

**TOWN OF ROUND HILL**  
**METER REQUEST/CONNECTION FORM**

Application Date: \_\_\_\_\_

Person Requesting Meter: \_\_\_\_\_

Property Address: \_\_\_\_\_

Lot#: \_\_\_\_\_

General Contractor: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_

Present Owner: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_

Contact person for final inspection and installation: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_

Due Date for Meter (See Below Note): \_\_\_\_\_

(Please provide specific date for request to be processed in a timely manner)

**\*\*\*\*NOTE: Staff needs up to 7 business days to install meter\*\*\*\***

(Holidays, weather, and staffing may affect the date)

**Town of Round Hill Office Use Only-----Each Person Please Initial**

**Water    Sewer**

\_\_\_\_\_    \_\_\_\_\_ Availability Fee Paid

\_\_\_\_\_    \_\_\_\_\_ Connection Fee Paid

\_\_\_\_\_    \_\_\_\_\_ Approval

**UTILITY DEPT USE ONLY-After all Fees paid & approved, please forward to Utility Billing Administrator for installation of meter**

**Yes    No**

\_\_\_\_\_    \_\_\_\_\_ Tap Inspected by and Approved: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_    \_\_\_\_\_ Meter Installation completed By: \_\_\_\_\_ Date: \_\_\_\_\_

Meter Number: \_\_\_\_\_

Account Number: \_\_\_\_\_