



Rural Water District #6
Okmulgee County
PO Box 340 / 11003 Hectorville Rd
Mounds OK 74047-0340
Phone 918-827-6350 – Fax 918-827-3077

MEMBERSHIP APPLICATION REQUIREMENTS

1. **APPLICATION:** Membership applications must be completed giving legal description of property to be served, name, address, telephone number of applicant and desired location of meter. Full payment of membership fee is required with application. Pay outs are not allowed. Property OWNER must sign the application and provide filed copy of deed as proof of ownership.
2. **BOARD APPROVAL:** The Manager will review the application and advise the Board if approval is recommended at the next monthly Board Meeting. The membership fee will be deposited after approval.
3. **EASEMENT:** The District will require an easement from the applicant along road way frontage or Section line prior to meter installation.
4. **SEWER SYSTEM:** The applicant must have an approved sewer system installed before the meter can be installed OR request a Pasture Tap application.
5. **METER LOCATION:** Applicant must mark desired meter location. The District will attempt to locate the meter at this location. If location is not feasible, meter will be located at nearest point.
6. **MONTHLY CHARGES:** Applicant has 60 days to prepare property for service. Sixty days after application has been approved, the account will be set up and the customer will be billed the minimum until the meter is installed.
7. **METER PLACEMENT:** The meter must be installed on the property to be served OR an easement provided for the meter installation and service line.
8. **DOUBLE HOOKUP:** Each home OR business must apply for membership and pay a membership fee. The District will allow one meter and service line to a multiple hookup PROVIDED all property being served is owned by the Member; each dwelling or business is approved for membership and membership fee paid; and a minimum is paid on each additional memberships each month.
9. **TRANSFER:** When property sells, the membership transfers with the ownership of the property unless otherwise stated in the sales contract. The district will require proper transfer forms completed, account paid current, easement granted along roadway or Section line, and transfer fee paid prior to transfer approval. The meter must be located on the property it will be serving.
10. **METER RELOCATION:** Relocation of a meter to another property must be approved by the Board. The relocation fee and transfer forms must be completed and received prior to relocation as well as account paid current and easement granted along roadway or Section line. The applicant must comply with all new membership requirements before meter will be relocated.

11. **PROPERTY OUT OF ANNEXED AREA:** Applicant owning property out of District's area must first obtain written release from the District the property is located in. District #6's Board would then review for approval.
12. **REFUND OF MEMBERSHIP FEE:** Membership fee is **NON-REFUNDABLE**. However, if the member's account has not been set up, no construction has been done, or meter installed, the applicant may approach the Board and request a refund. If any of the above have been done, the Board may withhold a portion of the fee to cover District's expenses. All membership fee refunds must be approved by the Board of Directors.
13. **TEMPORARY DOUBLE HOOKUP:** The District will allow a temporary double hookup (two homes to one meter or home and business to one meter) for a period of 90 days. The member must obtain approval for the temporary connection **PRIOR** to connecting the second service to avoid an illegal hookup charge. At the end of the 90-day period, the member must apply for a second membership and pay membership fee **OR** disconnect one service. Failure to comply would warrant disconnection of member's service and appropriate charges assessed.
14. **PLUMBING INSPECTION:** A Plumbing Inspection Certificate must be completed by the applicant and signed by the appropriate official depending on County and City requirements. This Certificate must accompany the application for new membership.
15. **PASTURE TAP:** Applicant requiring water service for livestock or construction may request service prior to sewer system installation approval. All pasture tap applications are obtained from and approved by the Manager. This form is required in addition to the "Application for Membership" form.