



INSTRUCTIONS FOR APPLICATION FOR NEW WATER SERVICE

ERIE COUNTY WATER AUTHORITY
3030 UNION ROAD
CHEEKTOWAGA, NY 14227-1097
(716) 684-1510 (Phone)
(716) 684-3937 (Fax)

A. APPLICATION

The Erie County Water Authority (Authority) will provide the service of water to any premises which fronts and is numbered on a street in which there is a water main appropriate to the service requested which extends across the full frontage of the premises to be served.

Applications for all new water services must be made to the Erie County Water Authority at the above address. A separate application must be submitted for each individual service. The following must be submitted for approval.

1. Signed Application for New Water Service.
2. Water Service Connection Fee.
3. Copy of Property Survey.
4. Proof of Ownership (deed, tax bill).
5. Copy of Building Permit (new construction only).
6. Organization Form (required if the property owner is a business or organization).
7. Cross Connection Control Questionnaire.
8. Application for Approval of Backflow Prevention Devices (if required).

B. WATER SERVICE CONNECTION FEES

| | |
|-----------------|---|
| 3/4" through 2" | \$2,300.00 |
| 4" or Larger | At Cost (cost estimate prepared by the Authority) |

C. PROCEDURE

The customer should plan on four weeks time from the submittal of the application to the installation of a typical residential service. Large services may take two to three months from application to installation.

After the application has been approved by the Authority, the applicant shall complete the following steps before a service connection will be made:

1. Install the service line to the right-of-way line.
2. Install the backflow preventer (if required).
3. Have the plumbing ready to allow installation of the water meter by the Authority.

Immediately after the service connection is completed by the Authority, the applicant shall complete the following steps:

1. Disconnect all auxiliary water sources, including wells. (A connection to an auxiliary water source is allowed only if a backflow preventer is installed in accordance with an approved Application for Approval of Backflow Prevention Devices.)
2. Contact the Authority's Customer Service Department at 849-8444 and schedule an appointment for the meter installation. A meter should be installed within 30 days of the service installation in order to avoid unmetered water charges.

For services with backflow preventers, the applicant shall complete the following steps within 45 days of the service connection:

1. Initial test by a NYS Certified Tester.
2. Approval of the installation by the Design Engineer/Architect.
3. Submittal of completed Form DOH-1013, Report on Test and Maintenance of Backflow Prevention Device, to the Authority.

D. WATER SERVICE LINES

The Authority will make the connection to the water main. It is the applicant's responsibility to prepare interior and exterior plumbing to receive the new connection as outlined below. After the service connection is completed, the installation of a water meter by the Authority is required. No blind taps or services intended for future use will be permitted.

The Authority will make the service pipe connection to the water main, the service line including the road crossing (if necessary), the curb box and curb stop up to the right-of-way line.

Each individual meter requires a separate water service line, curb box and curb stop. No service connection will be made until the service pipe and service connection from the premises to the street has been installed in a manner satisfactory to the Erie County Water Authority.

The water service line on the property of the applicant must be installed from the premises to the property line by the applicant (Drawing A3-28).

Each water service line must be 5 feet - 0 inches minimum underground. The Authority is not responsible for customer service lines on the owner's side of the curb box that are

damaged including damage due to freezing. The 5 foot depth must follow the contour of the finished grade of the ground.

The end of the service line must be plainly marked at the property line by leaving the end of the pipe protruding above the ground with a stake marked “water” attached to the end of the service pipe. During times of snowfall, it is the customer’s responsibility to keep this line clear of snow.

The water service line shall not be installed in the same trench as the sewer or other utilities.

Service lines 3/4-inch through 2-inch diameter shall be of the type K soft copper tubing. Service lines 4-inch diameter and larger shall be Class 52 ductile iron pipe. The Authority will not make any connections to plastic pipe. All lines must meet specifications of the Erie County Water Authority. The sizing of the service line is the responsibility of the customer.

E. WATER METERS

The Authority will furnish, install and maintain meters and meter couplings and remote reading equipment at Authority expense. The Authority reserves the right to stipulate the size, type and make of meter to be used.

Meters are installed at Authority expense during normal business hours, 9:00 a.m. to 4:00 p.m., Monday through Friday, excluding holidays. Some Saturday appointments are available. There is a \$45.00 service charge for appointments other than normally scheduled times. There is also a \$30.00 service charge for missed appointments and a \$55.00 service charge if it is necessary to pump a flooded tile set or meter pit.

The applicant shall install on his/her premises the necessary piping, fittings, valve and pipe couplings to receive the meter. All meters must be installed in a horizontal position. The distance between the floor and base of the meter must be no less that 12 inches or more than 36 inches. The minimum distance between the wall and the service line must be as follows to allow installation of the meter.

| <u>Meter Size</u> | <u>Minimum Distance</u> |
|-------------------|-------------------------|
| 5/8" x 3/4" | 6" |
| 3/4" | 7" |
| 1" | 12" |
| 2" and larger | Contact Authority |

An inlet valve is required for all 3/4" through 2" meter sets. An outlet valve is also required for all 1-1/2" and 2" meter sets.

| <u>Meter Size</u> | <u>Set</u> | <u>Connections</u> |
|-------------------|------------|--|
| 5/8" x 3/4" | 13" | between 3/4" female pipe thread coupling and valve |
| 3/4" | 14" | between 3/4" female pipe thread coupling and valve |
| 1" | 16" | between 1" female pipe thread coupling and valve |
| 1-1/2" | 14-1/2" | between 1-1/2" diameter pipe thread nipples |
| 2" | 18-1/2" | between 2" diameter pipe thread nipples |

Meter spool pieces may be borrowed from the Water Authority by contacting the Meter Shop at 685-8226.

Copper tubing is required through the foundation wall and on both sides of the meter. The copper tubing shall be secured on both sides of where the meter is to be located. Meter is to be plumbed horizontally with appropriate clearance on all sides. Spacing will vary depending on meter size. Contact the Meter Shop for questions regarding spacing requirements.

The meter may be located in the basement or first floor of the premises to be served on an exterior wall at a location closest to the point where the water service enters the building, except as follows.

The meter shall be located in a tile setting, meter pit or backflow preventer enclosure (such as a hotbox), as applicable, on the applicant's property near the right-of-way, where the distance from the right-of-way to the front wall of the premises exceeds 150 feet.

The meter shall be located adjacent to the backflow preventer, where required.

Tile settings and meter pits, including the service line into and out of the tile setting/meter pit, shall be installed by the applicant in conformance with Authority standards.

The applicant should consult a plumber regarding the need for an expansion tank.