



## REQUEST FOR REMOVAL OF ELECTRIC AND/OR WATER UTILITIES FOR DEMOLITION

Where there is to be demolition and utility facilities are removed from the premises and billing is terminated at your service location, please submit the documents outlined below and complete the following steps:

1. Complete and return the Request for Removal of Electric and/or Water Utilities Form (listed below), to the City of Traverse City Treasurer's Department. Please be sure to complete all fields of the attached form. We cannot issue a Demolition Letter stating the electric or water utilities are removed from your service location until this is confirmed by our field personnel. This letter will confirm the electric and/or water facilities have been removed from your service location. Your location must be vacant prior to the requested work being completed.
2. Submit proof of ownership in the form of a lease, deed or title, **if the name on the account does not match the name of the requestor.**

**Please submit all paperwork to:**

City of Traverse City  
Attn: Utility Billing Specialist  
400 Boardman Ave  
Traverse City, MI 49684  
Fax: 231.922.4485  
Email: [jpalfey@traversecitymi.gov](mailto:jpalfey@traversecitymi.gov)

From the time all paperwork is received, demolition requests typically have a 2-3 week timeframe for completion, weather permitting. *If you are doing a meter removal only, this form is not necessary and you should contact Utility Billing at 231.922.4431.*



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## REQUEST FOR REMOVAL OF ELECTIC AND/OR WATER UTILITIES FOR DEMOLITION

### ❖ Property Information

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

Electric Meter Number(s): \_\_\_\_\_

Water Meter Numbers(s): \_\_\_\_\_

Property Use:  Residential  Commercial

### ❖ Owner/Agent Information

Owner Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

### ❖ Demolition Information

Contractor Responsible: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Scheduled Date for Demolition: \_\_\_\_\_

### ❖ Demolition Letter

Please forward a Demolition Letter to:  Owner/Agent  Contractor

### ❖ Signature

Owner/Agent requests that the City of Traverse City and its designated agencies (referred to herein as "City of Traverse City") disconnect the electric and/or water utilities servicing the above listed property prior to a proposed demolition. The undersigned hereby warrants that he/she is the:

**Owner** or  **Duly Authorized Agent of the Owner** (either is referred to herein as "Owner/Agent") of the above listed property and hereby authorizes the City of Traverse City to remove all requested utility services to the above listed property and to execute such work as may be necessary to insure the integrity of any related utility systems and the safety of all concerned.

If for any reason it should become necessary to reinstall or reconnect any of the utility services that have been disconnected pursuant to this request or if such service later appears to have been wrongfully removed or discontinued at the Owner/Agent's request, the Owner/Agent agrees to indemnify and hold harmless the City of Traverse City from any and all claims arising from the removal or discontinuance of said service and to promptly reimburse the City of Traverse City for any and all costs or expenses incurred to reinstall or reconnect such services and any other applicable fees.

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Owner/Agent Signature

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Date

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