



TO: Palm Beach Country Estates Resident
FROM: Utilities Customer Service & Billing Manager
DATE: June 2012
SUBJECT: Water System Hookup & Connection Fee Financing

The following check list is provided to assist Palm Beach Country Estates residents in their hookup to the Town of Jupiter Water System and in the financing of connection fees.

Step 1

Customer should contact Palm Beach County Permit Help Desk at 561-233-5120 to initiate the plumbing permit process. When this process is complete and you have the permit in hand please proceed to step 2.

Step 2

Complete the following forms, which are included in the attached New Installation Application Package:

1. Application for New Metered Service and Hydrant Meter Installation.
2. Property Owner Meter Set Agreement; a complete legal description should be provided which may be obtained from your deed or survey.
3. Declaration of Restrictive Covenant (required to finance the connection fees).
 - o If you will be using the Town's financing program, a Declaration of Restrictive Covenant agreement for financing of the 3/4" or 1" meter size is required. You will need to check the appropriate box on the Declaration indicating the required meter size.
 - o You will need to fill in information regarding all property owners, the property address, the property control number, and legal description in the spaces provided on page one of the Declaration. This information may be obtained from your deed or survey.
 - o All owners of the property must sign and date the Declaration of Restrictive Covenant, have it witnessed and notarized.
 - o The Town will forward the Declaration of Restrictive Covenant to the District which will record it so that the Annual Assessment will run with the land and carry over to a new owner, should you sell your property.
4. Also included, for your reference, are sample connection fee statements. Final fees will be calculated at the time of application.

Step 3

Return the completed New Installation Application Package documentation (all of the above) with a copy of the Palm Beach County plumbing permit to the Town of Jupiter Utilities Customer Service and Billing Office at 210 Military Trail.

Payment or financing documentation is due at this time. A deposit and application fee will be required and may not be financed. The meter will be set 5-10 working days after the application is processed. The monthly billing will begin immediately upon the meter set.

APPLICATION FOR NEW METERED SERVICE AND HYDRANT METER INSTALLATION
TOWN OF JUPITER UTILITIES
210 MILITARY TRAIL, JUPITER FL 33458

FOR OFFICE USE ONLY

CUSTOMER ID _____ **LOCATION ID** _____ **DATE** _____

Total Installation Fee: \$ _____ Deposit Amount: \$ _____ Tap Fee: \$ _____

Please read and verify the information below. Indicate exactly how you would like the name on the account. You may use only one name due to deposit processing policies. Be sure to provide the service address and the mailing address if you wish your bill sent to an address other than the service location. The following information is required to establish an account with the Town of Jupiter Utilities.

PLEASE PRINT LEGIBLY

Please check one: Residential* _____ Multi-Family* _____ Commercial* _____

Service Address: _____ City: _____ Zip: _____

Property Control # _____
CITY RANGE TOWNSHIP SECTION SUBDIV BLOCK LOT MARTIN CTY

Customer Name: _____

Have you ever had an account with Jupiter Utilities? Yes _____ No _____

If yes, please print name or service address or account number _____

Mailing Address (if different): _____

City: _____ State _____ Zip: _____

Email Address: _____

Local Phone :(____) _____ Cell Phone :(____) _____ Business Phone :(____) _____

Business License # _____ Federal Tax ID # (Contractor Only) _____

Is Business tax exempt? Yes _____ No _____ If yes, Tax ID Number _____

Identification # /Driver's License # (Property Owner Only): (Legible Copy required) _____ State _____

Name of Development or Project Name: _____

Number of Living Units: _____

Project Phase: _____ Sq. Ft. of Location: _____ If Restaurant, Number of Seats: _____

Is Applicant the Property Owner? Yes _____ No _____ Is Applicant the Contractor? Yes _____ No _____

_____ It shall be the Customer's/Property Owner's obligation to furnish accurate information for all metered services provided (Customer Initial) by the Town including, but not limited to, residential air conditioned square footage, commercial leased square footage, all commercial property uses, residential and commercial irrigation demands which accurately describe the service required and/or the number of ERCs required on the property. Increases in the number of ERCs required for the property beyond those which are currently reserved shall require additional capacity reservation and the payment of connection fees and other related fees consistent with the additional reservation or ERC requirement.

ERCs assigned to this location: _____ and gallons per day equal to _____
(Town provided Info) (Town Provided Info)

**APPLICATION FOR NEW METERED SERVICE AND HYDRANT METER INSTALLATIONS
TOWN OF JUPITER UTILITIES
210 MILITARY TRAIL, JUPITER FL 33458**

HYDRANT METER SETS ONLY: Hydrant Meter Size (Circle One): 5/8" (or) 3"
Hydrant meters are generally set within 48 hours of application. In the event of a hurricane watch or hurricane warning, all hydrant meters will be removed from the customer site without prior notification to the customer.

New Install Meter Size (Circle One): 3/4" 1" 1 1/2" 2" (or) Fire Meter Size _____
The Town of Jupiter does not install domestic water meters larger in size than 2". All meters over 2" in size must be purchased and installed by the contractor as per the Town of Jupiter Utilities specifications.

Does this property have an in-ground lawn irrigation system? Yes _____ No _____
If yes, what water source does the irrigation system use? Town _____ Well _____ Reuse _____ Other(ex. Pond, Canal) _____

*All Commercial accounts require a backflow assembly to be installed and tested prior to the rendering of water service. The Town may require the installation of a backflow prevention device to each consumer requesting water service, and if necessary to protect the public's health, at various locations internal to the property and beyond the Town's Point of Delivery of Service. It shall remain the responsibility of the Consumer to install, maintain, test and certify the proper operation of the backflow prevention device in accordance with the Town's Backflow Prevention Program. The Town may require a backflow assembly be installed if there is a non-potable water source for irrigation or if the property has an active non potable source. The Town may provide annual notification of required backflow testing to the current customer with established service at the location.

Commercial metered services are dependent upon the use of the property and the reservation fees paid. The meter size and connection fees shall be determined by the Town prior to this application being accepted and processed. . No meter shall be set for less than 1.0 ERC

Single family residential homes that are a minimum 3,500 square feet in size and built on property of 0.25 acres or larger, shall be required to install a minimum of a 1 inch meter to meet the domestic and irrigation needs of the property. Single family residential homes that do not require potable water as an irrigation system source and are a minimum 4,000 square feet in size shall be required to install a minimum of a 1 inch meter to meet the domestic needs of the property.

Installations are usually done within 5 to 10 working days from date of payment unless there is a water main tap required. If a tap is required, the meter installation will be scheduled within 10 to 15 working days following payment of the required tap fees. The Town of Jupiter does not connect the customer side to the meter. The customer is responsible for the connection to the water meter from the structure being served. Unfortunately we are unable to provide the exact time of service installation however, meter installations will only be done during regular business hours.

Security Deposit Requirements: A security deposit is required to establish a new account with the Utility. The deposit is non- negotiable nor transferable between individuals. Deposits are credited on the account after sixty months of excellent payment record. Interest is accrued and paid annually at a rate approved by the Town of Jupiter Town Council. The Utility reserves the right to require a new deposit or increase a deposit amount due to an unsatisfactory payment record. By this application, customer recognizes that the Town of Jupiter Utilities is not responsible for loss or damage as a result of initiation of service.

The undersigned acknowledges that utility services are provided subject to strict adherence to the Town of Jupiter's Code of Ordinances for utility services and such services may be interrupted pursuant to any violation thereof. The undersigned understands that they are fully responsible for all charges at the above noted property. The undersigned agrees to pay for services promptly at the rates established by the Town of Jupiter and agrees to abide by present and future regulations relating to utility service including but not limited to water, stormwater and/or garbage services, as applicable, as established by the Town of Jupiter. By my signature below, I certify that all information provided in this application is true and correct to the best of my knowledge.

Signature: _____ Date: _____

A \$15.00 ACCOUNT PROCESSING FEE WILL BE BILLED ON THE FIRST BILL ONLY

Please make check payable to: Town of Jupiter. VISA, MasterCard and American Express are accepted over the phone and at our payment counter only.
Please return completed form by mailing to: PO BOX 8900 JUPITER FL 33468-8900 or
Fax completed and signed form to: (561) 741-2539 or
Contact Customer Service at (561) 741-2300
A Legible Photo ID is required to be presented for all applications for utility services.

**Town of Jupiter Utilities
Property Owner Meter Set Agreement**

I, _____ Property Owner of record at the following described property:

_____, and
(PROPERTY IDENTIFICATION NUMBER)

Written Legal Description (USE SEPARATE SHEET OF PAPER IF ADDITIONAL ROOM IS NEEDED):

With a legal street address of _____ agree to allow and hereby instruct the Town of Jupiter to install a water meter for service to my property with the understanding that a backflow prevention device may be later mandated for installation by the Town and/or Palm Beach County Health Department and/or the Florida Department of Environmental Protection due to a perceived hazard to the public water supply system associated with the existence of an auxiliary or private water supply source on my property. I further understand that if a backflow prevention device is later required, I shall be required to have such device installed and certified in accordance with Town of Jupiter Utilities Standards within 90 days of notification from the Town of Jupiter to do so.

This agreement shall run with the land. By virtue of the recordation of this agreement in the public records of Palm Beach County any and all successors in interest, assigns or heirs shall be similarly bound.

Property Owner Signature: _____ Date: _____

Property Owner Signature: _____ Date: _____

NOTARY CERTIFICATE

STATE OF FLORIDA,
COUNTY OF _____,

I HEREBY CERTIFY that on this _____ day of _____, 20____, personally appeared, _____ and _____ to me known to be the persons described in or who have produced _____ as identification and who executed the foregoing AGREEMENT, and acknowledged before me that he/she executed the same freely and voluntarily for the purpose therein expressed.

WITNESS my hand and official seal in the County and State last above written, this _____ day of _____, 20____.

Notary Public

(SEAL)

My Commission Expires:

Office Use Only:

Account Number: _____ - _____ Date Meter Installed _____

Prepared by/Return to:
William G. Capko, Esquire
Lewis, Longman & Walker, P.A.
515 North Flagler Drive Suite 1500
West Palm Beach FL 33401
Phone 561-640-0820 Fax 561-640-8202

DECLARATION OF RESTRICTIVE COVENANT

THIS AGREEMENT made this ____ day of _____, 20__ by the undersigned parties.

WHEREAS, the undersigned _____
(Grantor/Covenantor) is/are the owner(s) of certain property (hereinafter "Property") having an
address of:

Property Control Number of:

and legally described as:

WHEREAS, the South Indian River Water Control District (hereafter "District") has constructed a water distribution system which will service the area known as Palm Beach Country Estates, including the Property described above; and

WHEREAS, the undersigned Grantor/Covenantor has chosen to connect to this system and desires to finance the required connection fee and associated costs for a [] ¾" meter (\$3,911.28) or a [] 1" meter (\$9,387.05) plus fees pursuant to the District's Hook-Up Financing Program; and

WHEREAS, Grantor/Covenantor acknowledges that the payment of the connection fee through the District's Hook-Up Financing Program provides a special benefit to the Property; and

WHEREAS, it is the desire and intention of the undersigned to restrict said lands according to the terms of this Declaration of Restrictive Covenant so that the current and successive owners of the Property acknowledge and bind themselves to the repayment of the connection fee and associated costs, including principal and interest thereon, as assessed by the District and included in the tax roll submitted to Palm Beach County Tax Collector.

NOW, THEREFORE, in consideration of the mutual promises of the parties hereto, each to the other and Covenantors and Covenantees, and expressly for the benefit of, and to bind, their successors in interest, the said parties agree as follows:

1. **Covenant.** Grantor/Covenantor hereby agrees to pay the above-described connection fee as calculated by the District and added to the tax rolls on an annual basis until same is paid in full pursuant to the District's Hook-Up Financing Program.

2. **Term.** This covenant is to run with the land and shall be binding upon all parties and all persons claiming under them for a period of twenty (20) years from the date this covenant is recorded, or until such time as the assessment described herein has been paid in full and a Satisfaction of same has been recorded in the Public Records of Palm Beach County, Florida. Upon the recording of such Satisfaction, the covenant made hereby shall be terminated.

3. **Enforcement.** Enforcement of these covenants shall be by proceeding at law or in equity brought in the Circuit Court for the Fifteenth Judicial Circuit, in and for Palm Beach County, Florida. In any action to enforce the terms of these covenants, the prevailing party shall be entitled to an award of its reasonable attorney's fees and cost, including attorneys fees and costs for any appeals.

DECLARATION OF RESTRICTIVE COVENANT
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IN WITNESS WHEREOF, Grantor has hereunto set Grantor's hand and seal on this ____ day of _____, 20__.

Signed, sealed and delivered in the presence of:

WITNESS:

Signature

Grantor/Covenantor Signature

Printed Name

Grantor/Covenantor Printed Name

WITNESS:

Signature

Grantor/Covenantor Signature

Printed Name

Grantor/Covenantor Printed Name

STATE OF FLORIDA }
COUNTY OF _____ }

The foregoing instrument was acknowledged before me this ____ day of _____, 20__ by _____ and _____. Who is/are [] personally known to me or [] has/have produced _____ as identification.

Notary Seal

Notary Public

Signed, sealed and delivered in the presence of:

WITNESS:

SOUTH INDIAN RIVER WATER CONTROL DISTRICT

Signature

Grantee/Covenantee Signature

Printed Name

Grantee/Covenantee Printed Name

STATE OF FLORIDA }
COUNTY OF _____ }

The foregoing instrument was acknowledged before me this ____ day of _____, 20__ by _____. Who is [] personally known to me or [] has produced _____ as identification.

Notary Seal

Notary Public

TOWN OF JUPITER UTILITIES

PO BOX 8900 JUPITER, FLORIDA 33468-8900

PHONE (561) 741-2300 FAX (561) 741-2539

STATEMENT OF FEES DUE

DATE 06/01/2012

Name
Address
Palm Beach Gardens, FL 33418

Residential #XXXXXX-XXXXXX A/R # 6814

Installation for 3/4" water service at: XXXXXX Street Name,
Lot XXX, Phase XX, Palm Beach Country Estates

<u>DESCRIPTION:</u>					<u>TOTAL FEES</u>	<u>FEES FINANCED</u>
Off-Site Fee:	1.0	ERC	x	\$938.00	\$938.00	\$938.00
Capacity Chg:	1.0	ERC	x	\$1,855.00	\$1,855.00	\$1,855.00
Admin Fee:	4% of Total Connection Charge				\$111.72	\$111.72
AGRF:	1.0	ERC	x	\$662.46	\$662.46	\$662.46
Meter Fee: 3/4"	1		x	\$325.00	\$325.00	\$325.00
Recording Fees	1		x	\$19.10	\$19.10	\$19.10
Security Deposit:	1		x	\$90.00	\$90.00	\$0.00
Processing Fee:	1		x	\$15.00	\$15.00	\$0.00
Tap Fee	0		x	\$625.00	\$0.00	\$0.00

Total Financed \$3,911.28

Approximate Annual Payment for Connection Fees Only (20 Years @ 5½%) \$328.00

TOWN OF JUPITER UTILITIES

PO BOX 8900 JUPITER, FLORIDA 33468-8900

PHONE (561) 741-2300 FAX (561) 741-2539

STATEMENT OF FEES DUE

DATE 06/01/2012

Name
Address
Palm Beach Gardens, FL 33418

Residential #XXXXXX-XXXXX A/R # 6814

Installation for 1" water service at: XXXX Street Name,
Lot XXX, Phase XX, Palm Beach Country Estates

<u>DESCRIPTION:</u>					<u>TOTAL FEES</u>	<u>FEES FINANCED</u>
Off-Site Fee:	2.5	ERC	x	\$938.00	\$2,345.00	\$2,345.00
Capacity Chg:	2.5	ERC	x	\$1,855.00	\$4,637.50	\$4,637.50
Admin Fee:	4% of Total Connection Charge				\$279.30	\$279.30
AGRF:	2.5	ERC	x	\$662.46	\$1,656.15	\$1,656.15
Meter Fee: 1"	1		x	\$450.00	\$450.00	\$450.00
Recording Fees	1		x	\$19.10	\$19.10	\$19.10
Security Deposit:	1		x	\$120.00	\$120.00	\$0.00
Processing Fee:	1		x	\$15.00	\$15.00	\$0.00
Tap Fee	0		x	\$625.00	\$0.00	\$0.00

Total Financed \$9,387.05

Approximate Annual Payment for Connection Fees Only (20 Years @ 5½%) \$786.00