



TOWN OF JAY

Water and Wastewater Department

Paul Mintz
 Water and Wastewater Operator
 Watersewersuper@townofjayny.gov

Mailing Address:
 P.O. Box 730
 Au Sable Forks, NY 12912

Jessie McDonald
 Clerk to the Highway Superintendent
 hwyclerk@townofjayny.gov
 Telephone: (518) 647-2204 Ext 125

Physical Address:
 168 Valley Road
 Jay, NY 12941
 Fax: (518) 946-1259

RESIDENT'S CHANGE REQUEST FOR SEWER OR WATER

Property Owner Name: _____ Name if different from owner: _____
 (i.e. caretaker, other)
 MAILING Address: _____ Best Contact Number: () _____ - _____
 City: _____ State: _____ Zip: _____

SERVICE Address (if different from above): _____
 Hamlet Location - check one: Au Sable Jay Upper Jay

I hereby certify that I am the property owner of his/her representative and have authority to request this service. I also agree to hold harmless the Town of Jay for any resulting problems or damage due to this request.

Signature of Requester: _____ Date: _____

PLEASE CHECK APPLICABLE REQUEST:

- WATER** : ___ Turned **ON** ___ Turned **OFF** (check if Seasonal ___) ___ **TAP** service line (application)
 (Service Fee of \$40.00 applies to above) (water turn on included in fee)
 ___ Emergency Repair Needed (Date Off: _____ Date back On: _____) ___ Stop Service (Well, Vacant Lot)
- SEWER** : ___ New Service Connection (town system) ___ Stop Service (private tank)

It is required that the property owner or representative be present when water is to be turned on or off.

NOTE: The town's responsibility regarding the water line ends at the curb stop. The property owner is responsible for the water lines into and within the building.

OPERATOR/OFFICE USE ONLY:

Operator who Completed: _____ Date: _____ Time: _____ AM, PM
 DISTRICT: W1 W2 W3 _____

Service Charge: Yes \$40.00 No Submitted to the Sewer/Water Biller on: _____

Additional Info: Updated 3/25/26 JM