



**CITY OF BURLINGTON**  
ENGINEERING DEPARTMENT

**Application for  
Utility Request**

Application # \_\_\_\_\_

**IMPORTANT**

This completed application must be returned to the City of Burlington Engineering Department for processing:

Mail:  
PO Box 1358  
Burlington, NC 27216

Email:  
[Engineering@burlingtonnc.gov](mailto:Engineering@burlingtonnc.gov)  
336-222-5050

Physical Address:  
425 S. Lexington Avenue  
Burlington, NC 27215

**Applicant / Property Information**  
**This section must be completed by the applicant**

Property Address:		Property Owner / Applicant:	
		Contact Phone Number:	
		Contact Email:	
Mailing Address:		Alamance/Guilford County Tax Parcel ID:	
Land Use Type:	Residential (Single Family / Duplex)	Residential (Multi- Family)	Non-Residential
Existing Service Renewal Requested		Water	Sewer
New Service Requested	Water Only	Sewer Only*	*Sewer Only Service is allowed only when water is not available
	Irrigation	Water and Sewer	
Size Service Requested ( <b>Must be completed by the applicant</b> )		Water:	Sewer:
Installed by City Forces		Installed by Private Utility Contractor	
<p>I, the undersigned, hereby certify that I am the legal owner of the above referenced property and hereby apply for Utility Service as specified under the terms of the City of Burlington Code of Ordinances, as applicable. I understand that if I choose to hire a private utility contractor, that contractor must be a licensed utility contractor and I will be responsible for completing a Right of Way Use Permit with the City of Burlington or a NCDOT encroachment as applicable.</p>			
Property Owner: _____			Date: _____

Comments / Notes



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**ENGINEERING DEPARTMENT USE**

Property Location	Inside the City	Inside ETJ	Outside ETJ
Size of Main to be Tapped	Water	Sewer	
SDF (see attached worksheet)	Water	Sewer	
Street Type	City	NCDOT	Private
If NCDOT - Indicate Encroachment	Blanket (Letter)	Two-Party	Three-Party
Construction Activity Letters sent to adjoining	Date Sent:	Date of Construction:	
Installation Means	Bore:	Open Cut:	
Engineering Comments:			
Date Released to Planning for Request outside the Corporate Limits			
Deed Book and Page Number of Annexation / Utility Agreement (by Planning)			
<b>Date Approved and Released by ENGINEERING:</b>	<b>By:</b>		

**WATER & SEWER PIPE MAINTENANCE DIVISION USE**

Stake(s) Installed	Yes	No	Underground conflicts notified		
Confirmation of Size of Main			Utility	Time	Date
Water			ULOCO #		
Sewer					
Approximate pipe footage required:					
Water	Copper	D.I.	Comments:		
Sewer	Soil	D.I.			
Size of Bore (if needed)	Water:	Sewer:			
Possible Storm Sewer Conflict Should Be Investigated			Water	Sewer	
Meter Size:	Make:	Type:	No:		
Backflow Size:	Make:	Type:	RF No:		
<b>All Work Completed:</b>	<b>By:</b>				

**WATER & SEWER BILLING DEPARTMENT**

Date Received:	Account #:
Date Paid:	By:
Fees	
SDF (per attached worksheet)	
Tap Fees (work performed by City)	
Meters Fees (when work is performed by Private Utility Contractor)	
<b>TOTAL FEES</b>	
<b>Date Completed:</b>	