

PRE-APPROVAL FORM
INSTRUCTIONS

1. For Mail or Fax submission:
 - a. Print this document.
 - b. Fill out the form completely.
 - c. For fax submission, fax the completed form to 970-532-0942, Attn: Regional Pool.
 - d. For mail delivery, send completed form to Northern Water, Attn: Regional Pool, 220 Water Avenue, Berthoud, CO 80513.
2. For Electronic submission (Adobe Acrobat required):
 - a. Display the Typewriter feature as follows: >Tools >Typewriter >Show Typewriter Toolbar.
 - b. Click on the Typewriter icon, position the cursor where desired and type. Repeat for each line on the form.
 - c. Type "Electronic Submission" on the signature line
 - d. When complete, go to >File >Save as... and save the file on your computer. Please include your name as part of the file name.
 - e. Send an e-mail to regionalpool@ncwcd.org and attach the saved file.
 - f. Important: we will confirm receipt via e-mail. If you do not receive a response within 24 hours, please contact Karen Rademacher at 970-622-2206.
3. For Electronic submission (scanner required):
 - a. Alternatively, you may print the document, complete it manually, then scan and send via e-mail to regionalpool@ncwcd.org.
 - b. Important: we will confirm receipt via e-mail. If you do not receive a response within 24 hours, please contact Karen Rademacher at 970-622-2206.

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