

# PLAINVIEW WATER DISTRICT

Procedures

for

Service Disconnections

February 2014

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## Plainview Water District

### Summary of Procedures for Water Service Disconnection

- 1) Developer/Owner requests a service disconnection
  - a) Refer to Exhibit "A" for list of Requirements.
- 2) District confirms that all required information and supplemental documentation has been provided (refer to Exhibit "A").
  - a) If incomplete, provides letter to submitter indicating what items are missing.
  - b) If complete go to 3.
- 3) Superintendent prepares a letter to the developer/owner requesting the service disconnect fee in accordance with the current fees as approved by the Board of Commissioners. (Refer to Exhibit "B" for a sample letter).
- 4) Upon receipt of payment, the District schedules and executes the service disconnection.

# Exhibit A

## Checklist for Service Disconnection Requests

## Plainview Water District

### Request for Service Disconnection

#### Information Checklist

(Must be contained in or accompany request letter)

1. Proof of property ownership.
  2. If the owner is not filing the request, a “letter of authorization” must be provided by the owner which designates and permits the second party to file for service disconnection.
  3. Street address of the project.
  4. Nassau County tax map data (section, lot and block numbers)
  5. Site plan depicting proposed removal.
  6. Number and size of domestic and fire service connections to be removed.
  7. Estimated date when the service disconnection is required.
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## Exhibit B

### B.1 Sample Response Letter to Service Disconnection Requests

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**B.1 - Sample response letter to service disconnection requests**

Date

Insert Address

Re: Service Disconnection Request  
Project street address  
Nassau County Tax Map  
Section \_\_\_\_, Block \_\_\_\_, Lot \_\_\_\_

Dear \_\_\_\_\_ :

This letter is to advise you that the Board of Commissioners of the Plainview Water District will grant your request for disconnection of service to the above referenced parcel. It is understood that this request is for \_\_\_\_-inch water service(s).

Please submit the service disconnection fee of \$ \_\_\_\_\_ , for \_\_\_\_ services at \$ (per current fees as approved by the BOC) each, paid via certified check payable to the Plainview Water District.

After submission of payment, please call (516) 931-6469 to schedule the disconnection.

If you have questions, please contact our office.

Very truly yours,

Superintendent