

Somerset County Sanitary District Inc.
Cut Off Request Policy

The Somerset County Sanitary District can only accept a water and sewer cut off request to a property from the owner of record. The Sanitary District will require the owner of record to fill out a Request for Disconnection of Water Service form. A faxed copy is permitted and is acceptable and enforceable by law. If the owner of record is listed as a corporation or LLC, the person signing must be an authorized officer, director or member.

If the form as filled out states that there are no tenants or other occupants present on the property, the Sanitary District will be able to cut the property off within the normal 24 hour period. There will be a \$10.00 charge for this service.

If the form as filled out states that there are tenants or other occupants present on the property, or the Sanitary District otherwise discovers that there are tenants on the property, the Sanitary District will not disconnect water or sewer service unless payment on the current bill is overdue.

- **If payment is overdue, and the owner requests the disconnection of the water service, the Sanitary District will send a delinquent notice with 72 hours to pay the bill before disconnection.** This delinquent notice will be mailed to the owner of record and also posted on the property. There will be a \$20.00 charge for this service.
- If payment is not overdue, the Sanitary District will not disconnect water or sewer service unless and until the property owner brings in a judicial notice of eviction. Disconnection will not be made until after the date of the court-ordered eviction.

In the event of an emergency (An example of an emergency would be a busted pipe at a property with no personal turn off valve) Sanitary District will follow its work order policy and cut the property off as soon as possible. There will be a \$10.00 charge for this service.

Approved by Sanitary Commission on: _____