

VILLAGE OF DANNEMORA

WATER SERVICE ACTIVATION & TERMINATION REQUIREMENTS

The following requirements apply to all water service changes within the Village of Dannemora. These policies are established to comply with New York State safety, access, and verification regulations.

SECTION 1 — GENERAL REQUIREMENTS (Apply to ALL Turn-Ons and Shut-Offs)

1. Only Property Owners or Authorized Representatives May Request Service Changes

Tenants are not permitted to request water service activation or termination.

2. Proof of Ownership or Authorization Required

Owners must provide proof of ownership if not already on file.

Authorized representatives must provide:

- Written authorization from the property owner
- Proof of identity

3. Access Requirements

The curb stop area must be accessible at the time of service.

If access is obstructed, the Village may delay the service change until safe access is provided.

4. Liability for Property Conditions

The Village is not responsible for damage to internal plumbing, frozen pipes, or other issues resulting from activation or shut-off of water service.

5. Vacant Properties

For vacant properties, the owner or authorized representative acknowledges responsibility for ensuring the property is winterized and protected from damage resulting from lack of water service

SECTION 2 — REQUIREMENTS SPECIFIC TO WATER TURN-ONS

1. Code Enforcement Must Be Present

Water service will not be activated unless Code Enforcement is present onsite to verify that all safety, access, and compliance conditions have been met. Failure to provide access for Code Enforcement will result in postponement of activation.

2. Owner or Authorized Representative Must Be physically present during the turn-on appointment.

SECTION 3 — REQUIREMENTS SPECIFIC TO WATER SHUT-OFFS

Owner or Authorized Representative Must Be physically present during the shut-off appointment.

1. Notice Requirement

Water shut-offs require at least 24 hours' notice, except in emergencies.

CONTACT INFORMATION

To schedule a turn-on or shut-off, please contact:

Village of Dannemora Office

Phone: 518-492-7000

WATER SERVICE REQUEST FORM

Property Owner Name: _____

Service Address: _____

Phone Number: _____ Email (optional): _____

TYPE OF REQUEST (check one):

☐ Water Turn-On

☐ Water Turn-Off

TURN-ON APPOINTMENT DETAILS

Requested Turn-On Date/Time: _____

Code Enforcement Scheduled: ☐ Yes ☐ No

Name of Officer: _____

Owner/Authorized Representative Present: ☐ Yes ☐ No

Name: _____

TURN-OFF APPOINTMENT DETAILS

Requested Turn-Off Date/Time: _____

SIGNATURE

Signature of Owner/Authorized Representative: _____

Date: _____

OFFICE USE ONLY

DPW Employee: _____

Date and Time Completed: _____