



# GUIDE TO WATER SERVICE APPLICATIONS

## Is water service available to my site?

1. Water connections (service lines) shall be made by the Company subject to the prior existence of an adequately (capacity and pressure) sized distribution main within a public right of way or water company easement abutting the property or premises to be served except in the case of on the long side of a divided (raised or grass) State Highway, in which case the customer will be required to enter into a main extension.
2. If the property/premise does not meet condition above a main extension maybe required. Send all these applications to Developer Services.
3. No service line shall be used to supply more than one customer.
4. Separate application/inquiry shall be made for each property or premises.
5. Separate service curb stops(shut off valve) shall be installed for each type of water service requested to be furnished
6. Company is not obligated to install more than one service line and meter for each property or premises. Therefore for the typical domestic residential customer a second domestic service for irrigation is at customer full cost (i.e. not subject to refunds). The company does not supply a separate irrigation meter for reduction of sewer rates on a single domestic service line.
7. No single building or single group of buildings in one common enclosure and under one ownership shall be supplied by more than one of the same type service line (that is only one domestic & one fire line).

## What about changes in existing water service?

1. Increase in size of water service lines shall be made by the Company subject to the prior existence of an adequately sized distribution main abutting the property or premises to be served.
2. If the property or premises does not meet condition above send all these applications to Developer Services.
3. Customers requesting a relocation of their water service lines will pay a fee for the new water service lines and the elimination of the existing water service lines (i.e. not subject to refunds). Note if the water service lines is galvanized or lead the customer will only pay the full cost for the elimination of the existing service line.
4. Customers requesting that the water service line be upsized and placed in a new location will pay for the upsized water service line under the same policy as a new service. However the customer will pay the full cost for the elimination of the existing water service line.

## What about changes in existing mains?

If due to the development of a property, a main is required to be relocated/replaced, the developer will pay the full cost of the relocation. (i.e. not subject to refunds).

## How to apply for a Water Service lines:

To apply for a new or additional water service lines you must of the attached NEW SERVICE APPLICATION.

## Time Frame

Applications will be processed based on obtaining all necessary approvals. Installation for new water service lines will normally occur in approximately 8 to 12 weeks after all required paperwork is received and depending on availability of materials, weather and departmental work loads. Unusual conditions related to material, permits, or emergencies could also delay installation.

## Service Line Location

Upon receipt of your application we will schedule a site meeting with you or your representative and our Inspector to determine the preferred location of your water service lines.



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## Who is responsible for what?

1. The Company is responsible for the installation and maintenance of the water service lines.
2. Customer maybe responsible for the cost of installation of the new water service lines upfront.
3. A connecting line shall be installed by the customer at customer's expense. It is the property of, and is to be maintained and kept in good repair by, the customer.
4. The Company requires all meters to be installed outside the building being served. However that under certain conditions the company will allow meters to be installed inside
5. For water service lines 2 inch or less the Company is responsible for the installation and maintenance of the service tap and service line and meter pit. In public roads the water service lines will be extended to behind curb. Within easements the water service lines will typically be within 5 feet of the water main or extended to an area where the pit can be properly installed.
6. "Meter pit" is a structure that houses a small meter or meters less than or equal to 2-inches. Unless agreed to by the Company and the customer, it is installed, furnished and maintained by the Company.
7. For water service lines less than or equal to 2-inches the connecting line with a tail shall be installed by the customer prior the water company making the service tap. The water company will make the connection to the customers connecting line provided the customers connecting line was installed properly as per the metering drawings.
8. For water service lines greater than 2 inch the Company is responsible for the installation and maintenance of the service tap and shut off valve only. In public roads this valve will be extended to behind curb. Within easements the valve will be within 5 feet of the water main.
9. "Meter vault" is a structure that houses a meter or meters larger than 2-inches. Unless agreed to by the Company and the customer, it is designed owned installed, furnished and maintained by the Customer. The metering location provided by the customer:
  - Will be at the owners risk and responsibility to protect the piping and appurtenances from freezing and vandalism.
  - Must meet the Water company's minimum design and construction standards
  - Must meet any jurisdictional requirements of the municipality, county or state.
10. For water service lines greater than 2-inches provided the building is under construction the water company will make the service tap in a location agreed to by the customer and Water Company. The Customer will make the connection to the water company water service lines with the installation of the meter vault.
11. In the case where more than one water service line type exists(domestic, private fire protection or irrigation) all meters shall be housed inside a meter vault if any one meters is greater than 2 inches.
12. A customer must install a water pressure reducing valve where required by plumbing code.
  - ◆ For meters located inside of the customer's building the device will be installed on the upstream side of the meter.
  - ◆ For meters located outside of the customer's building the device will be installed on the upstream side of the meter for meters >2 inch or downstream side of the meter for meters ≤ 2 inch



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## Backflow Devices

1. Backflow devices are a requirement by the NJDEP for all fire services and certain domestic services.
2. Domestic service back flow devices are double check valves for commercial accounts with low, standard hazard. High hazards, such as: Medical offices and facilities, veterinary facilities, pet stores, funeral homes, businesses where water is mixed or used in the processing of chemicals, food stuffs, etc., will require RPZ, (Reduced Pressure Zone).
3. Domestic service back flow devices for residential accounts with gray water systems will require RPZ's
4. All backflow devices need to be tested by a certified tester and reported to Water Company annually.
5. Fireline backflow device is determined by the type of fire service and its connections. If there are any chemical or foam additives, any anti-freeze loops, any tanks, etc., a RPZ is required. For standard wet or dry fire sprinkler service with no additives or cross connections, a double check valve assembly is acceptable.
6. Backflow devices can not be placed in a vault, pit or confined space and per BOCA must be easily accessible. The backflow device with its inlet and outlet valves must be installed in an insulated above ground enclosure or building.
7. Backflow devices are supplied, owned, regularly inspected(tested) and maintained by the customer and are always down stream of the meter or detector check valve..
8. There can be no connections to the service before the back flow device which is to be placed as close to the meter or detector check and the connection to the Water Company as possible.
9. Where the backflow device is in the building and hydrants are to be connected to the fire service they must be connected to the piping after the back flow device by running the piping back out of the building.

## Insulated Above Ground Enclosures

When the meters are proposed for insulated above ground enclosures the order of installation is as follows:

- |                     |   |
|---------------------|---|
| 1) OS&Y Gate Valve  | (Inlet) (Supplied by owner)                                 |
| 2) Metering Device  | (Detector Check Valve or Meter) (Supplied by Water Company) |
| 3) OS&Y Gate Valve  | (Supplied by owner)   |
| 4) Back Flow Device | (Supplied by owner)   |
| 5) OS&Y Gate Valve  | (Supplied by owner)   |

The center of the piping should be at least 18" off the nearest wall. There should be 1) a minimum of 6' of vertical clearance from floor to ceiling, 2) a minimum of 4' of clearance to work in front of the piping along the meters and back flow devices, and 3) a minimum of 12" clearance at either end between the wall and the OS&Y gate valves. The minimum distance from the floor to the centerline of the pipe is 27"; the max is 48".

If necessary, we have attached the specs for the detector checks and the compound domestic meters as well as the vault sketch for the fire service set up for use where applicable. NOTE: If a vault is used, the back flow device can not be placed in a vault, pit or confined space. In the case of a vault, the detector check or domestic meter with inlet and outlet valves will be installed as shown, but the back-flow device with its inlet and outlet valves must be installed in an insulated above ground enclosure or the building under the conditions described above. (Note: Both permitted and non-permitted back-flow devices must be tested regularly).

## Electrical Continuity At Meters

Water meters will not be installed in new customer piping systems unless a suitable electrical bonding connection has been provided by the customer around the meter. Such bonding will be in compliance with the National Electrical Code-1978, Section 250-112, and local power company electric service installation regulations. Section 250-112 states:

"The connection of a grounding electrode conductor to a grounding electrode shall be accessible and made in a manner that will assure permanent and effective ground. Where necessary to assure this for a metal piping system used as a ground electrode. Effective bonding shall be provided around insulated joints and sections and around any equipment that is likely to be disconnected for repairs or replacement."

The water company assumes no responsibility for continuity of electrical grounding systems by the installation or removal of its meter.



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## **Public Fire Hydrants:**

1. The Company is responsible for the installation and maintenance of the Public Fire Hydrants.
2. The Company policy is to place all public fire hydrants behind curb on the short side of the roadway.
3. If due to the development of a property, a public hydrant is required on the long side of a divided (raised or grass) state highway. The developer will be required to enter into a main extension for such public hydrant installation.
4. If due to the development of a property, a public hydrant is required to be relocated/replaced, the developer will pay the full cost of the relocation of such public hydrant. (I.e. not subject to refunds). Send all these to Developer Services

## **Private Fire Hydrants:**

1. The Company is responsible for the installation and maintenance of the Private Fire Hydrant service tap and valve only. In public roads this valve will be extended to behind curb on the short side of the roadway. Within easements the valve will be within 5 feet of the water main.
2. The Private Fire Hydrant installation shall be installed by the customer from the company's valve at customer's expense. It is the property of, and is to be maintained and kept in good repair by, the customer.
3. Private fire hydrants are unmetered and are to be installed within close proximity to the water main (~50 ft) and in an open area. (ie not behind gates/fences/buildings). All other installations will require a fireline service.

**Note: The information in this guide is made available for easy reference for potential customers and services are subject to the rates and conditions of the Water Company Tariff which is available on the water company's web site.**