

Gallia County Rural Water Association Incorporated  
308 Burnett Road  
Gallipolis, OH 45631  
Phone 740.446.9221  
Fax 740.446.9586

### **Important Notice Concerning New Tap Installations.**

Please follow steps below for tap purchases.

1. Please provide us with a copy of your recorded deed.
2. Driveway needs cut into property before we give a quote.
3. Before downloading and filling out form/documents for new taps, you will need to send us a survey plat map of your property. You can get these from your county engineers office, if you live in Gallia County you can download the plat map at <http://www.gallianet.net/GIS/index.htm>
4. Give directions to the properties location and also where you would like to have your tap placed. We usually will give you a white flag to mark this location. The reason behind this is to make sure that we can adequately provide you with water at the requested location.
5. If we are able to then supply you with a water service tap then you will then need to download the following files from this link <http://www.galliah2o.com/documents.html> or you can pick up the documents at our office.

-Your Platt Map  
-Copy of Your Deed  
-Application for Service

*The following needs returned after tap application is approved.*

-Water User's Agreement  
-Acknowledgement  
-Rules & Regulations  
-Shut Off Valve Requirement  
-Right of Way Easement(Legal Size Paper Required)  
-Fee (once application is approved will be accepted)

**(From this point, the process could take 6-8 weeks for tap to be installed)**

If mailing the forms to us send to:

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Gallipolis OH 45631

If you have any further questions please give us a call at 740.446.9221. Our office hours are Monday thru Friday, 8:00 AM – 4:00 PM EST excluding Holidays.