



CITY OF MASCOTTE UTILITY SERVICE REQUEST FORM



_____/_____/_____
Date of Service

Account Number

CUSTOMER INFORMATION

Last Name

First Name

Middle Initial

(_____)_____
Phone Number

E-Mail Address

Service Address:

***Complete Separate Form for Social Security Number**

Street Number and Name

Mailing Address:

Street Number and Name

City

State

Zip Code

Signature of Owner or Tenant

_____/_____/_____
Date

SERVICE REQUESTED

Connection Disconnection Check for Leak Re-read Check for Meter Damage

Meter Reading _____ Meter Serial # _____ Transmitter # _____

Order Processed By: _____
Accounting Staff Name

Date Sent to Public Service: ____/____/____

Time Sent to Public Service: _____

Service Performed By: _____
Public Services Staff Name

Lock put on Meter Customer Removed Lock

Date Service Performed: ____/____/____

Time Service Performed: _____ a.m. (p.m.)

COMMENTS:

BUSINESS/INDIVIDUAL NAME _____

SOCIAL SECURITY # _____

CHAPTER 119 (2007)

119.071(5) (2a) Other Personal Information

2. a. An agency may not collect an individual's social security number unless the agency has stated in writing the purpose for its collection and unless it is: (I) specifically authorized by law to do so; or (II) Imperative for the performance of that agency's duties and responsibilities as prescribed by law. b. Social security numbers collected by an agency may not be used by that agency for any purpose other than the purpose provided in the written statement.

3. An agency collecting an individual's social security number shall provide that individual with a copy of the written statement required in subparagraph 2.

4. a. Each agency shall review whether its collection of social security numbers is in compliance with subparagraph 2. If the agency determines that collection of a social security number is not in compliance with subparagraph 2, the agency shall immediately discontinue the collection of social security numbers for that purpose. b. Each agency shall certify to the President of the Senate and the Speaker of the House of Representatives its compliance with this subparagraph no later than January 31, 2008.

5. Social security numbers held by an agency are confidential and exempt from s. [119.07\(1\)](#) and s. 24(a), Art. I of the State Constitution. This exemption applies to social security numbers held by an agency before, on, or after the effective date of this exemption.

6. Social security numbers may be disclosed to another agency or governmental entity if disclosure is necessary for the receiving agency or entity to perform its duties and responsibilities.

➤ *The statute below only applies to the application for a Business Tax Receipt*

FLORIDA STATUTE –
CHAPTER 205 (2005)

205.0535 Reclassification and rate structure revisions.--

(5) No license shall be issued unless the federal employer identification number or social security number is obtained from the person to be licensed.

Signature of Applicant:

Date:

Print Name:



City of Mascotte

City Hall (352) 557-8888
 Fire Department (352) 429-4766
 Police Department (352) 429-3393
 Public Services Department (352) 429-4429

City of Mascotte
BUILDING AND DEVELOPMENT DEPARTMENT

100 E. Myers Blvd.
 Mascotte, FL 34753
 352-557-8888

Web Site: www.cityofmascotte.com

REQUEST FOR RESIDENTIAL CHANGE OF OCCUPANCY

FOR OFFICE USE ONLY:

\$50.00 Permit Fee

Floor Plan attached: Y/N

Date Rec'd & Fee Paid:

Via:

By:

Name of Property Owner: _____

Mailing Address: _____

Phone, Fax or E-mail Address: _____

Tenant Name: _____

Rental Address: _____

Tenant Phone, Fax and/or E-mail Address: _____

***When approval is given for a change of occupancy inspection, you are only being approved for the City or its representatives to inspect the property. You are NOT being given authorization for any work to be done on the premises. If any deficiencies are found, the City Official will prepare a report advising you what will need to be done in order to correct any issues and bring the structure into building code compliance. You will then need to pull the appropriate permits and have the approval of the city before any work may be started. ***

Signature of Applicant: _____ Date: _____



Welcome to the City of Mascotte Residential Customers

Utility Deposit: A utility deposit of \$150.00 and a turn-on fee of \$35.00 must be paid for each meter at time of application for new services. To terminate services, you must submit the proper forms to City Hall including a forwarding address. Upon termination of services, your deposit is applied to the final utility bill. Any remaining deposit will be refunded (typically the month following when service is disconnected). If a balance remains owed, you will be billed accordingly.

Change of Occupancy Fee: A fee of \$50.00 will be charged to the property of any rental property with each tenant change. This fee covers inspections that are required of rental properties to ensure that the property is up to the Building Code standards in order to protect the tenants. **A fee of \$25.00 will also be charged if the rental inspection does not pass.**

Water Rates: An availability charge of \$28.00 is billed to all residential water utility accounts within the City. This fee is for the City providing water service to a property whether any water is used or not. The City uses a tiered water rate calculation as indicated below: **Minimum bill of \$35.00 or \$84.33 for addresses connected to city sewer.**

Irrigation Water Rates: An availability charge of \$28.00 is billed to all residential irrigation utility accounts within the City. This fee is the City providing irrigation water service to a property whether any irrigation water is used or not. The City uses a tiered water rate calculation as indicated below: **Minimum bill of \$28.00.**

<u>Gallons</u>	<u>Water Rate</u>
Availability Rate:	\$28.00 Availability Rate (even if zero gallons are used)
1 st Step: 1,000-2,999	\$28.00 minimum + \$3.00/thousand gallons
2 nd Step: 3,000-5,999	\$28.00 + Step 1 + \$4.00/thousand gallons
3 rd Step: 6,000-9,999	\$28.00 + Step 1 + Step 2 + \$5.00/thousand gallons
4 th Step: 10,000-14,999	\$28.00 + Step 1 + Step 2 + Step 3 + \$6.00/thousand gallons
5 th Step: 15,000-24,999	\$28.00 + Step 1 + Step 2 + Step 3 + Step 4 + \$6.25/thousand gallons
6 th Step: 25,000-34,999	\$28.00 + Step 1 + Step 2 + Step 3 + Step 4 + Step 5 + \$7.00/thousand gallons
7 th Step: 35,000-49,999	\$28.00 + Step 1 + Step 2 + Step 3 + Step 4 + Step 5 + Step 6 + \$7.50/thousand gallons
8 th Step: 50,000-99,999	\$28.00 + Step 1 + Step 2 + Step 3 + Step 4 + Step 5 + Step 6 + Step 7 + \$8.00/thousand gallons
9 th Step: 100,000 and over	\$28.00 + Step 1 + Step 2 + Step 3 + Step 4 + Step 5 + Step 6 + Step 7 + Step 8 + \$9.00/thousand gallons

The utility billing period covers an approximate 30 day period. This period typically starts around the 1st of each month. Bills are mailed between the 13th and 20th of each month. ***Bills are due on the 1st of every month. On the 11th at 7:00 am a 10% LATE FEE IS APPLIED. Any outstanding balance over \$9.99 on a customer's account that has not been paid in full as of 7:00am on the disconnection date (located on the front of your bill), will be put on the shutoff list AND WATER WILL BE TURNED OFF. Anyone placed on the shutoff list will be responsible to pay the entire balance of the bill including the \$35.00 service charge along with all other fees and service charges that have been adopted by City Council in order to have their water turned back on. Once staff have processed all names on the shutoff list, they will start to go back through the city and turn on water of those who have paid their bill in full.** If water is requested to be turned back on after standard work hours, an additional \$130.00 fee will be required from the customer. Any outstanding balance, including all late charges, disconnects and reconnects fees, must be paid in full to have service restored. On all return checks, service will be disconnected immediately. Also a cut-off fee of \$35.00 and NSF charge of \$25.00 will apply. **There are no exceptions to this policy!**

Stormwater Rate: A stormwater fee of \$7.00 is billed on your monthly invoice. This fee is used to fund activities that prevent flooding and untreated storm water run-off.

Sewer Rate: A sewer availability charge of \$49.33 is billed to residential utility accounts with sewer services.

Base/Availability Rate:	\$49.33 Base/Availability Rate (even if zero gallons are used)
Volumetric Rate (per 1,000 gallons):	All Usage [1] \$4.91
*[1] Residential sewer usage charge capped at 10,000 gallons/month	

CITY OF MASCOTTE CONTACT LIST

City of Mascotte
City Hall
100 E. Myers Blvd.
Mascotte, FL 34753

City Office Hours of Operation
7:00am to 5:30pm Monday – Thursday
Closed Friday, Saturday, Sunday & Holidays
City Hall (352) 557-8888

Police & Fire Emergency - Dial 911 Non-Emergency - (352) 343-2101

Utility Emergencies (After Hours ONLY) – (352) 638-0416

City Council

Mayor – Steven Sheffield
Council Member – Jessica Bruno
Council Member – Robin Hughes
Council Member – Randy Brasher
Council Member – Meghan Desoto

City Hall – (352) 557-8888

City Manager – Annamarie Reno
Finance Director/Deputy City Manager – Dolly Miller
City Clerk – Stephanie Abrams
Accounts Payable/Assistant City Clerk – Sasha Grossi
Utility Accountant – Joanny Nazario
Utility Billing Specialist – Morgan Reynolds
Utility Billing Tech./Customer Service – Maribel Salazar
Utility Billing Tech./Customer Service – Nataly Martinez

Police Department (352) 429-3393

Police Chief – Eric Pedersen
Police Admin. Asst. – Melissa Florence
Code Enforcement-Sean Gleason (352) 805-0058

Public Services Department (352) 429-4429

Public Services Director – Larry Walker
Public Services Admin. Asst. – Cindy Ward

Lake County Fire Department (352) 429-4766

Planning & Zoning Department (352) 557-8848

Planning Technician-Renee Cole

Building Department (352) 557-8816

Building Permit Technician-Julian Trevino

Parks & Recreation (352) 557-8847

Parks & Rec Coordinator-Fred Wellington

City Council Meetings: 1st and 3rd Tuesday of each month at 6:30 pm or as scheduled. Meetings are held at the Tedder-Thomas Memorial Civic Center located at 121 N. Sunset Avenue.

Forms of Payment: The City accepts cash, checks, money orders and credit cards (Visa, MasterCard, Discover and American Express- There is a 3% fee or a \$2.00 minimum for all cards) To avoid long lines, customers are encouraged to mail their payment or use our payment drop box located at the entrance to City Hall.

(No Cash in Drop Box Please.)

The City now offers online bill pay. Please visit our website at www.cityofmascotte.com and click on the Online Payment link.