

# **Procedures for New Water Service Connections**

August 2010

**Plainview Water District  
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**WATER AVAILABILITY**

- 1- Developer/Owner submits letter requesting, "water availability".
  - a. See list of requirements in Exhibit A.
  
- 2- District confirms that all required information and supplemental documentation has been provided (refer to Exhibit A).
  - a. If submission is incomplete, the District provides a letter to submitter indicating what items are missing.
  - b. If existing service is to be replaced, a service disconnect is also required. Complete Service Disconnection Procedure before continuing to 3.
  - c. If complete go to 3.
  
- 3- Superintendent reviews the water availability request with respect to existing facilities (i.e. mains, hydrants, etc.) and prepares a memo to the Board of Commissioners assessing the application and recommending one of the following:
  - a. That the request be forwarded to the engineer:
    - i) Residential applications which include developments and all commercial applications involving large scale use and/or multiple commercial uses should be forwarded to the engineer for review.
    - ii) If the Board agrees to forward the request to the engineer, the District sends copies of all submitted info to the engineer.
    - iii) The Superintendent sends a letter to the developer explaining that the request has been forwarded to engineer.
    - iv) The engineer will review and submit a recommendation letter to the Superintendent.
    - v) The Superintendent will then proceed with either 3b or 3c, below.
  - b) Granted
    - i) If the request for water service is granted, then:

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1- The Superintendent issues a water availability letter (refer to Exhibit B) to the developer requiring the submission of the following:

- (a) Final Site Plan.
- (b) Plumbing Plans
- (c) Project Schedule
- (d) Plan Review Fee
- (e) Residential applications for services larger than 1", all commercial, and all fire service connections, the Superintendent's letter will also require the developer submit a backflow plan and application.

2- District sets up a checklist (refer to Exhibit C) and file for this project.

ii) If the request for a service 6" or larger is granted, the Superintendent forwards the Engineer's recommendation letter to the developer/owner. The Engineer's letter will include subsequent procedures to follow.

c) Denied

i) Superintendent prepares a denial letter indicating reasons for the denial.

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**Plan Review**

- 1) Developer/Owner submits:
  - a. Final Site Plan. - 4 copies
  - b. Plumbing Plans - 4 copies
  - c. Backflow plan and application - 4 copies if required (refer to Exhibit D)
  - d. Project Schedule - 2 copies
  - e. Plan Review Fee
  - f. 1" service — \$ 500.00
  - g. 2" service — \$1,000.00
  
- 2) District confirms that all required information and supplemental documentation has been provided.
  
- 3) District transmits 3 copies of plans to engineer for review (for 2" residential and all commercial).
  
- 4) Engineer reviews and provides comments or approval letter to the Superintendent.
  
- 5) Superintendent will issue an approval letter to developer/owner (refer to Exhibit E). Approval letters shall include a request for the submission of the following at least twenty-one (21) days prior to the water service connection:
  - a. Payment for the required installation / inspection / development fees (refer to Exhibit F).
  - b. Insurance certificates (refer to Exhibit G).
  - c. Water service installation schedule.
  - d. Plumbing contractor data (for 2" commercial, large residential, and fire service connections). Contractor must be on the District's Pre-Approved Plumbing Contractor List (refer to Exhibit H).

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- 6) If a backflow prevention application is submitted, once plans are approved and the District endorses the backflow prevention application, the District will return three (3) copies of the application to the developer, along with the Superintendent's approval letter. The developer must submit the three application copies to the Nassau County Cross Connection Control Unit (NCCCC); along with their required fees (refer to Exhibit **D, D.5**). Upon approval, the developer must forward a copy of the NCCCC approved plans to the District at least twenty-one (21) days prior to the water service connection.
  
- 7) The Superintendent confirms receipt of the information requested in "5" above, in addition to NCCCC approval if required in "6", prior to the water service connection.

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**WATER SERVICE CONNECTION INSTALLATION**

- 1) Developer/Owner submits the following at least twenty-one (21) days prior to the water service connection:
  - a) Payment for the required installation / inspection / development fees (refer to Exhibit F).
  - b) Insurance certificates (refer to Exhibit G).
  - c) Water service installation schedule.
  - d) Plumbing contractor data (*for 2" commercial, large residential, and fire service connections*). Contractor must be on the District's Pre-Approved Plumbing Contractor List (refer to Exhibit H).
  
- 2) District confirms that all required submissions have been provided.
  
- 3) For 1"-- District (or authorized representative) performs the installation of 1" tap and corporation.
  
- 4) For 2"— District is present for approved contractor's tapping of main.
  
- 5) District (or authorized representative) performs the final inspection and completes a sketch and inspection report prior to backfill. The report and sketch are submitted to the Superintendent for review and insertion into the project file.