

## TOWN OF DELMAR REQUEST FOR SERVICES

<b>Developer/Business Name</b>	
<b>Contact Person(s):</b>	
<b>Billing Address:</b>	
<b>Telephone Numbers:</b>	(____) ____ - ____ (O) / (____) ____ - ____ (M)
<b>Email Address:</b>	
<b>Location for Service:</b> (Circle One) Delmar, Maryland or Delmar, Delaware	
<b>Type of Development:</b> (Circle One) Residential or Commercial	
<b>Name of Development or Subdivision:</b>	
<b>Location Address:</b>	
<b>Location Map/Grid/Parcel:</b>	
<b>Parcel / Account ID:</b>	
<b>Type of Service(s) - Identify one or more of the categories below</b>	
_____ <b>Annexation</b> / _____ <b>Water Service</b> / _____ <b>Sewer Service</b>	

**Written Description of requested services:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Below: Initial on the blank line prior to each service that is applicable to your request. Place N/A if not applicable.

I, the signer of this Request for Services, am the sole proprietor, a principal partner or an authorized designee of \_\_\_\_\_ (Business Name)  
 Do hereby understand and accept all financial responsibility for Professional Service fees required for this Request for Services. (Letter required from Owner for Authorized Designee)

\_\_\_\_\_ **Annexation Fees** - I understand and agree to pay all fees associated with Annexation which will include the professional services from the Town's Engineering Firm and the Town's Attorney. There will also be fees for legal advertisements as required by State law to give Public Notice of the Annexation Public Hearing.

\_\_\_\_\_ I further understand and agree that if the annexation request is withdrawn or denied approval to be annexed into Town Municipal boundaries, I remain responsible for any outstanding cost up to the date the annexation is formally terminated in writing by either party (Town/Developer)

\_\_\_\_\_ **Water / Sewer Services Fees** - I understand and agree to pay all fees associated with Water and/or Sewer Services which will include but not limited to the professional services from the Town Engineering Firm. *Town Engineers are not authorized to discuss any Town related projects/developments without the Town having a fully executed Request for Service on file.* Town Engineers shall assess fees per their hourly rates schedule for all emails, telephone conversation, plan review and comments in addition to other aspects of development projects such as storm water management review/comments, public roadways, sidewalks, curb gutter, pre-construction and progress meetings, project inspections, punch lists and final written recommendation to the Town for acceptance of utilities and infrastructure.

\_\_\_\_\_I understand and agree that the terms of payment as identified within this agreement are as follows: All invoices are due upon receipt. All invoices will be assessed a Town of Delmar Administrative processing fee. A 1.5 % interest charge will be added to invoices after 30 days. All invoices remaining outstanding after 30 days shall cause the Town to place a Stop Order for Town Engineer's project/plan/inspections, etc. until outstanding invoice is satisfied. Outstanding invoices shall also cause a delay in the issuance of building permits and/or Certificates of Occupancy until all invoices are satisfied.

\_\_\_\_\_ I understand and agree that this Request for Services will remain on record and active until the project has been completed and/or written withdrawn from the process and the last outstanding invoice is satisfied.

\_\_\_\_\_I the signer is only responsible for the initial inquiries for fact finding purposes for the project identified above. The formal process for the development of the said parcel will be satisfied by the Developer: \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature Title Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Signature Title Date

\_\_\_\_\_/ Town Manager / \_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Town Official - Signature Date

**Please return this form to:**

**Town Manager - [townmgr.delmar@verizon.net](mailto:townmgr.delmar@verizon.net)  
Municipal Clerk - [klayton.delmar@verizon.net](mailto:klayton.delmar@verizon.net)**

**Upon receipt of this form, a fully executed copy of the document will be returned to the email address identified on this form**

**OFFICIAL USE:**

Distribute Copies: \_\_\_\_\_Developer \_\_\_\_Town Mgr. \_\_\_\_Project File \_\_\_\_Municipal Clerk  
\_\_\_\_\_Town Engineer