

JEFFERSON COUNTY RURAL WATER DISTRICT NO. 12  
216 WINCHESTER ST.  
WINCHESTER, KS 66097  
913-774-2872 PHONE  
913-774-2875 FAX  
water12@embarqmail.com

**A COPY OF THE DEED TO THE PROPERTY AND A  
PRE-APPLICATION MUST BE ON FILE AT THE OFFICE  
BEFORE A MEETING WITH A POTENTIAL PATRON CAN BE SCHEDULED.**

**PROCEDURE FOR OBTAINING A WATER METER**

1. A PRE-APPLICATION FOR WATER SERVICE, ALONG WITH A COPY OF THE DEED TO THE PROPERTY, IS FILED AT THE OFFICE. **\*\*a**
2. THE OFFICE WILL CALL THE PERSON(S) MAKING APPLICATION TO ARRANGE A MEETING AT THE PROPERTY.
3. AFTER THE MEETING, THE MAINTENANCE DEPT. SUBMITS INFORMATION TO THE OFFICE.
4. THE OFFICE PREPARES AN APPLICATION, EASEMENT AND PROPOSAL, AS WELL AS ANY OTHER INFORMATION THAT IS NEEDED AND SENDS TO THE POTENTIAL PATRON. **\*\*b**
5. THE POTENTIAL PATRON COMPLETES AND SIGNS THE PAPERWORK AND RETURNS IT TO THE OFFICE ALONG WITH A CHECK FOR THE ENTIRE AMOUNT DUE. **\*\*c**
6. THE CHECK IS DEPOSITED IN THE BANK UPON RECEIPT.
7. THE POTENTIAL PATRON'S NAME IS PUT ON AN INSTALLATION LIST, ACCORDING TO THE DATE ALL PAPERWORK IS RECEIVED BY THE OFFICE. **\*\*d**
8. THE APPLICATION IS PRESENTED TO THE BOARD OF DIRECTORS FOR APPROVAL AT THE NEXT SCHEDULED MEETING FOLLOWING THE RECEIPT OF THE PAPERWORK AND MONEY.
9. THE PATRON IS BILLED MONTHLY FOR THE MINIMUM PLUS ANY WATER USED. **\*\*e**

**\*\*a** THE PRE-APPLICATION CAN BE OBTAINED BY CALLING THE DISTRICT OFFICE.  
ONLY THE LANDOWNER CAN MAKE PRE-APPLICATION OR APPLICATION FOR WATER SERVICE.

**\*\*b** THIS IS DONE BY THE OFFICE WHEN TIME ALLOWS.

**\*\*c** BIDS ARE GOOD FOR 30 DAYS, AS STATED ON THE PROPOSAL SENT TO THE POTENTIAL PATRON. ALL PAPERWORK AND MONEY MUST BE IN THE OFFICE BEFORE BEING PUT ON THE INSTALLATION LIST. **THE COST OF A NEW BENEFIT UNIT IS \$6,500 effective 7/1/2022 (subject to change).**

**\*\*d** THIS LIST ALSO INCLUDES MAINTENANCE WORK THAT MUST BE DONE BY THE MAINTENANCE DEPT. SO THE TIME OF THE SETTING OF THE METER COULD DEPEND ON WHAT MAINTENANCE WORK NEEDS TO BE DONE. MAINTENANCE WORK TAKES PRECEDENCE BEFORE THE SETTING OF ANY AND ALL METERS!!

**\*\*e** CURRENTLY THE MONTHLY MINIMUM CHARGE IS \$46.99 PER MONTH, WITH 2,000 GALLONS OF WATER EACH MONTH INCLUDED.

**ALL MONEY AND PAPERWORK MUST BE IN THE OFFICE AND APPROVED BY THE BOARD OF DIRECTORS BEFORE INSTALLING A METER OR BEGINNING A LINE EXTENSION.  
IF APPLICATION IS DENIED BY THE BOARD OF DIRECTORS, THE APPLICANT WILL BE NOTIFIED AND MONEY WILL BE REFUNDED.**