



# Highland City Temporary Service Disconnection Application

5400 West Civic Center Drive, Suite 1, Highland, Utah 84003  
Office Hours: Monday – Thursday, 7:30 a.m. – 6:00 p.m., Closed Friday  
Office (801) 772-4523 or Fax (801) 756-6903

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Date: \_\_\_\_\_ Account Name: \_\_\_\_\_ #: \_\_\_\_\_  
Service Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Local Emergency Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Leave Date Requested: \_\_\_\_\_ Return Date: \_\_\_\_\_

Please select from below the eligible services you wish to temporarily disconnect:

- |   |  |
|---|--|
| <input type="checkbox"/> Garbage Can(s) | <input type="checkbox"/> Sewer                   |
| <input type="checkbox"/> Recycle Can(s) | <input type="checkbox"/> Timp Sewer District Fee |
| <input type="checkbox"/> Culinary Water |  |

We appreciate you taking time to submit your request for temporary disconnection of Highland City utility services. In order to qualify for this adjustment, the following criteria must be met:

1. You must be absent from your home for a period of six (6) months or longer. Any exceptions must be discussed with City staff and approved before any adjustments may be made.
2. Garbage and recycle cans must be picked up by our service provider in order to be disconnected from billing. Highland City is billed for each can regardless of use, therefore we will not be able to disconnect this service unless the cans are removed physically from the home by our provider.
3. Highland City Public Works will continue to monitor meter readings each month during your absence. If any culinary water usage occurs during your absence for any reason, we will resume billing all services using culinary water (Water Base/Usage, Sewer, and Timp Sewer District Fee). We will notify you of this adjustment if this circumstance occurs.

If you agree to the terms above, please sign and date below, then return to the utility billing clerk for processing. We do ask that you provide at least five (5) days' notice in order to facilitate account changes.

Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Larena Hill | [Highland City Utility Billing & Processing Clerk](#)

[LHill@highlandcity.org](mailto:LHill@highlandcity.org) | Office: 801-772-4523 | Hours: Monday – Thursday 7:30 a.m. – 6:00 p.m.