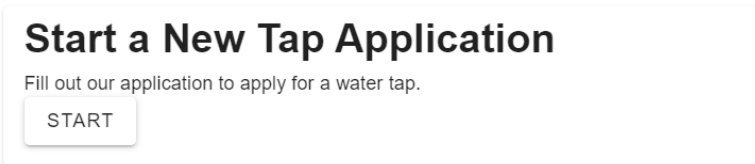




Thank you for applying for a water tap with the Fort Collins-Loveland Water District!

We have recently upgraded our technology and below are the instructions on how to apply for a water tap.

1. Navigate to <https://tapapp.fclwd.com/> and create an account with an email and password.
2. You will need access to this email in order to verify the email.
3. Once the account is set up, log into <https://tapapp.fclwd.com/>.
4. Click on the "Start" button.



5. Complete the information for the Applicant.
 - a. Applicant name and information should be the name of the parcel owner (e.g. Company name).
 - b. NOTE: Uncheck the box if the contact information is different than the applicant. (e.g. the name of the staff person who is creating the tap application).
 - c. Click "Next"
6. Complete the Tap Location information.
 - a. NOTE: Parcel number can be obtained from Larimer County Assessor information. <https://www.larimer.gov/assessor/search#/property/>
 - b. Click "Next"
7. Select the type of tap to purchase.
 - a. Click "Next"
8. If the property is OWNED by Company/Estate/Trust, a statement of authority MUST be attached.
 - a. Click in the gray box.

Statement of Authority

Please upload a signed statement of authority from the property owner.



Click in this box

UPLOAD

- b. Navigate to where the signed form is stored on your computer.
- c. Click "Open".
- d. Click "Upload".

Statement of Authority

Please upload a signed statement of authority from the property owner.



UPLOAD

- e. Click "Submit"



You have now submitted your tap application! You can click on “Home” to go back to the main screen or “Log Out” on the top right.

Tap applications are reviewed on a first come, first served basis. The tap applications are reviewed by several departments and can take up to *two weeks to complete this review process* after the tap application is deemed to complete (e.g. application is completely filled out and correct statement of authority is attached).

You will be contacted when the tap application is ready for payment.

If you need assistance with the application process, please email us at tapapplication@fclwd.com .

Need help with the next steps after paying for your tap application? Visit <https://fclwd.com/water/developers-and-builders/> for Service Installation Inspection Forms and Meter Set requests.