



### Temporary Suspension of Services (Snowbird Policy)

Temporary suspension of utility service is available for customers who will be away from their home for an extended period of time and would like their city services and billing temporarily stopped.

#### Water Remains On at Curb-Stop

The water remains on at curb-stop and the resident is billed monthly for City water and sewer services at their usual rates, including water based upon usage. No discount.

#### Water Turned Off at Curb-Stop

Upon the resident's advance request, the City will turn off the resident's water at the curb-stop. Again upon the resident's advance request the City will schedule a time to turn on the water at the curb stop for a \$25 seasonal reconnect fee. If it is turned off at any time during the month/billing cycle, rates are prorated for the number of days it is in use. The month you return services are not prorated.

Any person requesting their utility charges temporarily be stopped must go by the following guidelines:

1. Resident utility account(s) must be paid in full.
2. Resident must submit the Temporary Suspension of Utility Service request to the City of Washburn office.
3. Water must be shut off and turned back on at the curb-stop by a City Maintenance employee. A minimum of a two day notice is required to allow for scheduling. A seasonal reconnect fee of \$25 will apply.
4. It is the homeowner's responsibility to notify the City of their departure and return.
5. The homeowner, or a designated representative, must be present at the home when the water is turned off and back on. To avoid damage the public works employee may refuse turning off or turning on water service.
6. If the curb-stop is not in working order to be turned off, you are allowed to turn off services inside the home to stop charges under the agreement. You are then agreeing to replace the curb-stop within one year of this agreement.

#### Temporary Suspension of Utility Service Request

By completing this form you agree to have the City shut off your water at the curb stop.

Customer Name (Printed): \_\_\_\_\_

Service Address: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_

Forwarding Address if Applicable: \_\_\_\_\_

Emergency Contact Name and Phone Number: \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Date to Stop Utility Service: \_\_\_\_\_

Date to Resume Utility Service: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mail to: City of Washburn  
PO Box 467  
Washburn ND 58577

Fax to: 701-462-8598

Email to: cityofwashburn@westriv.com

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#### OFFICE USE ONLY:

Date Received: \_\_\_\_\_

City Maintenance Employee Signature & Date:

Water service turned off, Date: \_\_\_\_\_

Off: \_\_\_\_\_ Date: \_\_\_\_\_

Water service turned on, Date: \_\_\_\_\_

On: \_\_\_\_\_ Date: \_\_\_\_\_

Curb-stop inoperable, in need of repair, Date: \_\_\_\_\_