Water Service Information Request Residential - Less Than 5 Parcels



Step 1

Applicant submits Water Services Information Request to Arizona Water Company through the Development Services Website or Local office.

Step 2

Local office completes field investigation of property to determine method of water service.

Step 3

Development Services provides formal correspondence to Applicant based on method of service.

Formal correspondence includes:

- 1. Cover letter
- Cost Estimate
- 3. Map Exhibit
- 4. Agreement for Conditional Water Service If applicable

Step 4

Applicant must notify Development Services and request to proceed.

Development Services then prepares the necessary agreements.

Notification can be provided via email or phone call.

Applicant must provide requested documents, if applicable:

- 1. Property Deed
- 2. Easements

Step 5

Development Services provides formal agreement to Applicant based on method of service and request for payment.

Formal agreement includes:

- 1. Cover Letter
- 2. Agreement for Service Connection
- 3. Cost Estimate
- 4. Map Exhibit
- 5. Agreement for Conditional Water Service If applicable

Step 10

Local office contacts Applicant to complete final documents to establish water service account for the property.

Once completed, meter is placed in the meter box and service is established to the property.

Step 9

Local office completes the following tasks:

- 1. Permits
- 2. Blue Stake of Utilities
- Schedules Installation of Water Facilities

Once construction and/or installation of water facilities is completed, the water facilties are placed in service.

Step 8

Applicant must complete the following tasks:

- 1. Lot address/APN is posted and visible
- 2. Property pins are in place marking the boundaries and are visible
- There are no construction impediments to the installation area as stated above.

Applicant notifies the local office once completed to proceed with next steps in scheduling installation of water facilities.

Step 7

Development Services releases the agreement for service connection to the local office for construction.

Development Services provides Applicant with a copy of executed agreement.

Step 6

Applicant returns signed agreements with required check payment for the water facilities to serve the property.

Agreements with check payment must be returned to:

Arizona Water Company ATTN: Development Services 3805 N. Black Canyon Hwy. Phoenix, AZ 85015

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Local office to be forwarded to: Arizona Water Company ATTN: Development Services 3805 N. Black Canyon Hwy. Phoenix, AZ 85015