

**SYLVAN TOWNSHIP  
WASHTENAW COUNTY, MICHIGAN**

<b>Policy: Tap Fees</b>
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<b>Date</b>	<b>Original: 7/2007</b>	<b>Rev:</b> <b>8/2013</b>	<b>Rev:</b>	<b>Rev:</b>	<b>Rev:</b>
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<b>Type:</b>	<b>Administration</b>				
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<b>Policy No:</b>	<b>ADM 190</b>				
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**Purpose:**

To insure all engineering fees are paid and completion of authorizations via form.

**Procedure:**

1. Prior to issuance of tap fees all engineering fees are to be paid with no outstanding balance.
2. The Sylvan Township water and sewer tap fee form must be completed and signed.
3. The completed tap fee form will be on file in the Treasurer's office.

**SYLVAN TOWNSHIP  
WATER AND SEWER TAP FEES**

Tax Code: \_\_\_\_\_

Tap Address: \_\_\_\_\_  
\_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Meter Size: \_\_\_\_\_ Sewer Size: \_\_\_\_\_ REU;s: \_\_\_\_\_

Tap Fees Paid: \_\_\_\_\_ Water \_\_\_\_\_ Sewer

Total Due: \_\_\_\_\_

Clerk Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
(For Engineering Fees)

Supervisor Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
(for Allocation of Taps)

Treasurer Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Copies after Approvals: Clerk, Supervisor, Treasurer, Zoning,  
Water & Sewer Authority, C.A.C.A.