



Water and Wastewater Allocation Procedure

Applicant must follow the procedure below when requesting services from the City of St. Albans for water and/or wastewater services:

1. Applicant must obtain applicable allocation request applications from the City of St. Albans and complete them:
 - a. City Wastewater Allocation Application
 - b. City Water Allocation Application
 - c. Wastewater Connection Application – Non-City Property
 - d. Water Connection Application – Non-City Property
 - e. Extra-Territorial Allocation Application
2. Applicant must submit a Town of St. Albans “Water and Wastewater Allocation Request” form requesting gallons per day (gpd) for water and/or wastewater to the Town Manager’s office, along with the City of St. Albans application forms mentioned above.
 - a. Determine gpd with the assistance of an engineer (210 gpd for wastewater and 450 gpd for water for a single dwelling).
3. The Town Manager will review the request. Once the Town Manager has approved the request, a letter of approval will be prepared for the applicant addressed to the City Manager.
4. Applicant must submit approval letter from the Town Manager along with the City’s forms to the City of St. Albans when requesting services.