



PO Box 568  
Estes Park, CO 80517  
970-586-4544  
Fax 970-586-1049  
[www.utsd.org](http://www.utsd.org)

## SERVICE REQUEST FORM

Date Received: \_\_\_\_\_  
Initials: \_\_\_\_\_

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### REQUESTING PARTY:

Contractor/Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_  
(City) (State) (Zip Code)

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

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### PROPERTY OWNER: (If Different From Above)

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

Mailing Address: \_\_\_\_\_  
(City) (State) (Zip Code)

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

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### PROPERTY INFORMATION:

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

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

Subdivision: \_\_\_\_\_ Filing: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

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### TYPE OF PROPOSED DEVELOPMENT: (Check All That Apply)

\_\_\_\_\_ New Construction      \_\_\_\_\_ Addition/Remodel to Existing Structure

\_\_\_\_\_ Residential      \_\_\_\_\_ Commercial

\_\_\_\_\_ Single Family Residence      \_\_\_\_\_ Platted Single Family Residence, Multi-Family Subdivision

\_\_\_\_\_ Apartment/Condo Complex

Other: \_\_\_\_\_

**Proposed development intent or service being requested:**

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**Identify alternate plan that may be considered:**

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**Please furnish a set of plans for review and calculation of fixture unit values. These plans will be retained by the District.**

**ADDITIONAL INFORMATION REQUESTED:**

\_\_\_\_\_ **Locate Main Line**

\_\_\_\_\_ **Locate existing service line**

\_\_\_\_\_ **Identify easements you may need**

\_\_\_\_\_ **Other**

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**PLANNING CODE AND ZONING LAW COMPLIANCE**

It is the responsibility of the property owner to comply with all Larimer County, Estes Valley Development and Town of Estes Park Planning Codes and Zoning Laws. Upper Thompson Sanitation District is not responsible to verify the property owner’s investigation of and compliance with code and zoning regulations.

Revocation of a building permit, denial of proposed property use or abandonment of construction due to non-compliance, as determined by county or town officials, may not be construed as entitlement to refund of fees paid to Upper Thompson Sanitation District. Fees paid to UTSD for the provision of service to this property may not be transferred or refunded and no adjustment appeal will be considered.

*Therefore, I verify that property owned by* \_\_\_\_\_

*located at* \_\_\_\_\_

(Physical Address)

\_\_\_\_\_, \_\_\_\_\_

(Parcel Number)

(Legal Address)

*is in compliance with Larimer County, Estes Valley Development and Town of Estes Park Planning Codes and Zoning Laws. I understand Upper Thompson Sanitation District is not responsible for investigation of code and zoning compliance for the above mentioned property. I am aware I have no entitlement for service or refund of any fees hereto paid to UTSD should it be determined this property is in violation of code or zoning regulations.*

\_\_\_\_\_  
(Name - Printed)

\_\_\_\_\_  
(Signature)

(Check One)

\_\_\_\_\_ **Property Owner**

\_\_\_\_\_ **Contractor Designated by Property Owner as Official Representative  
(I certify I have been granted this authority by the property owner.)**