



The City of Spring Lake Park provides water and sewer services and other utility services for all properties in the City. This is a brief summary of the utility account fees.

Utility accounts include charges for water, a treatment plant fee, sewer, recycling, (curbside recycling is contracted with Waste Management) street lights (for the maintenance of community street lights,) a quarterly service/base fee and a MN water test fee. Statements bill quarterly: 1-1, 4-1, 7-1 and 10-1. Payments are always due on or before the 30<sup>th</sup> of the month in which they bill. To avoid a late charge, payments must be made on or before the due date. You can register on the City's website, [www.slpmn.org](http://www.slpmn.org) for an eBill, or online delivery of your water bill. Please note: if you register for the eBill, we NO longer mail a paper statement. You can also pay your bill electronically through ePay but this option carries a convenience fee. The City accepts walk-in payments of cash, checks, money orders, credit cards and (or) bill pay payments. You may also pay by phone with a credit/debit card, but again, all card payments carry a convenience fee. Regrettably, we do not have auto pay. In addition, a payment slot is available after hours in the entry of city hall. Office hours are Monday - Friday, 8:00 A.M. to 4:30 P.M.

All water meters in the City are equipped with a radio receiver so meters can be read electronically to record water use. Water meters read in 1,000 gallons. The City reads only the first four dials on the meter, left to right. The City encourages property owners monitor their water meter readings on a regular basis. In addition, it's important to locate and learn how to shut off your water in case of an emergency.

So we may update our records accordingly, please complete the form below and return it to the City. Thank you. Dena Brunette, Utility Billing Clerk, Spring Lake Park Water Dept. [dbrunette@slpmn.org](mailto:dbrunette@slpmn.org) Phone 763-784-6491.

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**UTILITY SERVICE FORM/APPLICATION FOR SERVICE**

Name of Property Owner: \_\_\_\_\_ Service Address: \_\_\_\_\_

Billing Address: (Only if different from service address) \_\_\_\_\_

Home/Cell Number: \_\_\_\_\_ Work Number: \_\_\_\_\_

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

Type of Building Single Family: \_\_\_\_ Duplex: \_\_\_\_ Townhouse: \_\_\_\_ Apartment: \_\_\_\_ # of Units: \_\_\_\_\_

Other/Explain: \_\_\_\_\_

Will this be your primary residence? \_\_\_\_ Rental property \_\_\_\_ Other/Explain: \_\_\_\_\_

If this is a rental property, in Accordance to City Ordinance #367, all utility bills are to be in the name and address of the property owner and (or) the management company only. The City does not bill or mail to tenants.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**