



BOROUGH OF WOODBURY HEIGHTS  
WATER/SEWER DEPARTMENT

**REQUEST FOR TERMINATION WATER AND SEWER**

The applicant shall choose one of the following options, *please read carefully!!!*

o \_\_\_\_\_ **OPTION A: Temporary Termination** – Service will be cut off at the curb only (done by Public Works) and **MINIMUM** Water & Sewer Bill will be charged (all charges + \$100 fee must be paid to restore)

o \_\_\_\_\_ **OPTION B: Permanent Termination** Service will be cut off at the Main (done by Applicant). No minimum fee will be charged, but to restore service to that location you will be **required** to obtain the necessary Borough permits and fees, as well as the require Gloucester County Utility Authority permit.

To open a County or State road, you **MUST** contact those agencies for requirements.

**SITE LOCATION**

Address : \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Water/Sewer Account #: \_\_\_\_\_ Is the street a \_\_\_\_ City, \_\_\_\_ County or \_\_\_\_ State road?

**CONTACTS Complete All That Apply:**

- o **Property Owner:** \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_
- o **Agent Name:** \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_
- o **Construction Company:** \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

1. I, \_\_\_\_\_, agent for / owner, hereby understand the two (2) options above & request **OPTION** \_\_\_\_\_.
2. I certify that I am the **Agent for / Owner** of record on the above site location and am **authorized** to make this application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*\*\*\*\*BELOW TO BE COMPLETED BY BOROUGH DEPARTMENTS ONLY\*\*\*\*\*8\*\*\*\*\*

**Public Works Supervisor:** I, \_\_\_\_\_ certify that the Water & Sewer **SHALL BE** terminated according to the above OPTION \_\_\_\_\_, which has been chosen by owner/agent.

**Termination to be COMPLETED on :** \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Utilities Clerk** : I, \_\_\_\_\_ certify all water & sewer charges (including \$100 on/off fee) are paid to date.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Tax Collector**: I, \_\_\_\_\_ certify that all taxes are paid to date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**(THIS SHEET MUST BE RETURNED TO THE CONSTRUCTION DEPARTMENT TO FINALIZE CONSTRUCTION APPLICATION)**