

Clackamas River Water (CRW) Rules and Regulations state that application for water service shall be made in writing by the person owning the premises to be served, or the owner's duly authorized agent. It is presumed that if a person other than the owner is making application for service to any premises, that person is doing so at the direction and request of the owner.

Applications for service will be considered merely as a request for service and shall not bind CRW to provide service. When services are rendered to the owner, agent, or other user as a result of the application made and accepted by CRW, the application given in writing shall be considered as a contract in which the applicant agrees to abide by all Rules and Regulations in effect at the time of signing that application, or as may be adopted or modified thereafter by the Board, and further agrees to pay all bills promptly. CRW may terminate water service to premises where such premises or the user are in violation of CRW [Rules and Regulations](#).

### **Roles and Responsibilities**

CRW is responsible for:

- determining the appropriate size and configuration of the service assembly and meter, and the level of backflow protection (based on forms **WS-1** and **WS-2**, and additional coordination with applicant);
- installing service assemblies or ensuring proper service assembly installation by an approved contractor, per CRW standards, see <https://www.clackamasriverwater.gov/engineering-specifications>;
- maintaining and repairing service assemblies after installation has been accepted (note, only those authorized by CRW may install, operate, or modify any component of the service assembly)

Applicants (or respective property owners) are responsible for:

- providing CRW with accurate, up-to-date service and property information;
- ensuring property lines are staked or otherwise accurately marked at the meter location;
- obtaining a valid, active building or plumbing permit from the required jurisdiction;
- installing and maintaining all private plumbing extending from the meter tailpiece to the premises

Private plumbing, including pressure regulators (e.g., PRVs) and backflow protection (at the level of protection determined by CRW: <https://clackamasriverwater.gov/backflow/>), shall be installed, tested, and maintained per all applicable codes, including Oregon Plumbing Specialty Code (OPSC).

Water service(s) associated with this application are intended to serve the lot(s) indicated in the application. In the event of future land division of said lot(s), additional water services will be required for service to newly created lots.

### **Water Rate Schedule, Fees, Charges, and Deposits**

The CRW Water Rate Schedule (see <https://www.clackamasriverwater.gov/water-rates-and-charges>) is updated and published annually. Payment required for the water service may include:

- Connection fee – fixed fee for installing meters at existing service assemblies
- System Development Charge (SDC) – fixed charge based on meter size to equitably account for District expansion/improvement. SDC credits may be issued for existing meters being replaced or upsized.
- Time, Materials, and Overhead (TMO) deposit – deposit for service installation work to be completed by CRW. In special cases, a cost estimate may be provided. If a deposit has been paid, a letter reconciling actual work costs and the amount owed/refunded will be issued after completion of the work. Due to delays in contracted work (e.g., paving), final costs may not be reconciled for several months after work has been completed.

**Instructions:** Please review the following information (including WS-3B, if applicable) for accuracy. If no changes are necessary, complete the "Applicant Signature" section of the application and submit the application with full payment. Payment will not be accepted prior to receiving a signed Water Service Application. To submit the application and payment you may:

- a. Email the completed application form to [servicerequests@crwater.com](mailto:servicerequests@crwater.com). Once the application has been received and approved, you will be informed by email that you may pay the fees with a credit/debit card (no additional fee) by calling Customer Service at (503) 722-9220; **OR**
- b. Send the completed application form and payment via mail to PO Box 2439, Clackamas, OR 97015; **OR**
- c. Drop the completed application form and payment in the CRW "Drop Box" outside of the main office at 16770 SE 82<sup>nd</sup> Drive, Clackamas, OR 97015.



# WS-3: WATER SERVICE APPLICATION

Updated: 4/11/2025

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CRW to complete  Applicant to complete

## CONTACT INFORMATION

<b>APPLICANT INFORMATION</b> <input type="checkbox"/> Account to be created in this name (if not, see billing information)		
Name(s):	Phone:	Cell:
Mailing Address:		Email:
Company/Organization (if applicable):		Co/Org Phone:
<b>BILLING INFORMATION*</b> <input type="checkbox"/> Same as above <input type="checkbox"/> Account to be created in this name		
Name(s):	Phone:	Cell:
Mailing Address:		Email:
Company/Organization (if applicable):		Co/Org Phone:

\* Party responsible for application fees/deposits; recipient of TMO deposit refund or additional funds requested upon completion of installation.

## SERVICE INFORMATION

<input type="checkbox"/> Single Service (see info below)		<input type="checkbox"/> Multiple Services (see attached <b>WS-3B</b> )	
Street Address:			
Parcel Number:		Tax Lot:	
Project/Subdivision/Partition:			Lot #:
Meter Size:	Service Type:	Service Use:	
Install Type: <input type="checkbox"/> Drop-in <input type="checkbox"/> Full Install <input type="checkbox"/> Long-side <input type="checkbox"/> Short-side <input type="checkbox"/> R900i <input type="checkbox"/> Dual Service			
Attachments: <input type="checkbox"/> GIS Map <input type="checkbox"/> Site Plan <input type="checkbox"/> Estimate <input type="checkbox"/> Other:			
Notes:			

## PRIVATE PLUMBING INFORMATION

Building/Plumbing Permit #:	Fire Suppression:
Auxiliary Water Source:	Static Pressure at Main (psi):
Backflow Protection Required:	Type:
Notes:	

## FEES AND DEPOSITS

Connection Fee (G/L 01.31210)	\$	Notes:  <input type="checkbox"/> SDC Credit:
TMO Deposit (G/L 01.20540)	\$	
SDC Reimbursement (G/L 12.32300)	\$	
SDC Improvement (G/L 12.32400)	\$	
<b>Total Due</b>	<b>\$</b>	

## APPLICANT SIGNATURE

I am the owner, or an authorized agent for the owner, of the above property and/or the properties attached. I have reviewed the above and attached information for accuracy. I authorize the above requested installation of water service or other work at said property(ies). I agree to pay all costs including labor, materials, overhead, engineering and incidentals necessary for completion of said work. I understand that I will be billed for any costs exceeding the amounts deposited and will be refunded any remaining deposit amounts upon job completion. If applicable, **I hereby donate the public facilities as assets to CRW to own, maintain, and utilize.**

Name (print):	Date:
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Signature: **X**

Work Order # _____	Account # _____	FS Account # _____
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