



**Sage Water Works, Inc.**

Water System Client,

In accordance with the SD DANR, we routinely need information to complete/mail/email reports and fulfill regulatory obligations. The information collected is held in confidence and only used for the water system's record keeping and water report mailings.

The SD DANR approves EMAILING of annual Drinking Water Reports and Public Notices for public water systems which saves publication/postage costs for the water system. For this to work, each water system must have/maintain an up-to-date email list. Sage Water Works, Inc. will prepare the report and coordinate with the board for delivery. If emailing is not an option for your system, we will continue to mail reports.

Please provide a current mailing list for each home or business using/connected to the water system. This is required by the SD DANR to notify residents of water quality issues. **If Sage Water Works, Inc. provides water billing services for your community, I already have the addresses and emails.**

Click [HERE](#) to complete the online Water System Annual Information Request Form.

## PUBLIC WATER SYSTEM ANNUAL INFORMATION REQUEST

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

Water system name: \_\_\_\_\_

Person completing the form: \_\_\_\_\_ Phone number: \_\_\_\_\_

Email for monthly billing/water graphs/invoices: \_\_\_\_\_

Interested in having SD DANR Drinking Water Reports emailed? Yes \_\_ No \_\_ (Public water systems only)

Current population: \_\_\_\_\_ **(Required by DANR)**

Current number of homes/businesses connected to the water system: \_\_\_\_\_

Number of new homes/businesses projected in the current calendar year: \_\_\_\_\_

Number of new people projected in current calendar year: \_\_\_\_\_

Board members election month: \_\_\_\_\_ Budget due month: \_\_\_\_\_

\*If billing is handled by your HOA/Water System, please email a **current mailing list** for each home or business using or connected to the water system to [sagewaterworks100@gmail.com](mailto:sagewaterworks100@gmail.com).

Please list all board members/billers, titles, phone numbers, and preferred email address:

Board Member	Title	Phone	Email