



57 Skenesborough Drive, Suite 2  
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### MUNICIPAL WATER SHUT OFF/TURN ON REQUEST

\*Please note that a TURN ON form must be signed and on file with the Utility Billing Department before your water will be turned on again.

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

Owner of Record of Property: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name of Person Submitting Request: \_\_\_\_\_  
(If Different from Owner)

If person submitting this request is not the owner of record of the property, then state your legal interest in the property and authority to make this request (You must file a copy of all documents evidencing claimed interest with this request):

**NOTE: A person with legal authority or interest must be present for the water to be turned ON or OFF.**

Please check and initial below:

Someone will be present at the time the water service is SHUT OFF/ON (Initial: \_\_\_\_\_)

\* Person to be present at the time of SHUT OFF/ON \_\_\_\_\_

\* Requested time of SHUT OFF/ON \_\_\_\_\_

\* Requested Date of SHUT OFF/ON \_\_\_\_\_

\* Telephone Number to be reached at \_\_\_\_\_

By signing this request form, I hereby state and certify that I have a legal interest in the property identified above and therefore, I have authority to direct the Village of Whitehall to shut off/on the municipal water service to the property. I further state, acknowledge and agree to assume any and all responsibility for any damage to or in the property that may result from the shut off/on of the municipal water to the property. I further agree to waive any right to any claim or liability against the Village of Whitehall and I release the Village of Whitehall from any damage to or loss on the property as a result of the Village's actions in accordance with this request.

\_\_\_\_\_  
Signature of Requester

\_\_\_\_\_  
Date

**NOTE: It is illegal for anyone other than an authorized Village of Whitehall employee to turn on or off Village water service using the curb shutoff box.**