



SOUTHLAKE PUBLIC WORKS

WATER METER AND SANITARY SEWER MANHOLE ADJUSTMENT APPLICATION

Applicant: _____

Address for Relocation: _____

(Street)

(City, State, Zip)

Phone: _____ Email: _____

Description of request:

Check ONE Application:

- ☐ Water Meter (1" or 2").....\$500.00 (**METREL**)
- ☐ Sewer Manhole (24").....\$550.00 (**POS38**)
- ☐ Sewer Manhole (32").....\$780.00 (**POS40**)

FOR OFFICE USE ONLY

GL Code: 501601-449900

Is the new location accepted/allowed?

☐

Yes

☐

No

Public Works Signature

Date



SOUTHLAKE PUBLIC WORKS

Public Works Operations 1950 East Continental Boulevard Southlake, Texas 76092

WATER METER AND SANITARY SEWER MANHOLE ADJUSTMENT INSTRUCTIONS

1. The customer will be given a copy of the Water Meter and Sewer Manhole Adjustment Application.
2. The customer will complete the required information at the top of the Application, above the For Office Use Only section. They will also check whether it is for a water meter or for a sewer manhole adjustment.
3. Once completed, the customer will need to scan and email the filled-in Application to Chad Henderson (chenderson@ci.southlake.tx.us) for water meters, or Jason Arellano (jarellano@ci.southlake.tx.us) for sewer manholes.
4. Once Chad Henderson or Jason Arellano has reviewed the Application, they will fill out the *For Office Use Only* portion of the Application and sign it. The Supervisor will then email the customer a signed copy.
5. The customer will print off the now signed Application and bring it to Utility Billing located at 1400 Main St, Suite 200 to pay the required fee.

a. The customer MUST bring a fully completed and signed Application with them in order to pay the fee.

6. The customer must provide a copy of their receipt and Application back to Chad Henderson (chenderson@ci.southlake.tx.us) for water meters, or Jason Arellano (jarellano@ci.southlake.tx.us) for sewer manholes.
7. Upon submittal of the receipt, Public Works will complete the work within one (1) business week.
8. **REMINDER: Once a water meter has been relocated, a certified plumber will be required to reconnect the water meter to the house connection, provided by the owner of the property.**

CHAD HENDERSON
Water Supervisor
(817) 748-8081
chenderson@ci.southlake.tx.us

JASON ARELLANO
Waste Water Supervisor
(817) 748-8080
jarellano@ci.southlake.tx.us