

**CITY OF PLYMOUTH**  
**WATER/SEWER LATERAL**  
**LOAN PROGRAM**

**Please complete the entire application and return it to the City Clerk-Treasurer's Office at City Hall along with all applicable documentation.**

**ARE YOU A U.S. CITIZEN OR A QUALIFIED ALIEN?**  
**\_\_\_ YES    \_\_\_ NO    (you must check one)**

**NOTE:**

**The loan program will be repaid over 10 years through a special charge on your annual property tax bill. Payoff of the entire loan balance is accepted throughout the year.**

**The actual cost of each project will vary depending on the scope of work and the location of the water and/or sewer lateral. The program cannot reimburse for work that has already been done.**

**The homeowner is responsible for holding the contract or agreement with the plumber for service provided.**

**Pursuant to Municipal Ordinance 6-2-4(a): Frozen Ground.** No opening in the streets, alleys, sidewalks or public ways shall be permitted between November 15<sup>th</sup> and May 1<sup>st</sup> except where it is determined by the Director of Public Works or its designee to be an emergency excavation.

**Program funds are available to residential property owners with 4 units or less (single family, duplex, condos or apartments that are no more than 4 units on parcel) and licensed day care facilities.**

**Return application to:**

City of Plymouth  
Water/Sewer Lateral Loan Program  
C/O City Clerk  
128 Smith Street  
P.O. Box 107  
Plymouth, WI 53073  
Phone: 920-893-1271

**CITY OF PLYMOUTH**  
**WATER/SEWER LOAN APPLICATION**

**Office Use**  
**Only:**

Application  
Number \_\_\_\_\_

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

Parcel  
Number \_\_\_\_\_

Plumbing Permit \_\_\_\_\_

**All information contained in this application is strictly confidential.**

**Please fill out all pages (front and back).**

Applicants

Name: \_\_\_\_\_

Co-Applicants

Name: \_\_\_\_\_

*(Note: If you have a fiancé' or significant other living with you, please list here.)*

Current Street

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

Street Address                      City                      State                      Zip

Mailing Address:

(if different)

Street Address                      City                      State                      Zip

Phone Number:

\_\_\_\_\_

Email Address:

\_\_\_\_\_

May we contact you via email? *(circle one)*                      Yes No

May we contact you at work? *(circle one)*                      Yes No

IS THE APPLICANT THE HOME OWNER? *(circle one)*                      Yes No

Is this your primary residence?  Yes     No                      Are the property taxes paid up to date?  Yes     No

Is this property within the corporate limits of the City of Plymouth?  Yes     No

What type of property is this?

Single Family     Multi-Family (# of units \_\_\_\_\_)

Name(s) on Property Title:

Address of Property (where loan funds would be used):

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<input type="checkbox"/>	Water Lateral - Leaking
<input type="checkbox"/>	Water Lateral - Lead
<input type="checkbox"/>	Sewer Lateral - Clay
<input type="checkbox"/>	Sewer Lateral - Deficient
<input type="checkbox"/>	Road Opening Repairs (if required)

**\*Only work that is considered essential and necessary will be permitted. \*\***

**A cost estimate for the work to be done is required to be submitted as part of application materials.**

**The following projects or activities are ineligible for RLF funding:**

- 1) Properties that are not current or are delinquent on property taxes, fees, or charges for service.
- 2) Funding for laterals for new homes or commercial/industrial businesses or expansion projects.
- 3) Funding for initial lateral installations where property has been annexed.
- 4) Funding for laterals for properties outside of the City of Plymouth.

**COMPLETE THE FOLLOWING INCOME QUESTIONNAIRE COMPLETELY**

Your household income from all sources is (check one)?

- Below \$63,293     Above \$63,293     Unemployed. I have no current income.

Describe your source of income:

**PLEASE ALSO INCLUDE A COPY OF THE FOLLOWING:**

- 1) **Copy of your most recent mortgage statement showing your current principal balance and showing you are current on your mortgage payments, if applicable.**

**READ EACH ITEM BEFORE SIGNING THE APPLICATION. IF YOU DO NOT UNDERSTAND, ASK FOR ASSISTANCE. Read and initial statements below:**

I understand the loan funds are offered as a loan payable through a special charge on the tax bill. The annual special charge will be placed on my tax bill for 10 years unless the balance is paid off in full. I understand upon resale or transfer of title of the property the loan balance is required to be paid in full.

I understand the City of Plymouth Building Inspector will inspect the property to determine that the plumbing work is in compliance with plumbing codes.

I understand I must carry homeowner's insurance on the property and keep the policy in force during the life of the loan.

I understand that the City of Plymouth will loan funds equal to the necessary cost of repairs and will pay the plumbing contractor directly pending completion of the work, receiving adequate documentation, and upon receiving building inspection approvals.

I understand that the City of Plymouth must approve the application prior to starting work.

I understand that the information about my income at time of application is required to be true and correct.

\_\_\_\_\_  
(Signature of applicant) Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of applicant) Date: \_\_\_\_\_

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**PROJECT APPROVAL**

\_\_\_\_\_  
Director of Public Works/City Engineer Date: \_\_\_\_\_

**LOAN APPROVAL**

\_\_\_\_\_  
City Administrator/Utilities Manager Date: \_\_\_\_\_

\_\_\_\_\_  
City Clerk-Treasurer Date: \_\_\_\_\_

**PROJECT COMPLETION/BUILDING INSPECTOR APPROVAL**

\_\_\_\_\_  
Building Inspector Date: \_\_\_\_\_