CAPACITY FEE PAYMENT FORM

The following steps must be completed prior to capacity fee payment and meter setting:

1. Complete the builder section below for applicable lots. Include the lot # and street address.
2. Fax this form to the CLTWater Installation & Development Services. Fax: 704-393-2319. We will fax this form back to you with the premise number(s) and amount(s) due. Our goal is to complete and return within two business days.
3. Please call 704-336-7600 (311) for meter sets

Please call 704-336-7600 for meter sets. Prior to requesting a meter to be set, the meter box must be clear from debris, in good condition and the street address must be posted.
If a meter is requested and the site is not ready, an additional service fee will be applied to your account.
It is required that you include this completed Capacity Fee Payment Application when making payment.

Company / Customer Number: _____ **Phone #:** _____

Contact Name: _____ **Fax #:** _____

Address: _____ **Email:** _____

Builder/Applicant Section		CLTWater Section	
Subdivision/Lot	Address (If this is a corner lot, write in both addresses)	Premise #	Capacity Fees Due*
			$
			$
			$
			$
			$
			$
			$
			$
			$
			$

***Code Key:**
LNA = Water/Sewer lines not approved *(contact the Donated Projects hold hotline at 704-336-5499)*
ANS = Address not in computer system *(contact Installation & Development Services at 3-1-1 or 704-336-7600)*
SNR = Site not ready. i.e. box covered, damaged, address not posted…etc. *(fix, then call 3-1-1 or 704-336-7600 for meter set)*
Paid = All fees paid. No payment due. (call 3-1-1 or 704-336-7600 to initiate meter setting)

Mail/deliver to:
CHARLOTTE WATER
Installation & Development Services
5100 Brookshire Boulevard
Charlotte, NC 28216

Please note that fees are subject to change every July 1

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