



CITY OF PORT WENTWORTH Georgia

7224 GA Highway 21 | Port Wentworth, Georgia 31407
Phone (912) 964-4379 | Fax (912) 966-7429
www.portwentworthga.gov

UTILITY CHECK LIST

- ☐ **Proof of Identification** – In the form of a driver's license or passport.
Copy of Co-applicant's identification as well.
- ☐ **Proof of Residency** – Copy of the mortgage agreement, closing documents (closing disclosure, deed, settlement, Chatham County Property Record), or lease agreement.
- ☐ **Utility Application** – Available at City Hall or online on City Website.
www.portwentworthga.gov
- ☐ **Service Fee** – Residential Water, Sewer, and Sanitation Fee –
\$220.00 (Water & Sewer Fee: \$110.00, Sanitation Fee: \$110.00)

For Commercial properties, please contact City Hall for the Water, Sewer, and Sanitation fees to establish services, as fees will vary as based on the fee schedule.

*** Fees are non-refundable**

*** All residential and commercial accounts must have water, sewer, and sanitation with the city.**

*** All commercial properties must establish utility services (water, sewer and sanitation) prior to submission of Occupational Tax Licensing Application.**

*** All documentation listed must be submitted to process the Utility Application.**

Please keep in mind an application for each individual property/account shall be required.

For same-day service, the application (and required materials) must be received by City Hall's office **prior to 12:00pm**, no weekends or holidays. If all documentation and payment is received after 12:00pm, services will be connected the following business day. If you elect to disconnect services, it is the account holder's responsibility to submit a disconnection form. We do not do transfers of utility services.

If you have any questions, please call City Hall (912) 964-4379.

Revised July 2026

For Office Use Only:

Account No: _____
Service Start Date: _____
Water/Sewer Fee: _____
Sanitation Fee: _____

CITY OF PORT WENTWORTH
UTILITY SERVICES
APPLICATION FOR SERVICES



For Office Use Only:

Amount Paid: _____
Payment Type: _____
Initials: _____
Service Order #: _____

Applicant: ☐ Property Owner ☐ Tenant ☐ Realtor

Type of Service: ☐ Residential Service ☐ Commercial Service ☐ Fire Hydrant

Types of Utility Service Requested: ☐ Water ☐ Sewer ☐ Sanitation ☐ Irrigation (if present)

Applicant Name / Driver's License No./State

Co-Applicant Name (must be present) / Driver's License No./State

Social Security No./Federal Tax ID No.

Have you had services with the City of PW?

If yes, please provide the previous address (any outstanding balance must be paid in full)

Telephone No.

Secondary Telephone No.

Email Address

Service Address

Sq. Footage

Mailing Address (if different from above)

Do you Rent? If so, please complete the following:

Property Owner's Name

Property Owner's Telephone No.

Property Owner's Address

Alternative Contact Information:

Contact's Name

Contact's Address

Contact's Telephone No.

Please select your Sanitation Services (Commercial Only):

Container Size:

☐ 4yd ☐ 6yd ☐ 8yd ☐ Trash Compactor ☐ Commercial Carts

Business Classification (Commercial Only):

☐ Apartments ☐ Car Wash ☐ Gas Station
☐ Grocery Store ☐ Hotel/ Motel ☐ Laundry
☐ Office ☐ Restaurant ☐ Warehouse

No. of Pick-ups (per week):

☐ 1 day ☐ 2 days ☐ 3 days ☐ 4 days ☐ 5 days

No. of Rooms/ Gas Pumps/ Seats/
Apartment Units/Laundry Machines:

By signing this application, I commit to the responsibility for the address stated above. I understand a 10% penalty is added to any unpaid balance that is not received by 5pm on the last business day of the month. Failure to receive a bill will not prevent any bill from becoming delinquent, acquiring fees or disconnection. Nonpayment of past due amounts must be receipted by 5pm on the 14th day of the following month of the original billing date. Past due balances must be paid in FULL before the 15th day of the month or services will be disconnected without further notice, a \$75 fee will be assessed, and the full balance must be paid to restore services. I acknowledge that by damaging, tampering, or interfering with the water meter, which is City property, will result in a minimum fee of \$50 up to \$1000. Please refer to our City of Port Wentworth Policies & Procedures booklet for further information.

Applicant Signature

Date



CITY OF PORT WENTWORTH

Attachment to the Service Application

Applicant's Name

Service Address

“The following information is requested by the Federal Government in order to monitor compliance with Federal Laws prohibiting discrimination against applicants seeking to participate in the program. You are not required to furnish this information but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, we are required to note the race/national origin of individual applicants on the basis of visual observation or surname.”

- | | |
|---|--|
| ☐ White, not of Hispanic origin | ☐ Male |
| ☐ Black, not of Hispanic origin | ☐ Female |
| ☐ American Indian or Alaskan Native | |
| ☐ Hispanic | |
| ☐ Asian or Pacific Islander | |

“This is an Equal Opportunity Program. Discrimination is prohibited by Federal Law. Complaints of discrimination may be filed with the Secretary of Agriculture, Washington, D.C. 20250”

Signature of Applicant

Date

