



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

**APPLICATION FOR WATER AND GARBAGE SERVICE**

NAME: \_\_\_\_\_

SERVICE ADDRESS OF PROPERTY: \_\_\_\_\_

\_\_\_\_ RENT \_\_\_\_ OWN \_\_\_\_ RENTAL PROPERTY      # IN HOUSEHOLD: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

HOW WOULD YOU LIKE TO RECEIVE YOUR BILL? MAIL **OR** EMAIL (CIRCLE ONE)

NAME OF EMPLOYER: \_\_\_\_\_

POSITION: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_

SOCIAL SECURITY # \_\_\_\_\_

DRIVERS LICENSE # \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION**

NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**FOR OFFICE USE ONLY**

GARBAGE CARD ISSUED: YES \_\_\_\_\_ NO \_\_\_\_\_

ACCOUNT # \_\_\_\_\_ DATE ACCOUNT OPENED \_\_\_\_\_

## **WELCOME TO THE TOWN OF GREENWOOD**

### **DEAR WATER AND GARBAGE USERS:**

Please read the following information carefully. If you have any questions or concerns, please ask for clarification.

### **RULES FOR USE OF GARBAGE FACILITY:**

**MONTHLY GARBAGE FEE:** \$20.00 (Included in monthly billing)

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

Each account is issued two garbage cards 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. If you move, please return the card to the Town Hall.

The roll off container is available **ONLY** on the **1<sup>st</sup> and 3<sup>rd</sup> 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 10<sup>th</sup> day of the following month. A 10% late fee penalty will be applied on the 16<sup>th</sup> of the month for all unpaid balances not received by the end of business of the 15<sup>th</sup>. If the total bill, including late charges is not paid by the end of business on the 20<sup>th</sup> of the month, your services will be turned-off/suspended at 9:00am on the 21<sup>st</sup> of the month. If your water/garbage is turned-off/suspended for non-payment, the entire bill including late fees and \$40.00 reconnect fee must be paid in order to reactivate your account.

### **PAYING YOUR BILL:**

You can pay your bill by cash, check, money order or debit/credit card at the Town Hall during business hours. You may also leave payments in the secure drop box located on the drive-through side of the building outside of business hours.

Additionally, you have the option of paying your bill online using the instruction page included at the end of this packet.

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

**Phone 850-594-1216 - E-mail [townhall@townofgreenwoodfl.org](mailto: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 15<sup>th</sup> of each month.

**RE-CONNECT FEE:** To avoid a disruption in service all account balances must be paid by the 20<sup>th</sup> of each month. Delinquent accounts will be disconnected at 9:00am on the 21<sup>st</sup>. 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 # \_\_\_\_\_



## **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 **1<sup>st</sup> and 3<sup>rd</sup>** 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, shrub trimmings, and pine straw.

Yard trash can be taken to the garbage facility on the **2<sup>nd</sup> and 4<sup>th</sup>** 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