TOWN OF MILO, NEW YORK

Department of Sewer and Water
137 Main Street
Penn Yan, New York 14527
Phone: (315) 536-8501
Fax: (315) 536-9760
Cellular: (315) 694-0829
Email: watersewer@townofmilo.com
Website: www.townofmilo.com

APPLICATION FOR WORK TO AN EXISTING WATER SERVICE

Part 1. Owner's Billing Information.
Note. The Owner shall notify the Town Clerk of any change in his/her/their billing information. The Town Clerk's telephone number is (315) 536-8911 and his/her/their email address is clerk@townofmilo.com.

Owner's Name:

Billing Address:

Telephone No.: Email:

Part 2. Project Location.

Address:

Tax Map Identification Numbers:

Part 3. Water Service Information.

Diameter of Water Service: Type of Material (e.g., HDPE):

Proposed Water Service shall serve: ☐Nonresidential Use ☐Residential Use

Type of Service: ☐Fire protection system (e.g., automatic sprinklers) ☐Potable water (a.k.a., domestic)

Type of Backflow Prevention Device: ☐Dual Check Valve ☐NYSDOH approved backflow prevention device

- *Residential uses require the installation of a dual check valve installed after the Town's water meter.*
- *Nonresidential uses require the installation of a backflow prevention device that is approved by NYSDOH.*

Location of water meter:
☐Inside a heated structure ☐Water meter pit (outside a structure)
(Note. The owner may choose the location of the water meter unless a water meter pit is mandated by the Water Superintendent, Town Engineer, Sewer & Water Committee, and/or the Town Board. Therefore, it is important that the owner consults with the Water Superintendent to ascertain if a water meter pit will be required.)

Owner understands and agrees that he/she/they shall purchase all materials in accordance with the standards of the Town and shall be approved by the Water Superintendent? ☐Yes ☐No

Owner has read and agrees to comply with Chapter 336, Water, prescribed in the Code of the Town of Milo? ☐Yes ☐No
(Note. You can read this Chapter online at https://ecode360.com/31352990.)

Part 4. Attestation of the Property Owner.
I hereby attest that I am the owner / legally responsible party of the lot that is the subject of this application. I affirm the information provided in this application and all attachments submitted herewith are true and accurate. Furthermore, I affirm my understanding and agreement with the regulations and standards prescribed herein. Lastly, I understand that false statements made herein are punishable as a Class A misdemeanor pursuant to § 210.45 of the Penal Law of NYS.

Owner's Signature: _____ Date: _____

WATER SUPERINTENDENT REVIEW AND NOTATIONS

Water service location: _____

Water meter serial number: _____

Water meter reader serial number: _____

Water meter pit installed? ☐Yes ☐No

Backflow prevention device installed? ☐Yes ☐No

Town's water superintendent hereby certifies that:

1. The above water connection has been inspected and approved; and
2. The water service has been turned "on" at the curb stop; and
3. A water meter and water meter reader have been properly installed at this water service; and
4. That the work conforms to the applicable provisions of the Code of the Town of Milo.

Signature: _____ Date of approval: _____

TOWN CLERK NOTATIONS

Account number: _____

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WATER SERVICE SYSTEM INSTALLATION, MAINTENANCE AND USE AGREEMENT

Owner's Name: _____

Address of Property: _____

The Owner hereby understands and agrees to all of the following condition(s) as it pertains to the maintenance and use of a Water Service System located in the Town's water district(s):

Installation:

1. The Water Service System consists of a water meter, water meter pit (if installed), water meter reader, a backflow prevention device (if required), a water pipe from the water meter to the Town's curb stop that is connected to the Town's water main and appurtenances (e.g., shut-off valves, tracer wire, etc.), which all such materials and equipment shall hereinafter be referred to as the "Water Service System"; and

2. No Water Service System shall be installed without first obtaining written approval from the Town; and

3. The Owner shall contact the Superintendent[1] to inspect and approve of all equipment, materials and work to the Water Service System to ensure conformance to the Chapter 336, Water, of the Town of Milo and the Town's connection and construction standards; and

4. It shall be the duty of the Owner or his/her/their agent to cause the work to remain accessible and exposed for inspection purposes. Neither the Town of Milo nor any of its employees or authorized agents shall be liable for expenses entailed in the removal or replacement of any material required to allow inspection; and

5. Work shall not be done without first obtaining approval from the Superintendent. The Superintendent, upon notification, shall make the requested inspections and shall either indicate the portion of the construction that is satisfactory as completed, or notify the Owner or his/her/their agent wherein the same fails to comply with Chapter 336, Water, of the Code of the Town of Milo and the Town's connection and construction standards. Any portion that does not comply shall be corrected and such portion shall not be covered or concealed until authorized by the Superintendent; and

6. The Superintendent is authorized to engage approved agencies and individuals to provide expert opinion as deemed necessary to report upon unusual technical issues that may arise. The incurred costs to obtain said opinion shall reimbursed by the Owner to the Town of Milo; and

7. Where the Superintendent finds any work regulated by Chapter 336, Water, of the Code of the Town of Milo and the Town's connection and construction standards is being performed in a manner contrary to the provisions of said code and standards or is dangerous or unsafe, the Superintendent is authorized to issue a Stop Work Order; and

[1] SUPERINTENDENT – The municipal officer or other authority designated by the Town Board who is charged with the administration and enforcement of the Town's public water system. This term shall also include his/her/their authorized deputy, agent, or representative.

Ownership:

8. The Town shall own and be responsible for any and all operation, maintenance, service, repair and replacement of the water main, curb stop/box, water meter and water meter reader at the Town's sole cost except for certain exceptions outline herein; and

    - Owner pays for the water meter if its size is greater than ¾"; and
    - Damages have occurred that are not normal wear and tear; and

9. The Owner shall own and be responsible for all operation, maintenance and service of the Owner's portion of the plumbing system at the Owner's sole cost. For clarification purposes, the Owner's portion of the plumbing system is from the curb stop/box towards the private property. The only exception is that the Town owns and maintains the water meter located within the meter pit or inside of a building. The Town shall have no responsibility for the operation, maintenance, repair or replacement of the Owner's portion of the plumbing system; and

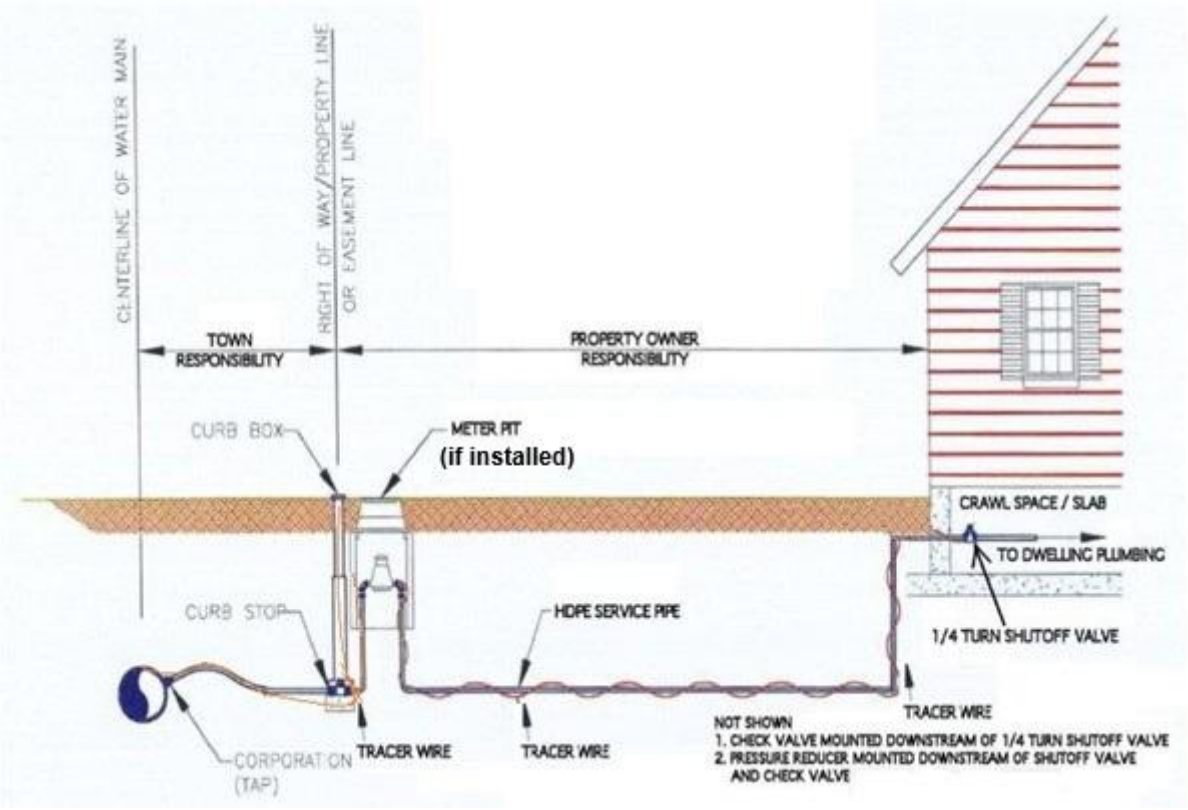

Figure 1 – Owner / Town Responsibility

10. The Owner shall notify the Town of any change of Ownership of the Property; and

Services by the Town:

11. The Town reserves the right to charge the Owner for costs that the Town, at its sole discretion, determines are not caused by ordinary wear and tear of a Water Service System. Costs, for the purposes of this Agreement, shall include all costs incurred by the Town in responding to an Owner's service call request including but not limited to costs of transportation of Town personnel and equipment to and from the Property and all costs including personnel time, equipment, materials and supplies. Additionally, ordinary wear and tear, for the purposes of this Agreement, of the Water Service System is the damage or other type of failure resulting from ordinary use and exposure over time as determined by the Superintendent. An example is that

curb stop is leaking due to corrosion. Lastly, the Owner hereby agrees to make prompt and full reimbursement of such costs when invoiced by the Town; and

12. The tapping of the water main shall only be performed by the Superintendent unless approved otherwise; and

Access:

13. The Owner agrees to keep the curb stop/box, water meter pit (if installed), water meter and water meter reader accessible to the Town and unobstructed at all times; and

14. If access is restricted to the curb stop/box, water meter pit (if installed), water meter and/or water meter reader, the Town will not perform any repairs until the Owner removes all obstruction that is required by the Superintendent; and

Landscaping:

15. No landscaping, sidewalks, walkways and similar items/structures shall be installed within 10 feet of the curb/stop box and water meter pit (if installed) unless approved otherwise by the Town. The curb/stop box and water meter pit (if installed) must be always accessible and is not permitted to be hidden/obstructed; and

16. The Town is not responsible for the tree roots or other type of landscaping that may damage and or infiltrate components of the water service; and

Notes:

- *Certain trees and shrubs planted too close to sewers, drains, stormwater run-off pipes and water supply pipes can cause pipes to block, break and/or pull apart. Plant roots penetrate any imperfections in pipes to access the water within. This could lead to major problems on your property that are extremely inconvenient and expensive to repair. Before planting any trees or shrubs, find out where the water and sewerage pipes are on your property by requesting a utility stake-out. Dig Safely NY is the local utility stake-out provider and they can be contacted at 811. Please plant any landscaping a minimum of 10 feet from your pipes to help prevent breaks and blockages in water supply and sewerage pipes.*
- Certain trees should never be planted near water lines, as they are often fast-growing with particularly aggressive roots. Many species in the Acer (maple) genus, Populus species, ashes, sycamore, several oaks, willows, basswood, tulip tree, elms, birches, mulberry, figs, large eucalyptus and beeches are unsuitable for planting near water pipes and other underground or surface structures.

Maintenance and Use:

17. The Owner shall maintain and use the Water Service System in accordance with Chapter 336, Water, of the Code of the Town of Milo and the Town's informational notice(s); and

18. The Owner nor any agent of said Owner shall operate the Town's curb stop. The Owner shall contact the Superintendent if he/she/they desire the water to be turned off at the Town's curb stop; and

19. The Owner nor any agent of said Owner shall alter/modify/disconnect the water meter and/or water meter reader. The Owner shall contact the Superintendent if he/she/they desire to alter/modify/disconnect the water meter and/or water meter reader; and

Miscellaneous:

20. The Owner hereby agrees that he/she/they shall not make any changes or modifications to the Water Service System without approval from the Superintendent. Any such changes or modifications, if approved by such Superintendent, shall be at the Owner's sole expense; and

21. Any changes or modifications made to the Water Service System without approval from the Superintendent shall relieve the Town of its obligation to repair and replace the Town's portion of the Water Service System at the Town's cost and expense; and

22. The Owner shall notify the Town Clerk of any change in his/her/their billing information. The Town Clerk's telephone number is (315) 536-8911 and his/her/their email address is clerk@townofmilo.com.

Attestation by the Owner:
I hereby attest that I am the owner / legally responsible party of the lot that is the subject of this application. I affirm the information provided in this application and all attachments submitted herewith are true and accurate. Furthermore, I affirm my understanding and agreement with the regulations and standards prescribed herein. Lastly, I understand that false statements made herein are punishable as a Class A misdemeanor pursuant to § 210.45 of the Penal Law of NYS.

Owner's Signature: _____ Date: _____

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RULES AND REGULATIONS (A.K.A., STANDARDS) PERTAINING TO THE INSTALLATION, MAINTENANCE AND USE OF A WATER SERVICE

1. A completed application, which such application is available at Town Hall or at our website, for a new water service shall be submitted to the Superintendent[2]. Such an application shall include the signature of the Owner of the subject lot of record.

2. The contractor shall contact Dig Safely – NY (811) and request a utility stake-out prior to starting any excavation work.

3. All materials and/or equipment shall be new and first quality. Damaged or faulty materials and/or equipment will not be accepted.

4. "Lead Free" brass water works products shall meet the requirement of ASNI/AWWA C800 and the maximum lead content of S.3874 and NSF 61 Annex G. The manufacturer's designation as a Lead-Free product shall be permanently stamped or cast into the product's body. Only "Lead Free" brass water works products shall be installed in contact with potable water.

5. Curb boxes shall not be covered/hidden by landscaping, pavement, gravel, sod or any other type of vegetation or structures. Curb boxes are to be installed in lawn areas that are not subject to vehicular traffic unless approved otherwise by the Town.

6. All fittings and appurtenances shall conform to the applicable AWWA standard.

7. Water service line shall be HDPE SDR 9 poly with a blue stripe with a "blue" tracer wire secured (e.g., taped or wrapped around) to such line.

8. Water service line shall be installed in accordance with the Plastic Pipe Institute, Polyethylene Piping Systems Field Manual for Municipal Water Applications.
    - Burial depth. A water service shall have a minimum burial depth of 54 inches.
    - Separation distance.
        - Water services shall be laid at least 10 feet horizontally from any part of a sanitary sewer system, whenever possible; the distance shall be measured edge-to-edge (pipe wall to pipe wall). Where lines must cross, the water service line shall be at least 12 inches above the house sewer. If a water line must pass below the house sewer, the vertical separation must be at least 18 inches. [Reference. NYSDEC/NYSDOH laws]
    - Placement. Place the water service in a prepared trench that is free of rocks and debris. Place the pipe so that it is relaxed and "snakes" loosely in the trench.

[2] SUPERINTENDENT – The municipal officer or other authority designated by the Town Board who is charged with the administration and enforcement of the Town's public water system. This term shall also include his/her/their authorized deputy, agent, or representative.

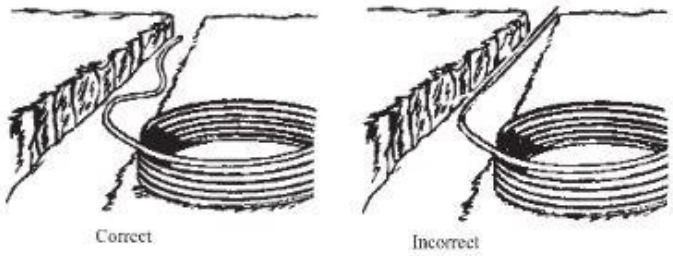


Figure 1 – "Snaking" of water service

- Trench bottoms should provide stable and uniform support to the pipe over its entire length. They should be free of lumps, rocks, or other material which could damage the pipe or cause localized overstressing. Do not use blocking to change pipe grade or to intermittently support pipe across excavated sections.
- Embedment materials should be free of refuse, organic material, or frozen solids. The particle size of the material in contact with the pipe should not exceed ½ inch, and the particles should not have sharp surfaces that may easily abrade the pipe. For this reason, the embedment material shall be sand unless approved otherwise by the Superintendent. The embedment should be placed in lifts, not exceeding 6 inches in thickness, and then tamped. Tamping should be accomplished by using a mechanical tamper. Compact to at least 85 percent Standard Proctor density as defined in ASTM D698, Standard Test Methods for Laboratory Compaction Characteristics of Soil Using Standard Effort, (12 400 ft-lbf/ft^3 (600 kN-m/m^3))." Under streets and roads, increase compaction to 95 percent Standard Proctor density.

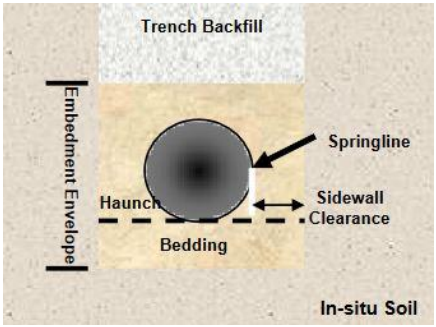


Figure 2 - Embedment Envelope

- Any pipe that passes through a foundation wall shall be provided with a relieving arch, or a pipe sleeve pipe shall be built into the foundation wall. The sleeve shall be two pipe sizes greater than the pipe passing through the wall. [Reference. Plumbing Code of NYS]

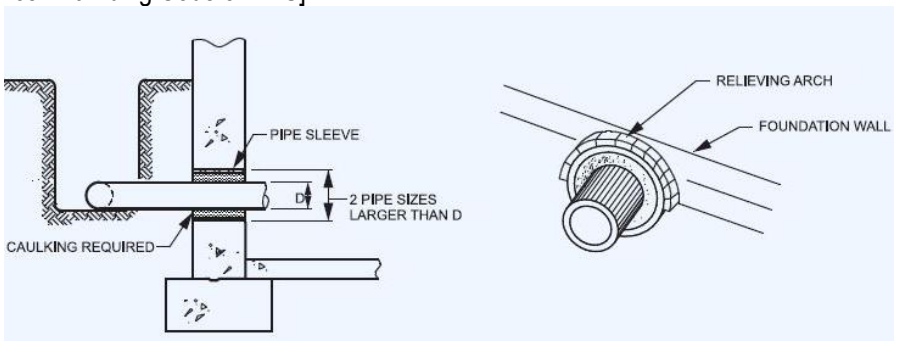


Figure 3 – Pipe Sleeve through foundation wall or slab

9. An owner installing a new water service and/or replacing an existing one has the following options regarding the location and installation of the water meter:
   - Installation of a water meter pit outside of a structure; or
   - Installation of the water meter inside a heated structure (e.g., basement of a single unit dwelling).

However, the Water Superintendent, Town Engineer, Sewer & Water Committee, and/or the Town Board reserve the right to mandate the installation of a water meter pit. Therefore, it is important that the owner consults with the Superintendent to ascertain if a water meter pit will be required.

10. Water meter pit.
    - If a water meter pit is installed, its location and type of water meter pit shall be determined solely by the Superintendent.
    - If installed, water meter pits shall not be covered/hidden by landscaping, pavement, gravel, sod or any other type of vegetation or structures. Water meter pits are to be installed in lawn areas that are not subject to vehicular traffic unless approved otherwise.
    - The meter pit setter shall be a minimum of 20 inches in diameter, prefabricated and shall be designed for cold weather climates. See attached submittal.

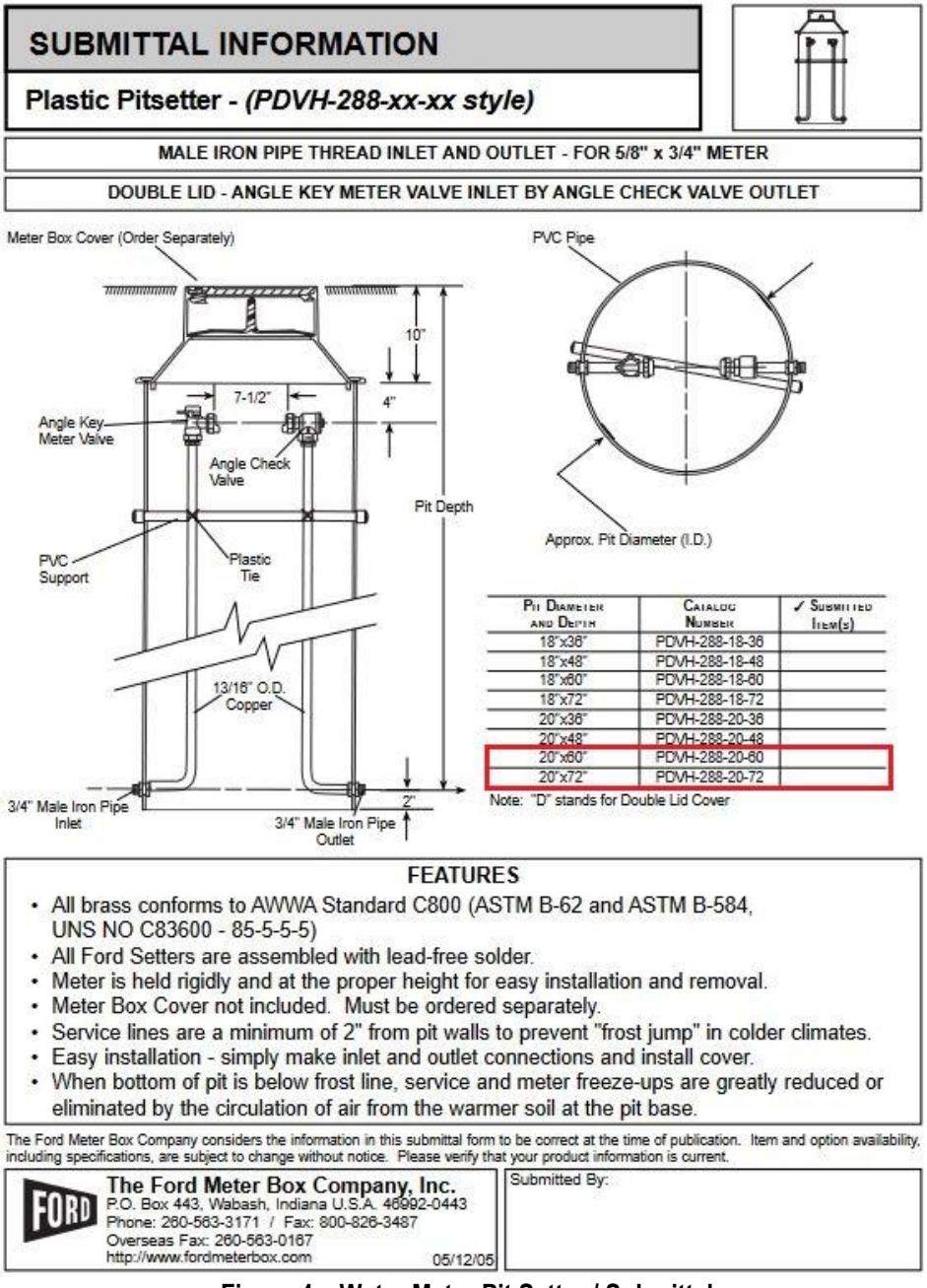


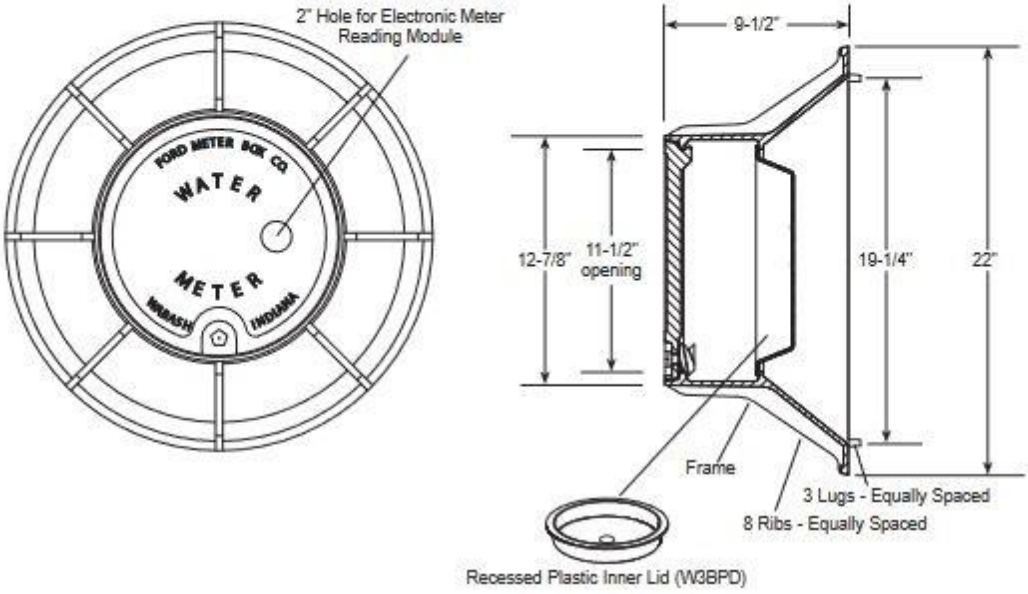
Figure 4 – Water Meter Pit Setter / Submittal

- The meter pit shall have an iron, extra heavy Ford Wabash Double Lid Cover with (insert) plastic lid.

SUBMITTAL INFORMATION

Meter Box Covers - *(W3H-T style)*

EXTRA HEAVY 11-1/2" WABASH DOUBLE INSET LID FOR 20" TILE



*Lid Size	Tile I.D.	Approx. Wt. Lbs.	Description	Catalog Number	✓ Submitted Item(s)
11-1/2"	20"	75	Single hole for Electronic Meter Reading Module	W3H-T	

*Lid size indicates approximate pit access opening; actual lid diameter is approximately 1" larger
Recessed Plastic Inner Lid (W3BPD) is standard on lids with EMR holes

FEATURES

- Precast hole(s) for electronic meter reading modules
- Standard Pentagon Bolt furnished with locking lids
  Larger bolt is available; add "-LB" to catalog number; for non-locking lid, add "-LL"
- Frame and lid are cast iron per ASTM A48, Class 25
- Plastic recessed inner lid is standard on lids with EMR holes
- Finish is black e-coating
- Two holes for electronic meter reading modules available, add "-TT" to end of catalog number

The Ford Meter Box Company considers the information in this submittal form to be correct at the time of publication. Item and option availability, including specifications, are subject to change without notice. Please verify that your product information is current.

The Ford Meter Box Company, Inc.
P.O. Box 443, Wabash, Indiana U.S.A. 46992-0443
Phone: 260-563-3171 / Fax: 800-826-3487
Overseas Fax: 260-563-0167
http://www.fordmeterbox.com

11/14/13

Figure 5 – Meter Pit Cover / Submittal

- Solid concrete blocks shall be used as a base to support the tile. The tile shall be installed on the solid concrete blocks such that the walls are vertical and the top lid flush with finished grade. Concrete blocks shall be solid 16 inches long by 8 inches wide by 4 inches deep in conformance with the requirements of ASTM C145. Place solid concrete blocks around the perimeter of the tile on a level 6-inch layer of compacted sand.

INSTALLATION INSTRUCTIONS
FOR THE STANDARD FORD PIT SETTER

1. Store Pit Setters in upright position. Do not position or stack on their side.
2. Dig trench to proper depth for Pit Setter and lid, also allow for bottom support and drainage.
3. Compact crushed gravel and/or an even level layer of concrete blocks/ pavers in the bottom of hole (to prevent settling). If using a bottom plate, place in hole before installing the Pit Setter.
4. Place and level the Pit at a depth to ensure the top of the chosen cover will be flush with the final grade level. Make sure the Pit Setter will remain level.
5. Connect the inlet and outlet service lines to the Pit Setter placing an additional smooth-jawed wrench on the wrench flats to avoid unintentionally twisting the tubing and distorting the brass components. **Do not use a pipe wrench.**
6. Pressure test the Pit Setter prior to backfilling to ensure all valves and connections are secured tightly with no leaks.
7. **IMPORTANT:** Carefully backfill around the tile no more than 12" at a time, tamping and fully compacting each layer uniformly. Uneven and insufficient backfill/compaction may distort tile and/or allow ground shifts.
8. Evenly center the cover on the tile and complete backfilling and compacting to the final top lid grade level.

WARRANTY – READ BEFORE INSTALLING

All merchandise is warranted to be free from defects in materials and factory workmanship. We will provide, free of charge, new products in equal quantities for any that prove defective within one year from date of shipment from our factory. Manufacturer shall not be liable for any loss, damage, or injury, direct or consequential, arising out of the use of or the inability to use the product. Before using, user shall determine the suitability of the product for his intended use and user assumes all risk and liability whatever in connection therewith. No claims for labor or consequential damage will be allowed. The foregoing may not be changed except by agreement signed by an officer of the manufacturer.

No other warranties are applicable or may be implied, including the implied warranty of merchantability and the implied warranty of fitness for particular purpose and any warranty relating to infringement or the like, all of which are disclaimed.

DAMAGE CAUSED BY IMPROPER TOOLS OR HANDLING WILL VOID OUR WARRANTY

THE FORD METER BOX COMPANY, INC.
P.O. Box, Wabash, Indiana, USA 46992-0443
Phone: 260-563-3171 - Domestic FAX:800-826-3487
Overseas FAX: 260-563-0167 - Internet: www.fordmeterbox.com

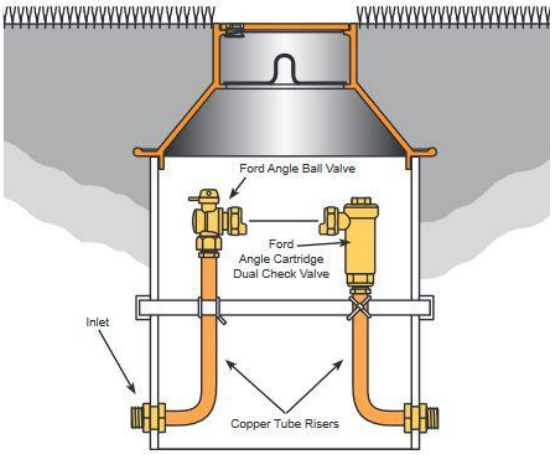


Figure 6 – Water Meter Pit / Installation Instructions

11. All water service lines will have a blue tracer wire that is buried adjacent to the water service line and brought to the top of the curb box (with an additional 1 feet of slack), brought up to the water meter inside the meter pit (if installed and with an additional 1 feet of slack), and shall terminate inside the building with an extra 1 feet of wire wrapped near the inside shut-off valve. In addition, tracer wire shall be blue in color, #12 AWG high strength copper clad steel conductor (HS-CCS) insulated with 30 mil HDPE insulation and rated for direct burial at 30 volts (Copperhead Industries or approved equal).

Figure 7 – "Blue" Tracer Wire

12. The interior installation of water meters shall be in a location approved by the Superintendent that is:
    - Accessible and safe; and
    - Dry and located above the base flood elevation if the latter is applicable; and
    - Heated.

13. An approved water shut-off valve and pressure reducing regulator shall be installed within the structure. It is also required that a dual check valve (i.e., backflow preventer) be installed after the pressure reducing valve and the water meter. The required

tracer wire shall be installed to terminate within the structure and have an extra 1 feet of wire wrapped near the inside shut-off valve.

- For properties that have a water meter pit, the dual check valve shall be installed after the pressure reducing valve within the structure.

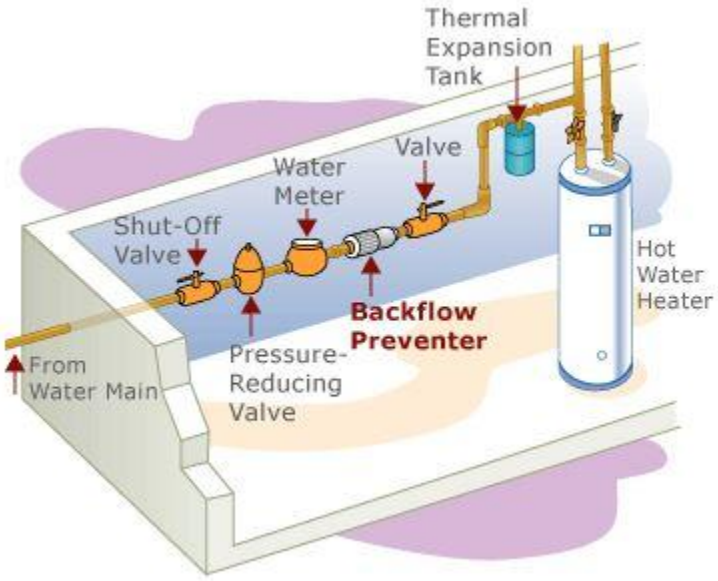


Figure 8 – Interior plumbing near water meter

14. There shall be no connection between the Water Service System and any pipes, pumps, hydrants, or tanks whereby unsafe water or other contaminating materials may be discharged or drawn into the system.

15. Piping in a plumbing system shall be installed so as to prevent strains and stresses that exceed the structural strength of the pipe. Where necessary, provisions shall be made to protect piping from damage resulting from expansion, contraction and structural settlement.

16. REQUIRED INSPECTIONS. The installation of a water service line shall be inspected by the Superintendent prior to backfilling. Failure to have the water service line inspected shall cause the Superintendent to refuse water service to such structure.

17. NONRESIDENTIAL USE – CROSS CONNECTION CONTROL. If the structure contains a nonresidential use, a backflow prevention device is required to be installed and approved by NYSDOH. More information about cross connection control can be obtained at: https://www.health.ny.gov/environmental/water/drinking/cross/cross.htm.

    - The local NYSDOH office is located at 624 Pre-Emption Road, Geneva 14456. Their telephone number is 315-789-3030.

    - The backflow prevention device is required to be designed by a Professional Engineer or Registered Architect licensed in NYS.

    - The application for approval of a backflow prevention device is available at https://www.health.ny.gov/forms/doh-0347.pdf.

    - All applications must be accompanied by plans, specifications and an architect's/engineer's report describing the project in detail. The project must first be submitted to the Superintendent, who will forward it to the local NYSDOH office. This application must be prepared in quadruplicate with four copies of all plans, specifications and descriptive literature as mandated by NYSDOH.

Figure 9 – Example of a Backflow Prevention Assembly