RULES AND REGULATIONS

Andes Water District

SECTION I APPLICATION FOR WATER SERVICE

(1) Application for the introduction of water to any premises must be made by the property owner, or his agent, on a form provided for such purpose. This must be properly submitted before the tap permit will be issued.

(2) Application for the introduction of new water mains to the district water system must be made to the Town Board. Installation of such mains shall be inspected by the Town and the cost of such inspection shall be borne by the owner or developer and paid to the Andes Water District at a rate agreed upon in advance by the Town Board.

SECTION II TAP PERMITS

(1) Before any tap permits will be issued, it is required that a permit be obtained from the Town Board for the opening of any Town owned road, if required. Similar permits must be obtained from NYS DOT and placed on file with the Town for the opening of any State owned road

(2) An application for tap must be made at the Town Hall.

(3) A tap application for tap must be accompanied by the standard tapping fee and the applicable semi-annual water rent as per Paragraph 5 below.

(4) Tapping permits will be issued only to the property owner or a licensed plumber acting as the property owner's agent.

(5) Tapping Permits

(6)

(a) The tapping charge on all water and sewer tapping where the water and sewer lines are existing shall be as follows:

WATER TAPPING FEES:

3/4" Tap	-	$ 25.00 (New or Replacement)
1" Tap	-	$ 25.00 (New or Replacement)
1 1/2" Tap	-	$ 125.00 (New or Replacement)
2" Tap	-	$ 150.00 (New or Replacement)
Over 2" Tap		$ 25.00 per diameter inch, with tapping sleeve and valve supplied by owner or contractor.

SECTION III PLUMBING

(1) All plumbing work of any nature, to any building within the District must conform to the existing NYS Health Department code and be done by a plumber with appropriate insurance or by the defacto owner.

(2) All service connections to the District Water system, up to and including the valves test tee, back flow protector and meter, must conform to all NYS Health Department regulations. No PVC services shall be permitted for any service connection past the curb stop.

SECTION IV RATE SCHEDULE FOR WATER SERVICES

(1) Water meters are not required.

(2) Water Rent Charges.

The District shall establish, from time to time, the rates for water service.

(3) Sprinkler Service Charge

The District shall establish, from time to time, the rates for sprinkler service.

SECTION V TAP AND SERVICE INSTALLATION

(1) The trench over and about the pipe must be dug under the supervision of plumber taking out the permit, and must be four feet square and not less than six inches below the pipe and kept clear for the tap or as required for safety and convenience.

(2) The property owner will furnish the required tap(s) and will install same at their expense. A representative of the District must be present at the time of the actual connection.

(3) The entire water service, including valves, etc., from water main tap to building must be installed by a plumber with appropriate insurance, at the expense of the property owner. Such expenses include necessary permits for street opening, excavation, material and labor of service installation, repavement of street, etc.

(4) Services are to be laid at a minimum depth of five (5) feet in relation to established or proposed grades.

(5) Services are to be one piece from water main tap to curb box and one piece from curb box to premises unless the distance is so great as to make such impracticable. In such cases, a connection approved by the Town must be used. All appropriate fittings must be flare connections.

(6) The portion of the service from the main to curb gate must be connected to the curb gate and properly placed in open trench before the tap is installed. All curb gates must be placed in the Town or State right-of-way.

(7) Proper provisions for expansion, as per specifications of the Water District must be provided for in all service pipes. No combination stop-and-waste valve or cock shall be installed in water supply piping. (NYS Uniform Code - Building Construction - 902.7a).

(8) Immediately following the tapping of the main, the plumber will connect the service to the tap and make a pressure test of a minimum duration of ten minutes so as to check for leaks in the presence of an authorized representative of the Water District.

(9) The trench must be back filled and the road repaired in accordance with the terms of the street opening permit as issued.

SECTION VI SPRINKLER SERVICE INSTALLATION

(1) Introduction of sprinkler services requires a separate tap and permit as prescribed in Section II. Requests for any required flow test must be attached to the permit application. A tap permit will not be granted until the design is approved by the Town.

(2) Sprinkler service will be charged at rate set from time to time by the Town Board.

(3) Sprinkler services must meet certain minimum specifications and design as provided in NYS Building Code.

(4) Final inspection shall be performed by the licensed professional engineer or registered architect who stamped the design. The licensee shall be required to sign off and that the installation has been done as per the approved design. The architect or professional engineer shall submit the findings to the Town.

SECTION VII SERVICE SPECIFICATIONS

(1) A service as described herein refers to the service pipe from the water main tap to the gate valve within the owner's premises.

(2) Services from 3/4" (min.) diameter to 2" (max.) diameter must be copper as specified below with compression fittings from main to meter.

(3) Services of over 2" in diameter are classified as special and property owner should contact the Town with regard to such special services.

(4) Copper Service Specifications:

3/4" Seamless Copper Tubing	#16 Stubs Gauge
1" Seamless Copper Tubing	# 16 Stubs Gauge
1 1/2" Seamless Copper Tubing	# 16 Stubs Gauge
2" Seamless Copper Tubing	#16 Stubs Gauge

(5) Tap Requirements

(a)

Service Size	Number and Size of Taps
3/4"	1 - 3/4" tap
1"	1 - 1" tap
1 1/2"	1 - 1 1/2" tap
2"	1 - 2" tap

(b) All charges pertaining to water taps of four (4) inch, six (6) inch, eight (8) inch or larger or taps requiring saddles or sleeves will be quoted as follows:

The contractor or property owner will supply all required fittings, (tapping tee, valve, saddle, sleeve, etc.) suited for type of pipe being used and will assemble and mount all necessary fittings. A Town representative must observe while the contractor shall perform the tap and any repairs immediately needed due to improper mounting and will bill the contractor/property owner on a time and material basis.

(c) A separate tap and service is required for each individual building. Multi-occupancy buildings may be furnished water through one or more taps at the discretion of the Town.

(d) Individual rental spaces in mobile home parks may be furnished water through branch connections from a single tap by special permit from the Town, indicating the number of spaces served. Additional connections may be made only after written approval of the Town and the filing of a new permit. Violation of this section shall incur a water service surcharge of $500 per year per unauthorized connection.

(e) No new replacement tap will be made until the existing tap is terminated at the main. This requirement also pertains to sanitary laterals.

(6) Branch Connection

A branch connection from any water service lateral is not allowed on the street side of the meter.

(7) Curb Stops

(a) Curb stops for services up to and including 2" must be made of an inverted, ground key, round way type and must be the same size as the service pipe. No combination stop-and-waste valve or cock shall be installed in water supply piping. (NYS Uniform Code – Building Construction 902.7A).

(a) Gate valves, of a design approved by the Town, must be used as curb stops for services over 2".

(c) All curb stops or gate valves are to be located approximately two (2) feet inside of curb line.

(d) Each curb stop or gate shall be properly enclosed by a gatebox and cover or a type as approved by the Town.

(8) Valve

A full bore valve or a design approved by the Town must be located on the incoming service, just inside of the basement wall.

(9) Provision for Meter

(a) If required, meters shall be installed by the property owner of a type approved by the Town. Those water users who have a water meter of 2" or larger, must have a spare meter on call that they can obtain within twenty-four (24) hours. Town is to be notified annually by the water users who have 2" meters or larger that they have a retainer on a meter.

(b) In all premises, a horizontal fill-in-piece of a minimum length of 24 inches, with couplings at each end and a union in the middle, shall be provided immediately following the stop and waste valve. In the case of services of 1" or less in size, adequate space for corner horn insertion or fill-in-piece may be provided on the vertical, in which case the minimum length of the fill-in-piece need only be twelve (12) inches in length.

(c) In either case, the meter, if required, a backflow protector, and a test tee between two approved type valves must be located on the premises side of the fill-in-piece as described above. (See attached diagram - Procedure for Installing Water Service).

(d) Meters are not required for sprinkler services.

SECTION VIII SPRINKLER SERVICE CONNECTIONS

(1) Sprinkler services must follow all specifications outlined in SECTION VI except those which apply to the introduction of the meter.

SECTION IX PROCUREMENT OF AND SETTING OF METERS

(1) Unless otherwise specified, all water meters are furnished by the consumer, except that the Town reserves the right to specify the approved types and the maximum size meter required for any purpose.

(2) The original installation of a water meter shall be inspected by Town personnel.

(3) Meters shall be located with approximately six (6) inches clearance to building wall and near the point where the water meter service enters the building and not more than four (4) feet above the floor, where practicable.

(4) Clear access of a minimum of three (3) feet shall be maintained around the meter, and a clear lane maintained from the stairway to such meter location.

(5) The meter shall be installed at a level slightly higher than the service stop-and-waste valve. No other valves, cocks, drains, etc. shall be allowed between the meter and the stop-and-waste valve on the incoming service.

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(7) An approved type valve, test tee and backflow protector shall be located on the premises side of the meter and not more than two (2) feet from the meter.

(8) A test tee and backflow protector shall be installed between the meter and valve as per (7) above, on all services. (See Section VII9 (c) above).

(9) The meter shall be suitably supported and protected so as to prevent vibration or damage from external causes.

SECTION X METER PITS

Outdoor meter pits may be installed in special cases on written approval of the Town. Such meter pits must be constructed in accordance with the New York State Building Code specifications at the expense of the property owner.

SECTION XI WATER FOR CONSTRUCTION AND OTHER PURPOSES

Water for construction and other purposes shall be available for one (1) residential unit and must be pre-approved by the Town.

SECTION XII CROSS-CONNECTIONS

All cross-connections are prohibited.

SECTION XIII WATER MOTORS

The use of water, from the public water supply, for the production of power, in any type of apparatus, is strictly forbidden.

SECTION XIV PAVEMENT RENEWAL

On all streets where it is proposed to construct new pavements or relay existing pavements, all iron and steel pipes shall be renewed with copper under such proposed pavements. The Water District shall notify property owners of such renewal so that an opportunity to replace the entire lateral is provided.

SECTION XV MAINTENANCE OF SERVICES

(1) All services from the building to the curb box must be properly maintained by the property owner, at his expense.

(2) Curb gates must be protected from damage, kept free of dirt, refuse, snow, ice, etc. at all times by the property owner. When changes are made by the property owner in the yard grade, curb

boxes must be realigned to the new grade level. The Water District may authorize plumbers or contractors to operate curb stops, but permission must be obtained in advance.

(3) If a property owner fails to make necessary repairs to a privately owned leaking water service pipe after due notice has been filed with such property owner by the Town, the Water District reserves the right to discontinue water service.

(4) The thawing and /or repair of frozen water services is the responsibility of the property owner.

(5) Annual flow tests for sprinkler services must be coordinated with the Town main flushing schedule. Flow tests which are not coordinated will be assessed according to charges established by the Town Board.

(6) When the Town replaces a water service from the main to the curb box and is unable to make a proper connection to the property owner's water service, the Water District will contact the property owner and give him two choices.

1. The property owner may will use a compression fitting on the house side of the curb box.

2. If the owner cannot make a connection using a compression fitting, the owner may replace the service into the house.

SECTION XVI MAINTENANCE OF WATER METERS

(1) Normal repair, maintenance and replacement of water meters will be done by property owner. The Town reserves the right to inspect the work done on such meters. In the event a property owner fails to repair a damaged meter, the Town may repair it and bill the property owner directly.

(2) If the District discovers that a water meter has been damaged due to freezing, slush, ice, fire, hot water, and other damage which can not be attributed to normal operational wear and tear, the District shall assess water and sewer charges based on the highest annual usage previously metered. Subsequent usage may be set by applying the appropriate flat rate charge.

SECTION XVII TESTING OF WATER METERS

(1) All water meters may be tested periodically at the request of the property owner or on its own initiative where indicated.

(2) If property owner disputes the accuracy of a meter, the meter may be sent to a New York State Public Service Commission approved testing company. If meter test indicated inaccuracy which exceeds 2%, the Water Department will pay testing charges and adjust the water rent for that period involved. If the meter is accurate within + or - 2%, the property owner shall pay the testing charges.

SECTION XVIII INACCURATE REGISTRATION OF WATER METERS

In the event of the failure of a water meter to register accurately, water consumption shall be billed at the flat rate established by the Town Board according to equivalent dwelling unit standard.

SECTION XIX WATER METER SEALS

Unauthorized tampering with water meter seals is a MISDEMEANOR, and offenders will be prosecuted to the fullest extent of the law.

In the event that seals on water meters are found to be broken, from any cause whatsoever, billing in the amount of three (3) times the average bill of the last two (2) identical billing periods may be issued. Service may be disconnected if such is deemed advisable by the Town Board.

SECTION XX WASTAGE OF WATER

(1) Water is a natural resource and must be conserved.

(2) Under no circumstances will a property owner be allowed to run or waste water, without charge, except to prevent freezing or for other purposes under authorization by the Town..

SECTION XXI SPRINKLING

(1) Lawn sprinkling is permitted, but may be controlled as to specifically of time and amount when deemed necessary by the Town Board.

(2) Excess sprinkling at any time, such as to result in any obvious waste shall be constructed as a "wastage of water" and subject to penalty or other restrictions as determined by the Town Board.

SECTION XXII TRANSFER OF WATER

(1) Water shall not be resold by any consumer to tenants or to any other persons.

(2) Water may not be transferred for use off the premises for which water is supplied, for any reason whatsoever.

SECTION XXIII FIRE HYDRANTS

(1) Fire hydrants are provided for fire protection only.

(2) Under exceptional circumstances, the Town Board may issue permits for the use of specific hydrants, for specific purposes, at such fees as to be established from time to time by the Town Board. Use of any fire hydrant, including those located on private property, is subject to approval by the Town Board. Use of a hydrant without prior approval shall cost the property owner according to a fee established by the Town Board.

(3) Tampering with or obstructing fire hydrants is specifically prohibited.

SECTION XXIV ENTRANCE TO PREMISES

The Water District administrator or authorized Water District employees shall have full power to enter the premises or property of any consumer, at all reasonable hours, to read meters, examine fixtures, manner of using water, and respond to emergencies repair needs etc.

SECTION XXV EMERGENCIES

In the event that the Town Board, the State Department of Health, the State Department of Environmental Conservation or other agencies shall deem it advisable, the Town Board is herewith authorized to take such measures as may be deemed necessary to protect the public water supply.

SECTION XXVI CHANGE OF PRESSURE

The Water District shall not be liable for any damage or loss of any name or kind, to property or persons, or business or loss of use of property, which may arise from, or be caused by any change whatsoever.

SECTION XXVII SHUTTING OFF WATER

It is understood and agreed that the Water District shall not be liable for any injury or damage which may result to any person or premises, from shutting off of water from any main or service for any purpose whatever, even in cases where no notice is given.

SECTION XXVIII WATER BILLING

(1) Billing for water will be twice per year.

(2) When applicable, billing will also include a charge for sewer rent at a rate set by the Town Board.

(3) Water billing appeals:

(a) Appeals to the Town Board must be submitted in writing within ninety (90) days of billing date to the Town Supervisor.

SECTION XXIX PENALTY PROVISIONS

(1) Water bills will incur penalties of incremental percentages for late payment as established by the Town Board.

(2) Unpaid Water bills shall be relevied to the County.

SECTION XXX DISCONTINUANCE OF WATER

(1) Full water bills will be rendered according to regular rate schedule as determined by the Town Board unless such service is disconnected at the water main, or at the curb box, at the discretion of the Water Supervisor.

(2) If premises are to be torn down, or otherwise vacated, and water service abandoned, the Water Department must be notified by the property owner so that the water service may be disconnected at the water main or the curb box, at the discretion of the Water Supervisor.

(3) Billing for water services (including any flat fee) will terminate at the next bi-annual billing. A $25 disconnection fee will be charged for each requested disconnection, and must be paid before such disconnection takes place.

SECTION XXXI TRANSFER TO TAX ROLLS

All charges for water and sewer rents, repairs, damages caused by carelessness or neglect, penalties, etc., shall be made against the premises supplied and the owner of premises shall be held responsible thereof. Such charges if not paid, shall be a lien on the property benefited. All such unpaid charges shall be added to the next Town tax against the property.

SECTION XXXII REAL ESTATE TRANSFERS

The Water Department will, on request, cooperate in taking or recording meter readings usually required in real estate transfers of ownership. It will, upon request, provide a statement of any unpaid water rents to prospective buyers.

SECTION XXXIII DISTRIBUTION

(1) Only ductile iron pipe will be laid.

(2) No mains less than eight (8) inches in diameter will be allowed.

(3) No services will be allowed on public property in lieu of water mains.

(4) All main extensions outside of District limits must be approved by the Town Board and expansion of the Water District must take place after petition by all property owners in expansion area.

(5) The entire cost of such main extensions shall be borne by petitioner(s).

SECTION XXXIV RECORDS OF WATER USE AND CHARGES

(1) The Water District shall keep such records pertaining to the use and the charges therefor as may be prescribed by the Town Board.

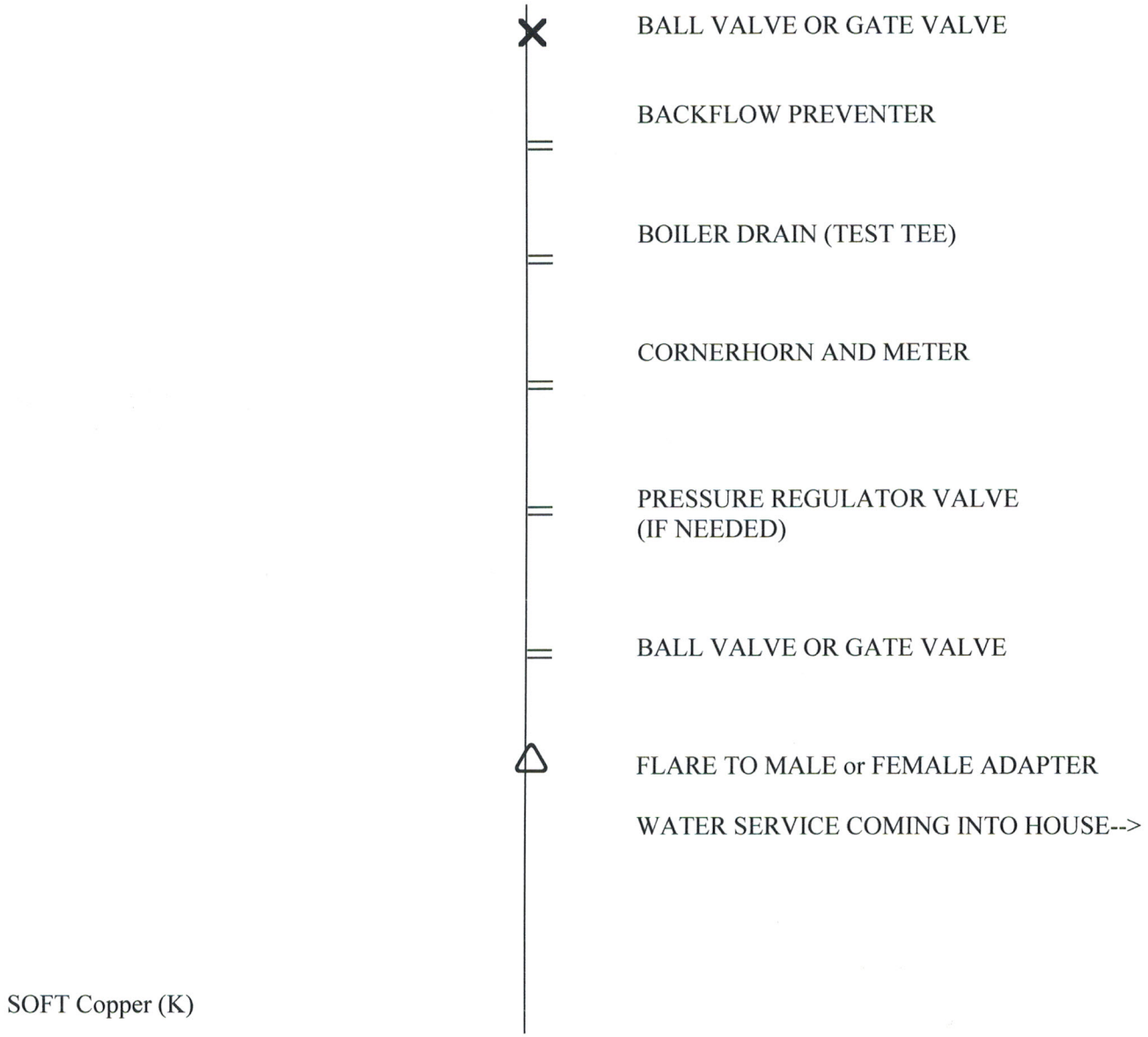
(2) The Water Supervisor shall receive and record all complaints concerning water and report same promptly to the Town Board.

(3) The Town Board shall issue permits as may be authorized by these regulations.

(4) The Water District Clerk or designee shall perform such other clerical or office work as may be prescribed by the Town Board.

Appendix
Specifications

PROCEDURES FOR INSTALLING WATER SERVICE



Andes Water/Sewer District

APPLICATION FOR _____NEW or _____REPLACEMENT

☐WATER SERVICE ☐SEWER SERVICE

AMOUNT RECEIVED_____$_____ Date received_____

_____PERMIT FEE _____SEMI-ANNUAL RENT

Deliver To Town of Andes
P.O. Box 85
Andes, NY 13731

The undersigned, in accordance with the Water Rules and Regulation or the Andes Sewer Ordinance hereby applies for permit to tap into the **WATER/SEWER** system at the following address:
(circle one)

LOCATION OF WORK: _____

Describe what Building will be used for: _____

Name of Owner: _____

Address of Owner: _____

(include tax map number) _____

DESCRIPTION OF WORK:

SIZE OF TAP (for Water Service):

Name of the Meter Manufacturer:

☐ Replacement work (describe nature of work)
☐ New service:
Location of installation:
(include a drawing or engineering plans is possible)

I hereby agree to conform strictly to all rules and regulations applicable to the installation of water/sewer service to the above referenced property. I agree to give the Town of Andes due notice when the work is ready for inspection. I agree to assume liability for Water District repairs this tap may cause. **Attached is a certificate of insurance (from plumber or contractor).**

Permittee:_____

Contractor/Plumber (if different):_____

Address: (if different from above):_____

Signature:_____ **Date:**_____