



*Town of Greenwood
4207 Bryan Street
P.O. Drawer 9
Greenwood, Fl 32443*

APPLICATION FOR WATER AND GARBAGE SERVICE

NAME: _____

SERVICE ADDRESS OF PROPERTY _____

MAILING ADDRESS: _____

EMAIL ADDRESS _____ (BILL Y/N)

RENT ___ OWN ___ RENTAL PROPERTY ___ # IN HOUSEHOLD: _____

WORK PLACE: _____

POSITION: _____

HOME PHONE: _____

WORK PHONE: _____

EMERGENCY CONTACT: _____

ADDRESS: _____

PHONE NUMBER: _____

SOCIAL SECURITY NO. _____

DRIVERS LICENSE NO. _____

SIGNATURE _____ DATE: _____

FOR OFFICE USE ONLY

GARBAGE CARD ISSUED: YES _____ NO _____

ACCOUNT NO. _____

DATE ACCOUNT OPENED _____

DATE ACCOUNT CLOSED _____

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EFFECTIVE OCTOBER 1, 2023 FOLLOWING RATES WILL APPLY TO ALL RESIDENTS AND/OR LAND OWNERS IN THE TOWN OF GREENWOOD

CHART OF SERVICE FEES

Initial Service Fee - \$75.00 Primary Residence of Property Owner

Initial Service Fee – \$100.00 Rental Property or Tenant other than Property Owner

Transfer Fee – A transfer fee of **\$35.00** will be imposed when a customer with an existing account, in good standing, desires to transfer to new dwelling and retains same customer name. The transfer fee can also be used to transfer an account from a deceased family member's name whose relationship involves grandparent, parent or child exclusively. **No fee will be assessed if married, living at same residence and one spouse dies.** The account will be changed to reflect the name of the surviving spouse. Accounts where the customer is deceased must be closed within ninety (90) days or transferred as stated above. An Application for Services will be required on all transfer of accounts.

New Tap Fee - \$750.00

(IN THE EVENT THE COSTS OF MATERIALS AND LABOR EXCEED THIS AMOUNT THE INSTALLATION COSTS WILL BE FIGURED ON A COST PLUS BASIS.)

Returned Checks –When the bank returns a check, the account is scheduled for disconnect. Notification is not sent out to customers regarding a returned check. Return check fees are the amount of check plus a return check charge: Under \$50.00 -\$25.00 fee; \$50-\$200 - \$30.00 fee; over \$200 - \$40.00 fee. **PERSONAL CHECKS WILL NOT BE ACCEPTED IF 2 CHECKS ARE RETURNED ~ CASH OR MONEY ORDERS WILL BE REQUIRED.**

Tamper Fee - \$75.00

(IF CUSTOMER TURNS ON WATER AFTER TOWN TURNS OFF)

Reconnect Fee - \$40.00

(FOR NON-PAYMENT OF WATER AND GARBAGE BILL)

OTHER SERVICES OFFERED

- COPIES - \$.10 PER COPY/PER SIDE
- FAX - SENT OR RECEIVED - \$2.00 PER PAGE
- NOTARY FEE - \$2.00 PER NOTARY STAMP
- WATER SOLD TO COMPANY'S/CONTRACTOR'S - \$50.00/FIRST 2,000 GALLONS THEN \$7.00 FOR EACH 1,000 GALLONS

Phone 850-594-1216 - E-mail townhall@townofgreenwoodfl.org - Fax 850-594-3914

WELCOME TO THE TOWN OF GREENWOOD

DEAR WATER AND GARBAGE USERS:

Please read the following information carefully. If you have any questions, please ask them.

RULES FOR USE OF GARBAGE FACILITY:

MONTHLY GARBAGE FEE: \$20.00

Garbage can be taken to the trash facility on Saturdays only. The trash facility is located at the west end of Knapp Street. Separate sheets of rules and regulations are attached to explain dumping, recycling and the roll off container.

Each account is issued one garbage card per residence. If you lose the card and need to replace it you will be charged \$2.00. **NO CARD NO GARBAGE DUMPING.** Your failure to pay the monthly fee will be subject to a lawsuit, court cost and attorney fees. When you move please return the card to the Town Hall. The roll off container is available **ONLY** on the 1st and 3rd Saturday of each month.

RULES FOR USE OF WATER:

MONTHLY WATER BILLING: \$16.00 for the first 1,000 gallons
\$ 6.00 per each additional 1,000 gallons

Water and garbage bills will be sent at the end of the month and are due by the 10th day of the following month. A 10% late fee penalty will be applied on the 16th of the month for all unpaid balances not received by the end of business of the 15th. If the total bill, including late charges is not paid by the end of business on the 20th of the month, your services will be turned-off/suspended at 9:00am of the 21st of the month. If your water/garbage is turned-off/suspended for non-payment, the entire bill including late fees and a reconnect fee must be paid in order to reactivate your account.

TOWN HALL CLOSURES FOR LUNCH - 11:30 A.M. - 12:30 P.M

Phone 850-594-1216 - E-mail townhall@townofgreenwoodfl.org - Fax 850-594-3914

PENALTY: A 10% late fee penalty is added to the account for all unpaid balances not paid by the 15th of each month.

RE-CONNECT FEE: To avoid a disruption in service all account balances must be paid by the 20th of each month. Delinquent accounts will be disconnected at 9:00am on the 21st. A **\$40.00** Reconnect Fee will be charged to the account.

TAMPER FEE: **\$75.00** fee will be charged if a water meter is turned back on after a town employee has cut water off, or the meter is tampered with.

RETURNED CHECK FEE: When the bank returns a check, Town Hall will attempt to contact the Payee regarding the returned check and fee. The Payee will be given no more than 24 hours to make restitution for the returned check and fee. If payment is not received the water service at the residence will be turned off until restitution is made to the Town. Return check fees are \$25, if the face value does not exceed \$50, \$30, if the face value exceeds \$50 but does not exceed \$300, \$40, if the face value exceeds \$300.

The above will be strictly enforced. Your cooperation is appreciated.

If a meter is broken or stopped, the water usage will be averaged for the last 12 months or however many months the user has had an account. Customers are given a one-time courtesy adjustment for major water leaks. If you have any questions regarding your water/garbage billing, please contact Town Hall.

PERMITS: Before building any structure or adding to your home or property, please contact the Town Hall for the proper permits.

I have read and understand the terms of my utility charges, services and payment schedule.

Customer Signature: _____

Date: _____

Account # _____

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GARBAGE FACILITY

Policy and Procedures – Effective October 1, 2023

ADMISSION

The Greenwood garbage facility is for the exclusive use for the residents and businesses, located within the corporate limits, of the Town of Greenwood upon presentation of your garbage card to the Attendant.

Use of the garbage facility by non-residents is not allowed. **Removal and/or salvaging of items brought to the garbage facility for disposal is prohibited.** Violation of these established policies and procedures are subject to investigation and prosecution.

If you have any questions about an item, please contact Town Hall before taking the item to the garbage facility.

HOURS

Saturdays Only

7:30am to 4:30pm

HOUSEHOLD GARBAGE

Household garbage must be in tied garbage bags to be accepted at this facility. Loose garbage or busted bags are not allowed. Garbage must be placed in the designated dumpsters for household garbage. The Attendant on duty will provide assistance if needed.

ROLL-OFF CONTAINER

The Roll-Off container is available for the disposal of light household items and this service is **ONLY** available on the **1st and 3rd** Saturday of each month. Attendant will need to inspect items prior to disposal and provide assistance as needed.

Because of size of bulk, some items cannot be placed in the roll-off container. If contractors or companies are working at your home, require them to include trash removal as part of the job. If accommodations cannot be made with the contractor, then hire a contractor to dispose of these items or take it to a landfill for disposal.

YARD TRASH

Yard Trash – grass clippings, leaves, tree limbs and pine straw and shrub trimmings.

Yard trash can be taken to the garbage facility on the **2nd and 4th** Saturday of each month. In order to meet State of Florida requirements, the Town of Greenwood requires the separation of yard trash from residential garbage, as yard trash cannot be placed into lined landfills.

Your help is required in order to ensure compliance. Therefore, we ask that you follow these guidelines.

1. Yard trash should be placed in the area designated for yard trash at the Greenwood garbage facility. Before entering this area, the garbage attendant will inspect the items to ensure compliance.
2. Please ensure that tree limbs are no more than eight inches in diameter and eight feet in length.

Other debris such appliances, furniture, construction/demolition, white goods, etc. are not allowed in the area designated for yard trash.

HAZARDOUS MATERIAL

Because of potential health and safety concerns, some items cannot be disposed at the Garbage facility.

Items which are considered toxic and hazardous include but are not limited to:

- Lead acid batteries, used motor oil, computer, televisions
- Automotive parts, tires, pesticides, paint and solvents, pool chemicals, materials containing asbestos, household cleaning materials, medical waste, etc.

The garbage facility has designated areas for recycling. Please see garbage attendant for assistance.

IMPORTANT NUMBERS FOR ALTERNATE DISPOSAL OPTIONS

Jackson Recycling – 850-718-0438
3530 Wiley Road
Marianna, FL 32446
(Marianna Industrial Park)

Springhill Landfill – 850-263-7100
4945 Highway 273
Campbellton, FL 32426