



City of Spring Lake Park  
Utility Billing  
1301 81<sup>st</sup> Ave NE  
Spring Lake Park, MN 55432  
763-792-7213

## UTILITY SERVICE FORM

The City of Spring Lake Park provides water and other utility services for all properties within the City.

### Utility Accounts Include Charges For:

Water and Sewer, Water Service Fee, MN Test Fee, Storm Water, Recycling (curbside recycling is contracted with Walters Recycling & Refuse), and Street Lights.

### Billing Schedule:

Statements are issued quarterly on March 31<sup>st</sup>, June 30<sup>th</sup>, September 30<sup>th</sup>, and December 31<sup>st</sup>.

Payments are due on or before April 30<sup>th</sup>, July 30<sup>th</sup>, October 30<sup>th</sup>, and January 30<sup>th</sup>.

If payment is not received by the due date, a 10% late penalty will be applied.

### Payment Options:

The City accepts payments by cash, checks, credit/debit cards, money orders, and bill pay. Payments can be made in person at City Hall, by phone, or online through the City's website [SpringLakeParkMN.gov](http://SpringLakeParkMN.gov) → Online Bill Pay.

A Utility Payment drop box is also available 24/7 – This is located outside the City Hall Entrance.

**Please note:** All card transactions carry a convenience fee.

### Office Hours:

Monday – Friday 8:00 AM – 4:30 PM.

### Water Meters:

All City water meters are equipped with a radio receiver so meters can be read electronically to record water use.

Water meters read in 1,000 gallons. The City reads only the first four dials on the meter, left to right.

The City encourages property owners to monitor their water meter readings regularly. It is important to locate and learn how to shut off your water in case of an emergency.

**Please complete the form below and return it to the City so we can update our records.**

**Property Owner:** \_\_\_\_\_

**Service Address:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Type of Property:** Single Family: \_\_\_\_\_ Duplex: \_\_\_\_\_ Townhome: \_\_\_\_\_ Apartment: \_\_\_\_\_ Business: \_\_\_\_\_

**Will this be your primary residence?** Yes \_\_\_\_\_ Rental property: \_\_\_\_\_

If this is a rental property, in accordance to City Ordinance #367, all utility bills are to be in the name and address of the property owner and / or the management company.

\_\_\_\_\_  
**Signature:**

\_\_\_\_\_  
**Date:**