

SYSTEM DEVELOPMENT FEE PAYMENT FORM



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

1. Complete the builder section below for applicable lots. Include the lot # and street address.
2. Fax or email this form to CLTWater New Services. Fax: 704-393-2319 CLTWaterNewServices@charlottenc.gov We will return this form 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 System Development Fee Payment Application when making payment.

Company / Customer Number: _____	Phone #: _____
Contact Name: _____	Fax #: _____
Address: _____	Email: _____

	<i>Builder / Applicant Section</i>	<i>CLTWater Section</i>	
Subdivision/Lot	Address <small>(If this is a corner lot, write in both addresses)</small>	Premise #	System Development Fees Due*
			\$
			\$
			\$
			\$
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			\$
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			\$

***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)

Please note that fees are subject to change every July 1

Mail/deliver to:
 CHARLOTTE WATER
 New Services
 5100 Brookshire Boulevard
 Charlotte, NC 28216
CLTWaterNewServices@charlottenc.gov

