

TOWN OF ALABAMA
WATER SERVICE APPLICATION
~ INSTRUCTION SHEET ~

A. APPLICATION - NO WORK SHALL START BEFORE APPLICATION IS APPROVED

1. All "Water Service Applications" must be filled in completely (including contractor's information) and returned to the Town Clerk's office by mail or placed in Drop Box. Office Hours are Monday, Wednesday & Thursday 8 a.m. to Noon & 1 to 4 p.m.; Tuesday 9 a.m. to 2 p.m. & 5 to 7 p.m.
2. Contractors hired to perform the work must provide evidence of the existence of a performance bond and liability insurance, as required, in the amount acceptable to the Town and shall name the Town of Alabama as additional insured.
3. Non-residential properties must submit plans indicating the size, material, length, and location of the proposed service line.

B. NEXT STEPS OF APPLICATION APPROVAL

1. Your application will be reviewed by the Town of Alabama.
2. The Owner will either receive an approved application or will be contacted if adjustments are required to the proposed service line design.
3. You or your contractor may install the water service in accordance with the approved service application and the Town of Alabama standard service handouts.
4. ***Trench & Final Inspection: Call Paul Barrett at 585-356-4900 to schedule an inspection. 24 hour notice*** is strongly recommended to minimize delays.

C. CONSTRUCTION

1. One or more handouts will be provided by the Town Clerk's office upon submission of the "Water Service Application." All work must be completed in accordance with these handouts (or per a design done by a licensed design professional), and/or, as approved by the Town of Alabama.
2. All work must be in compliance with the New York State Plumbing Code, the New York State Department of Health (NYSDOH), and the requirements of the Town of Alabama.
3. Utility providers must be notified, and their lines located prior to any excavation (digging) by law. Owner/Contractor must call **Dig Safely New York** at least two (2) working days prior to any ground breaking by dialing **811**.
4. A Trench Inspection prior to backfilling and an Interior Inspection are both required by the Town of Alabama. Twenty-four (24) hours advanced notice is required to schedule these inspections. **UNDER NO CIRCUMSTANCES IS THE TRENCH TO BE BACKFILLED UNTIL IT HAS BEEN INSPECTED!!!** Material excavated from the trench must be rock free to be used for backfill of trench. If not, approved fill or sand must be used to bed water service line OR sleeve it. **A 10 gauge blue tracer wire must be installed with water line.**
5. Water line size is determined by Clark Patterson Lee Engineers. Houses 0-150 feet off the road use 1" water line. Houses over 150 feet off the road use 2" water line and a meter pit is required. Foundation wall **MUST** be sleeved.
6. Water line connection at the road must be buried to the edge of the right of way leaving 6-8 feet up out of ground. (rule of thumb: end of water line should touch the edge of the road.)

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D. SPECIAL DESIGN CRITERIA: WATER SERVICES

1. Small diameter water meter installations normally include a double check valve on the outlet side of the water meter; this valve, or a Backflow Preventer, creates a closed water system within the premises. To avoid plumbing system damage due to line pressure surges, thermal expansion, and/or hydraulic shock (water hammer) you must install protective plumbing devices. The water customer must install a pressure regulating valve (PRV) and either a thermal expansion tank or a pressure relief valve to protect the internal plumbing system within their premises. A hydraulic shock absorber (water hammer arrestor) may also be needed. An approved shut-off valve is required on the interior. The PRV must be installed immediately inside the building; the thermal expansion tank and/or pressure relief valve and the hydraulic shock absorber(s) (water hammer arrestor(s)) shall be located near the source(s) of the thermal expansion and hydraulic shock, per the New York State Plumbing Code and the requirements of the Town of Alabama.
2. Any existing or potential condition within, or affecting your plumbing system, or any water use, or auxiliary water source that may create a hazard to the Public Water Supply will require elimination, isolation, or containment protection by the installation of a Cross Connection Control Containment Device per the requirements of the New York State Department of Health (NYSDOH), New York State Plumbing Code, and the Town of Alabama. All work must be inspected by the Town of Alabama.
3. Well(s) must be disconnected from any plumbing connected to the Public Water System, or separated by installing a NYSDOH Approved Backflow Prevention Device to protect the Public Water Supply, or by permanently abandoning the well/auxiliary water supply per the Town of Alabama and NYSDOH Well Abandonment and other guidelines (to include the removal of items within the well casing). All work must be inspected by the Town of Alabama.
4. If a Back Flow Device is needed – you must contract with a Licensed Professional Engineer for the design and application of the device.

E. DEFINITIONS

- *Agent* – A third party hired by the property owner to manage the utility connection (ie. contractor or engineer). Property owners are not required to hire an agent but if a third party is the main point of contact, the Agent Contact Information section of the application must be completed.
- *Combined Service* – a single service line that provides both domestic and fire service to the property.
- *Domestic Service* – a service line that will provide water for sanitary uses only (drinking water, showers, toilets, etc...)
- *Fire Service* – a service line that will provide water only for a designated private fire protection system.

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Owner Property Information

Tax Parcel Number: _____

Service Address: _____ City: _____ Zip: _____

Owner Name: _____ Phone Number: _____

Billing Address: _____ City: _____ Zip: _____

Property Type: Residential Commercial Industrial Agricultural Other: _____

Multi-Family _____ # of units _____ # of meters requested (more than 2 meters at cost to owner)

Please indicate the number of each fixture in the structure(s) to be served:

<u>Fixture</u>	<u>Count</u>	<u>Fixture</u>	<u>Count</u>	<u>Fixture</u>	<u>Count</u>
Toilet		Bathroom Sink		Dishwashing Machine	
Urinal		Kitchen Sink		Washing Machine	
Bath/Shower		Mop Sink; Spigot		Drinking Fountain	
Please list unique/additional fixtures (ie. yard hydrant)?: _____					

Agent Contact Information (Contractor Information)

Project Contact: _____ Phone Number: _____

Contact Address: _____ City: _____ Zip: _____

Water Service Request

Are you requesting water service? Yes No (If yes, please complete the remainder of this section)

What is the service use? Domestic Fire Service Combined

Will your private well remain in service? Yes No

Distance of House from Road: Under 150 Feet Over 150 ft.

What is the maximum flow required? (*non-residential only*): _____ gal./day & _____ gal./minute

Applicant Agreement

In consideration of the granting of this permit, the undersigned agrees to accept and abide by all provisions in the Town Water Code of the Town of Alabama and any amendments as may be, or have been, adopted from time to time, and all other pertinent ordinances or regulations that may be adopted in the future.

Applicant Signature: _____ Date: _____

- Please return completed application to the Town Clerk's Office where:**
1. You will identify the location of your new service along with existing private utilities; and
 2. Your Connection Fee will be determined.

THIS PAGE IS FOR TOWN OF ALABAMA USE ONLY

Approval

_____ is hereby approved to for a **public water service** at the following address: _____ . The connection fee is \$ _____ and

the recommended service size is: 1-inch 2-inch

Approval Date: _____ *Reviewer's Signature:* _____

~ Please reference the WATER SERVICE APPLICATION INSTRUCTION SHEET for info. regarding construction & inspection

Clerk's Office

Print Sketch & include: new service, existing utilities, labels.

Applicant has obtained the appropriate water handouts.

Resident has been given a flag to mark water line.

Date Fee Paid: _____

Latitude: _____ Longitude: _____

Account Number: _____

- File Original
- Mail Copy
- Scan & Email To Hgwy. Supt.

Categories

<u>Municipality</u>	<u>Application</u>	<u>Public Water Supply</u>
<input type="checkbox"/> (T)Alabama	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial	<input type="checkbox"/> PWS-WD2 <input type="checkbox"/> Phase 1 <input type="checkbox"/> Phase 2 <input type="checkbox"/> Phase 3

Attachments

- Sketch Printout Attached? Yes No N/A
 Water Service Sizing Worksheet Attached? Yes No N/A
 New Meter Sheet Attached? Yes No N/A
 Meter Tag Attached? Yes No N/A
 Inspection Report & Service Card Attached? Yes No N/A
 Backflow Application Attached? Yes No N/A
 Other Attachments? _____

Inspection

Has a variance been granted for this installation? Yes No *(If yes, please give details below)*

The Town of Alabama has inspected the above referenced premises and found the water service construction to be in accordance with the Town of Alabama standards. This inspection does not relieve the property owner from responsibilities for water service line maintenance and in no way prejudices the Town of Alabama's right to inspect or regulate the building water line or any other portions of premises water system.

Inspector Signature: _____

Date: _____