



April 10, 2018

OWNER  
OWNERADD1  
OWNERADD2

Subject: **Holly Brook Water and Sewer Extension Project**  
Location: LOCATION

Dear SALUTATION:

We are happy to inform you that the Holly Brook Water and Sewer Extension Project is moving along, and we are approaching the time for residences to apply for connection to the Town's water and sewer system.

To kickoff the connection process, I have enclosed a few documents. Attached, please find the following:

- Residential Application for Permit
- Water and Sewer Connection Application
- Answers to Frequently Asked Questions (FAQ)
- Step by Step Instructions to Connect Your Home to the Town of Cary Water/Sewer Systems
- Return Envelope

The Town has contracted with Moffat Pipe, Inc. to install the water meter box to each residence and make the switch over from the Aqua system to the Town's system once Town staff has installed the meter at each location. You will soon see the meter box and sewer cleanout locations "staked out" on your property. These are the proposed locations of the meter box and sewer cleanout, the point at which your plumber will connect to the Town's sewer system. Please contact us as soon as possible if there are any concerns over the locations of these items. We have located the new meter boxes within three feet of the existing Aqua meter. The sewer cleanout is strategically located for connection of the home to the Town's system via gravity service.

To ensure your home is ready to connect to the Town of Cary Water system as soon as the meter is set, I have prepopulated some fields for the applications. Please add your phone number and complete the Plumber section and Property Owner's Statement section of the Residential Application for Permit. Any Plumber that will be working on your property will need

**TOWN *of* CARY**

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to be listed on the applications, either initially or at time of construction. Once signed, return the two permit applications in the enclosed envelope or email to me at [brian.drake@townofcary.org](mailto:brian.drake@townofcary.org).

The submittal of the above applications will allow you to schedule a “rough in” inspection with the Town’s Plumbing Inspection Department. Further step by step instructions are attached. Prudent attention should be given to the applications to ensure no delays in connection are encountered. An inspection of the home’s water system component should be given priority.

Once any required home plumbing upgrades have been completed and the Town’s contractor has installed the meter box to your property (roughly August), you will be ready to request a final inspection and hookup to the Town’s water system. **Without an inspection of the home’s plumbing, we cannot connect you to the Town’s water system.** Thank you for your support as utilities are installed in Holly Brook.

If you have any questions or concerns about the upcoming construction, please feel free to contact me at (919) 462-3836 or [brian.drake@townofcary.org](mailto:brian.drake@townofcary.org). You can also learn more by searching “Holly Brook Water and Sewer Extension Project” at [www.townofcary.org](http://www.townofcary.org).

Sincerely,

A handwritten signature in cursive script, appearing to read "Brian Drake", with a horizontal line extending from the end of the signature.

Brian J. Drake, P.E.  
Project Engineer

Encls.