

**Town of Essex
Application for Running Water
To Prevent Freezing**

Revised 01-22-2026

The undersigned, being the property owner / owner's agent of the property located at:

Street Address: _____

Does hereby request that the Town of Essex allow the water be run at the above address to prevent water service freezing. The property use is:

£ Residential £ Commercial £ Industrial structure

Property Owner:

Name: _____

Address: _____

Phone: _____

Email: _____

The property owner agrees:

- The property owner / owner's agent has read the Water Service Freezing Prevention Policy and agrees to all requirements.
- To allow Water and Sewer personnel access to their property throughout the duration of the water running.
- That the Town of Essex will not be held responsible for any internal plumbing issues that may arise during the water running.
- The property owner / owner's agent has been alerted to the potential for saturating their onsite waste disposal system if applicable and the Town of Essex will be held harmless for any damage

Signed : _____ Date: ____ - ____ - ____

(Signature of Property Owner)

PLEASE NOTE: THE TOWN OF ESSEX WATER AND SEWER DEPARTMENT WILL ONLY ADJUST PROPERTY OWNERS' BILLS THAT HAVE BEEN AUTHORIZED TO RUN WATER TO PREVENT FREEZING ALL PROPERTY OWNERS THAT DO NOT RECEIVE AUTHORIZATION TO RUN WATER WILL NOT BE REIMBURSED FOR WATER USED.

For Office Use Only

Received by: _____ Date: ____ - ____ - ____

Approved by: _____ Date: ____ - ____ - ____ £ Letter Sent £ Finance Notified

Meter Readings: Start: _____ End: _____

Date Water Stopped: Date: ____ - ____ - ____ £ Letter Sent £ Finance Notified