



**CITY OF SULTAN  
COMMUNITY DEVELOPMENT DEPARTMENT**

319 Main St. Sultan, WA 98294  
Phone (360) 793-2231 Fax (360) 793-3344

Date Stamp Area

Staff Initials: \_\_\_\_\_

**SUBMITTAL CHECKLIST #19 – WATER METER**

A water meter permit is required to connect to the city water system. The purpose is to ensure a proper and legal connection to the city water system. It is not needed if the building is connecting to a well.

Items listed in the application requirements section are needed to turn in an application. Applications will be accepted by staff at the front counter.

If all items are submitted at the front counter, your application is complete under RCW 36.070B.070, but if items are missing, your application will not be accepted.

**Applicant: Please check the “Applicant” boxes below when each item is complete and ready for review.**

**APPLICATION REQUIREMENTS**

**1. Type I Permit Application Form.**

Staff    Applicant

    Completed and Signed Application.

**2. Fees.**

Staff    Applicant

    Fees paid (see current Fee Schedule).

**PROCESS**

1. When you are ready to submit your application to the City, bring all required items for a complete application to city hall.
2. A City Staff member will review your application using the attached submittal checklist to determine if a Determination of Completeness (RCW 36.70B.070) can be issued. Incomplete applications will not be accepted by the City.
3. Once the application has been determined complete, the City Staff will review the application. The application must meet the approval criteria.
4. If the application has not met the approval criteria:
  - a. The City will mail you a letter indicating the changes that must be made to the application.
  - b. You have 180 days to modify your application and resubmit it to the City.
  - c. Your application will expire if requested information is not provided.
5. Once adequate information has been provided from the applicant to the City, the City will issue a decision of approved, approved with conditions, or denied.
6. The decision of the City is appealable to the Hearing Examiner (SMC 16.120.100).

**ADDITIONAL INFORMATION**

If you would like additional information, please contact the Community Development Department at the number shown above. Ask for the permit assistant.