or a portion of the costs or to defer payment of fees to Town until first sale of the property to be served. Minimum payment of security deposit for water service is required.
5. Property owner acknowledges responsibility for any deferred payments by signing deferred payment acknowledgement of lien form.
6. Lien for unpaid balance of applicable water fees is placed on property to be served.
7. Property owner may elect to enter into agreement with Town to make monthly payments for applicable fees for a period not to exceed sixty months at 0% interest. Security deposit must be paid before establishment of public water service.
8. Water meter is installed at property to be served.
9. Property owner or assign(s) is responsible for all monthly water service charges.



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10. Town may deny use of this procedure to prevent fraud or abuse.

**References**

Town Council action of July 5, 2007 and Agreement form.

**AGREEMENT FOR CONVERSION FROM PRIVATE WELL TO PUBLIC WATER  
SERVICE ACKNOWLEDGEMENT FORM**

I, \_\_\_\_\_, request that public water service be established at  
\_\_\_\_\_, Gila County  
Assessors parcel number \_\_\_\_\_.

I agree that I am responsible for payment of monthly water use bills issued by the Town of Payson or its agents or assigns.

I understand that a lien will be placed on this property for the amount of any applicable water meter connection fee and water development fee unpaid at this time and in the total amount of \_\_\_\_\_ for a water connection fee in the amount of \_\_\_\_\_ and for a water development fee in the amount of \_\_\_\_\_.

I agree to discontinue use of the well(s) located upon this property and I authorize the Town of Payson to perform all activities necessary to abandon the well(s) pursuant to Arizona Revised Statutes. I understand that the Town of Payson is responsible for all efforts necessary to abandon the well(s) and that the Town will bear the costs of the well abandonment activities. I understand that the Town of Payson will provide me with copies of any documents relating to the abandonment of the well(s). I agree not to construct an additional well on the property.

I understand that I will receive a refund within thirty days of signing this agreement in the amount of \_\_\_\_\_ for a previously paid Water Development Fee assessed for this property.

By signing this agreement I agree to abide by all terms and conditions of this agreement.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)