



**Town of Charlestown**  
**Water and Wastewater Department**  
233 Main Street PO Box 385  
Charlestown, NH 03603  
(603) 826-5821

Fax to 603-826-5181 or email to [patricia@charlestown-nh.gov](mailto:patricia@charlestown-nh.gov) for work to be completed

This form must be completely filled out and signed by the responsible person before any action will be taken.

Name of person requesting service: \_\_\_\_\_

Phone number of person requesting service: \_\_\_\_\_ Fax: \_\_\_\_\_

Physical Address of service location: \_\_\_\_\_

Name of current owner of service: \_\_\_\_\_

Name of new owner of service (if a sale): \_\_\_\_\_

Type of service request: \_\_\_\_\_

Have all permits, if required, been filed: IE. Dig Safe, Highway, Planning Board,  
Building Inspector. Yes or No or N/A

List two dates when service can be performed: \_\_\_\_\_

If we need someone to be at the location we will call above number and arrange a mutual time.

Comments or issues:

Signature of responsible person: \_\_\_\_\_

Work or contact will take place 48 working hours after stamped "received" at the town office. (233 Main St.) 826-5821

Someone must be home for a turn on or off service.

For transfer of property fill out form No fees apply.

For new service connection installation permits and fees apply.

For water quality issues please call 826-5535 or 826-5387 and complete this form for our records.

Fees are as follows:

\$ 40.00 per water on or off during working hours:

\$ 80.00 per water on or off after working hours:

\$ 750.00 per service connection water or sewer:

New Water Connections may also incur additional charges ie: water meter, parts and labor

\$ 900.00 per service in Riverview Park:

\$50.00 per hour Labor rate After Hours \$100.00: