



VILLAGE OF MILLBROOK

35 MERRITT AVENUE PO BOX 349 MILLBROOK NY 12545 TEL: 845-677-3939 FAX: 845-677-3972

PETER DORO
MAYOR

SARAH WITT
CLERK/TREASURER

NICOLE ZEKO
DEPUTY CLERK

Permit Application for Water and Sewer Hook-Up

Name of Applicant: _____ Phone Number: _____

Applicant Address: _____

Location of Project: _____

Is this project new construction? Yes ☐ No ☐

Have you appeared before the Building Dept. for this project? Yes ☐ No ☐

Name of Licensed Plumber: _____ License Number: _____

Telephone Number: _____

I understand the attached and will comply with all of the stated requirements from the Village of Millbrook pertaining to water and sewer connections (on page 2).

Signature of Applicant: _____ Date: _____

Permit Approval/ Denial:

Permit Denied: ☐ Reason: _____

Approved for: Water ☐ Sewer ☐ By: _____ Date: _____

Water/Wastewater Dept. Head

Total Fee Received: _____ Cash ☐ Check ☐ Check No. _____

The above figure represents:

\$ _____	for water tap
\$ _____	for sewer tap
\$ _____	for bond(s)
\$ _____	for other expenses. (meters etc.)

Monies received by clerk's office:

Date: _____ Initials: _____

Account Code: 2144.12

Village of Millbrook Water and Sewer Permit Application

All applicants for connection to Village water and sewer must follow procedures outlined below and all applicable fees must be paid before work can proceed.

Only a licensed plumber will be permitted to tap into the Village water and sewer mains. A fee of \$500.00 (five hundred dollars) for each water connection and \$500.00 (five hundred dollars) for each sewer connection must be paid.

In addition, a \$500.00 bond, made payable in a separate check, is required for each connection. The bond is returnable after inspection by the Village of Millbrook Water and Sewer Department and certification that the work was completed according to the Village of Millbrook specifications. The Village has adopted the State of New York Plumbing Code and all piping must conform to this code.

Checks should be made payable to the Village of Millbrook.

All work must be done during regular business hours, Monday through Friday.

The Village of Millbrook will furnish one (1) water meter and connection, and one (1) curb stop and curb box at no charge. Any additional meters and boxes as well as all other materials and supplies will be at the expense of the applicant.

The trench is not to be closed until after the inspection by the Village of Millbrook Water and Sewer Department. After inspection, the trench(es) must be filled with sand and gravel compacted. Once the materials have settled, the area should be blacktopped, where necessary.

NOTE: All appropriate signatures must appear below before work can begin or any bond money can be returned.

Fee Received: \$ _____ Cash ☐ Check ☐ Check No. _____

From: _____ Date: Click or tap to enter a date.

Inspected by: _____ Approved: Yes ☐ No ☐

Water/Wastewater Dept. Head

Bond Amount Returned: Yes ☐ No ☐ Date: _____ Clerk's Initials: _____

Completed form instructions:

*Completed forms and fees can be hand delivered to: 35 Merritt Ave, Millbrook
Or mailed to: PO Box 349 Millbrook, NY 12545*

Questions can be emailed to: clerk@villageofmillbrookny.com