

# **Village of Clayton**

## **Water Connection Information & Instructions**

**for**

**Homeowners and Contractors**

***Village of Clayton  
425 Mary St.  
PO Box 250  
Clayton, NY 13624***

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To: Property Owners & Contractors  
From: Village of Clayton  
Date: August 22, 2011  
Subject: Information & Instructions for new Village of Clayton Water Connections

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This package contains important information for property owners and contractors on requirements for obtaining a Water Service Permit to establish a new connection within the Village of Clayton Water district.

This document was developed to explain the Village's requirements and provide guidelines for home owners and contractors. All required forms are included in this document. Please read through this document carefully. Submittal of a complete application form will help ensure that your application is approved in a timely manner.

# Information & Instructions for Sanitary Sewer Connections

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## Forms & Tables

Table 1 - Approved Contractor List

Village of Clayton Water Service Application

Sample Location Sketch

Water Installation Details

## Reference Drawings

Typical Service Connection to Water Main

Typical Basement Meter Installation

Typical Meter Pit Installation

## 1.0 Purpose

The purpose of this document is to describe the application process and the basic technical requirements for the construction and installation of new water services.

## 2.0 Responsibilities

2.1 The Village of Clayton is responsible for administering and overseeing this procedure.

2.2 New water customers are responsible for:

- Obtaining a Water Service Permit which enables them to connect to the Water System.
- Hiring an approved contractor to install the water system components.
- Scheduling an inspection of the system components prior to connecting into the Water System.
- Executing an easement, if required.
- Paying all construction, engineering, easement filing, and inspection fees associated with the new water service(s).
- Submitting “as-built” documentation to the Village of Clayton after completion of the service installation.

2.3 The Village of Clayton is responsible for operating and maintaining the Village’s Water System. As the system operator, Village personnel are responsible for ensuring that new connections are constructed and installed in accordance with applicable design standards. Village personnel are also responsible for documenting new connections and distributing details to the system owner.

## 3.0 General Requirements

3.1 The Village can only provide service to customers that are located within an existing water district.

3.2 Requests for connection into the Village’s water system must be submitted by completing a *Water Service Application*.

3.3 Connections must be designed and constructed in accordance with the original criteria identified in the contract documents and specification relating to the respective system, unless the proposed criteria can be shown to be more advanced and of better quality than that of the original specification. Contract documents are available at the Village offices.

3.4 Customers must utilize a contractor approved by the Village for the installation of any water system components. See **TABLE 1 – APPROVED CONTRACTOR LIST**.

- 3.5 All new connections must include a means for metering in order to accurately bill for the services provided. Meters will be provided and installed by the Village. If the new structure does not have a basement, then a separate meter pit will be required. If the service lateral is greater than 150 feet away from the mainline, then a meter pit will be required.
- 3.6 The Village has approved the use of high density polyethylene (HDPE) copper tube sized pipe for service laterals.
- 3.7 Most water service determinations will be made within 30 days of receipt of a complete *Water Service Application*.

#### 4.0 Technical Requirements

Detailed technical requirements for water systems are presented in specifications developed by Village engineers. Customers may reference these documents to determine acceptable pipe material, covering, backfill, etc. More complex systems may require that the customer hire an engineer licensed by the State of New York to complete the design. Detailed information and drawings are available by requesting technical specifications from the Village at 315-686-5552.

#### 5.0 Submittal Requirements

All new service connections must be reviewed and approved by the Village. The property owner must submit a completed Water Service Application to the Clerk with the minimum connection fee of \$1000 and a Location Sketch. The location sketch must show the property boundaries, buildings, approximate length of service lateral with reference dimensions to two permanent structures, tie-in point to mainline, meter location and pit (if applicable) and any other relevant information.

Customers should contact the Village Clerk to verify whether an updated easement will be required. This easement must be executed and submitted with the applicable County filing fee prior to obtaining approval for connection.

#### 6.0 Inspection Requirements

All approved connection requests must be inspected by a Village representative. The customer or their representative must schedule the connection with the Village at least 48-hours prior to the connection. Customers must have an approved *Water Service Application* on file with the Village prior to scheduling an inspection. If the connection is scheduled outside normal business hours, overtime rates may be applied. To schedule an inspection contact the Village of Clayton at 315-686-5552.

7.0 Record of Changes

Revision Date	Description of Changes	Authorized by
08/22/2011	Original Document Created	Village Board
10/24/2011	Added Bearup Construction as Approved Contractor	Village Board
07/09/2012	Added W.D. Bach Excavating & Consulting, LLC as Approved Contractor	Village Board
10/30/2013	Added Charles Fram as Approved Contractor	Technical Review Committee (C/T, DPW Supt., W/WW Mgr.
11/25/2013	Section 2.2 ("As-Builts") Added Requirements to "Location Sketch"	Village Board

**TABLE 1 – APPROVED CONTRACTOR LIST**

Contractor	Address	Phone
Bach & Co.	11176 Cty Rte 9 Clayton, NY 13624	(315) 686-3083
Bearup Construction	PO Box 255 Clayton, NY 13624	(315) 686-4459
Pete Mellon	41041 Smithering Hts. Rd. Clayton, NY 13624	(315) 686-3256
Hazlewood Mechanicals	703 Brooks Dr. Clayton, NY 13624	(315) 686-2160
W.D. Bach Excavating & Consulting, LLC	PO Box 434 Clayton, NY 13624	(315) 686-5555
Charles Fram	27910 Simpson Rd. Redwood, NY 13679	(315) 405-1142

# Village of Clayton Water Service Application

8.0

## INSTRUCTIONS

- All information must be typed or legibly printed.
- All sections of the form must be completed to avoid delays in processing.
- The property owner must sign the form.
- Submit completed form with payment and Location Sketch to the Village Clerk.
- The Clerk will forward the application for Technical Review.
- You will be notified by phone if your permit has been approved or if your permit is missing information required to properly review. If your application is denied you will be notified in writing as to the reason.

## GENERAL INFORMATION (To Be Completed By Customer)

Property Owner's Name: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Owner's Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Job Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Tax Parcel ID No \_\_\_\_\_  Residential  Commercial

Approved Contractor: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Contractor's Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Is the requested connection to serve an existing structure?  Yes  No

If yes, is the requested connection to relieve a failing well or septic?  Yes  No

If the requested connection is to serve a new structure, what is the anticipated occupancy date? \_\_\_\_\_

A Sketch of the new service connection **is attached**.

## OWNER'S CERTIFICATION (To Be Completed By Customer)

Application is hereby made to obtain a permit to do the work and installation as indicated. I certify that I am the Owner of the property located at \_\_\_\_\_ and that I am requesting a permit to install a new water service.

In consideration of the granting of this permit, I agree to the following:

- 1) That no work or installation has commenced prior to the issuance of a permit;
- 2) That all work will be performed to meet the standard of all applicable State and Local laws regulating construction;
- 3) To maintain the water service lateral in accordance with the Village's requirements;
- 4) To schedule an inspection of the service with the Village before any portion of the work is covered and prior to connecting into the main water line.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

## MUNICIPAL REVIEW (To Be Completed By Municipality)

Amount of Water Service Connection Fee:  \_\_\_\_\_

Payment Received By \_\_\_\_\_ on \_\_\_\_\_.

Municipal approval that applicant is eligible for new service connection to the Village of Clayton Water System.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

## TECHNICAL REVIEW (To Be Completed By Village Water Supervisor)

Application Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

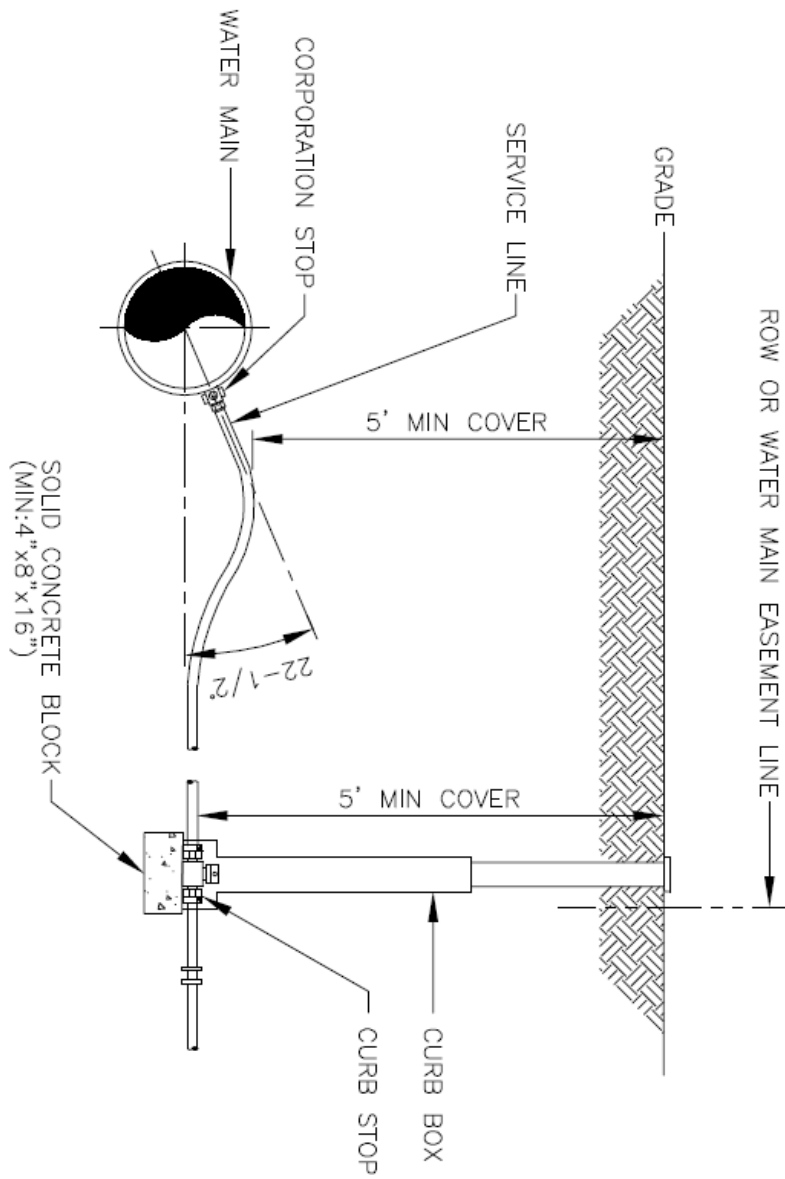
Application Action:  Approved, as submitted  Approved with conditions  
 Returned, due to incomplete submittal  Denied (See Attached)



Homeowners and Contractors:

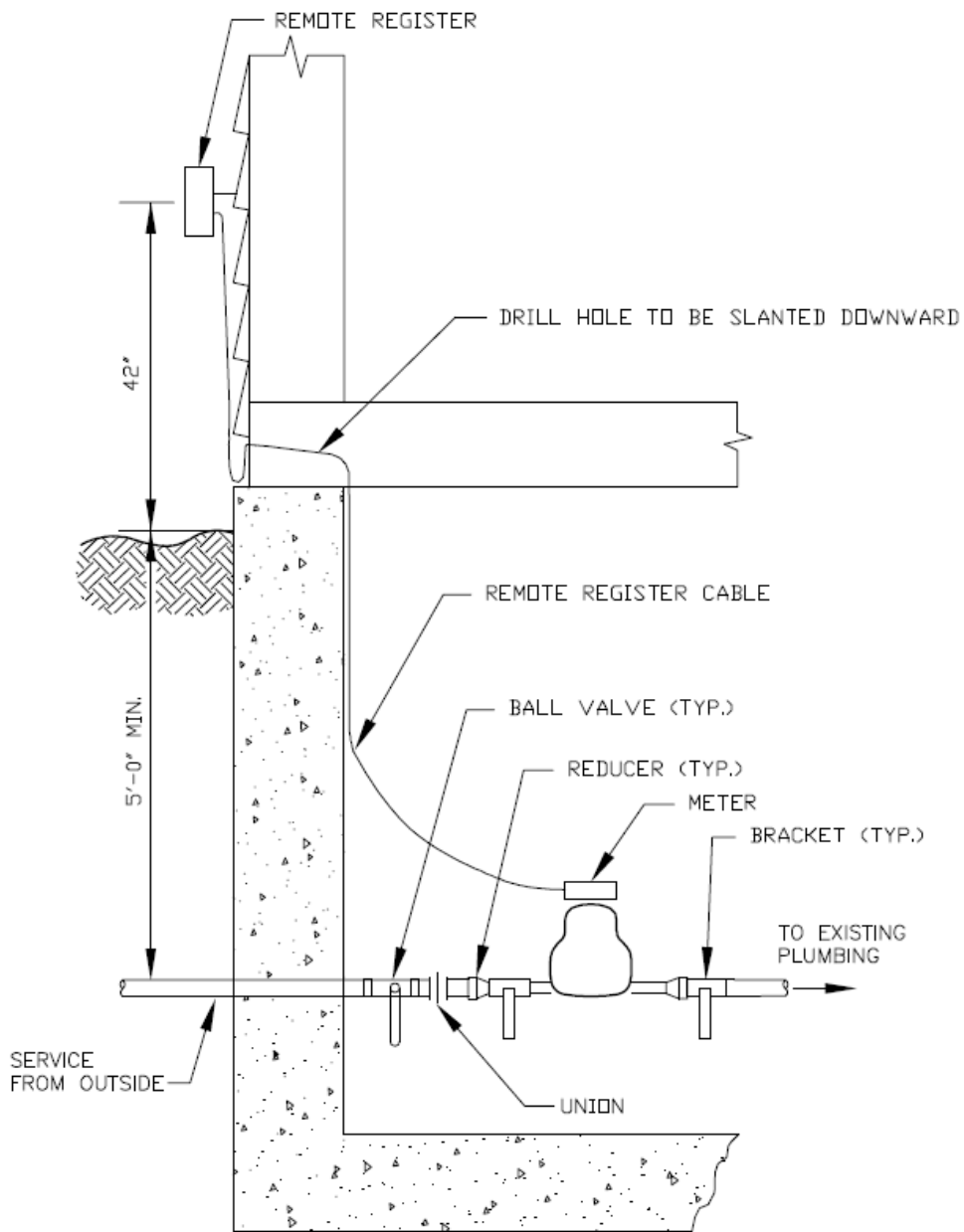
*Insert Location Sketch and Additional Details Here*

***Requires a detailed plan showing the location of connection from the curb stop to the house. Actual distances should be detailed on the plan; depths of connection(s) and piping, as well as materials used.***



**SERVICE INSTALLATION**

NOT TO SCALE

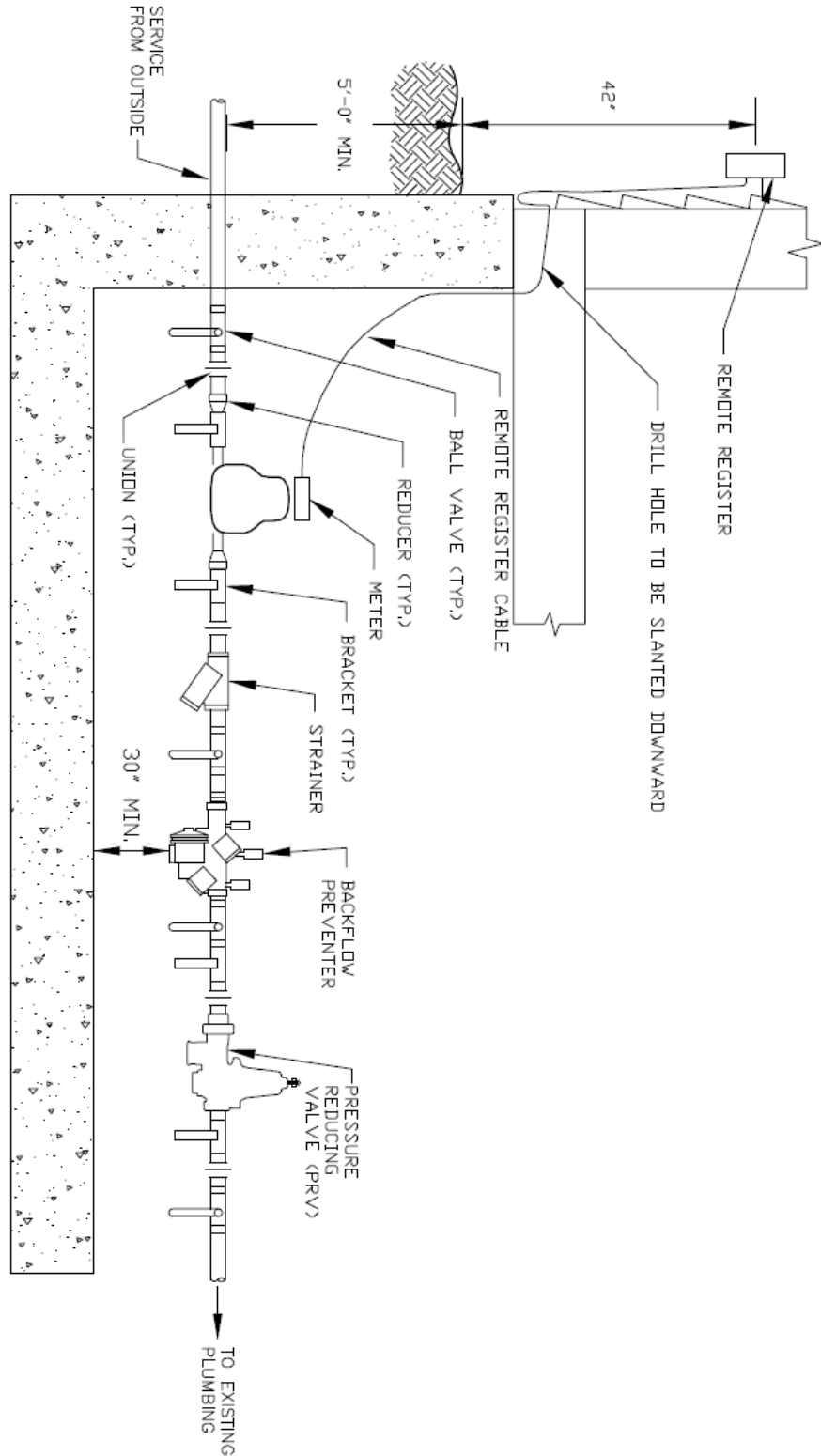


NOTES:

1. ALL CONNECTIONS BETWEEN NEWLY INSTALLED INTERIOR PIPING SHALL BE THREADED.
2. CONNECTIONS BETWEEN EXISTING PIPING AND NEW PIPING SHALL BE SOLDERED.
3. ANGLE BRACKETS SHALL BE MOUNTED TO WALL AND PIPE SECURED WITH U-BOLTS. ALL MATERIAL SHALL BE STAINLESS STEEL.
4. REMOTE REGISTER SHALL BE MOUNTED ON SIDE OF HOUSE FACING THE ROAD.

INTERIOR INSTALLATIONS (METER ONLY)

NOT TO SCALE

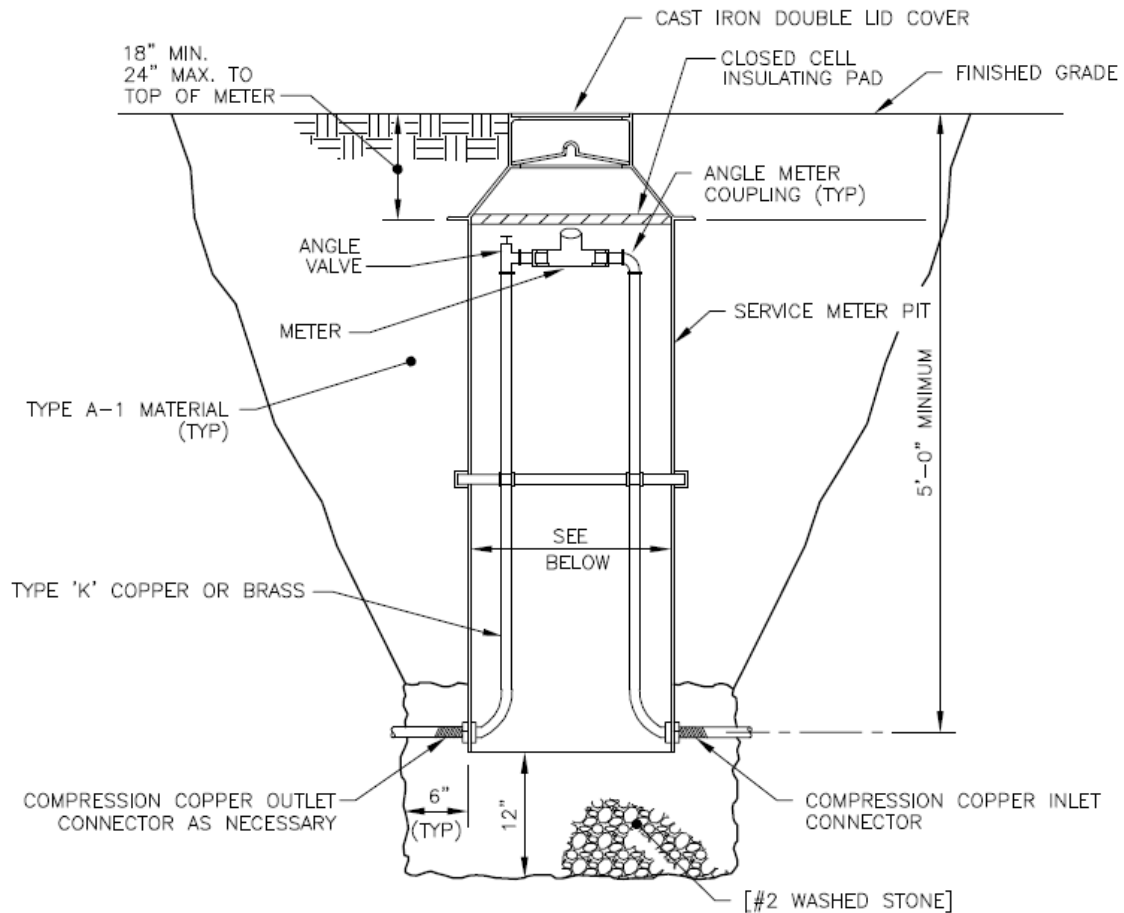


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4. REMOTE REGISTER SHALL BE MOUNTED ON SIDE OF HOUSE FACING THE ROAD.
5. CONTRACTOR MAY REARRANGE LAYOUT (STACK VALVES ABOVE EACH OTHER) IF THERE IS INSUFFICIENT ROOM TO INSTALL HORIZONTALLY.
6. IF BACKFLOW PREVENTER IS A REDUCED PRESSURE ZONE DEVICE, DRAIN LINE SHALL BE INSTALLED (SEE PLAN VIEW) WITH AIR GAP DRAIN CUP BELOW VENTPORT.
7. BACKFLOW PREVENTER SHALL BE 3" TO 6" OFF FACE OF WALL.

**INTERIOR INSTALLATIONS**

NOT TO SCALE

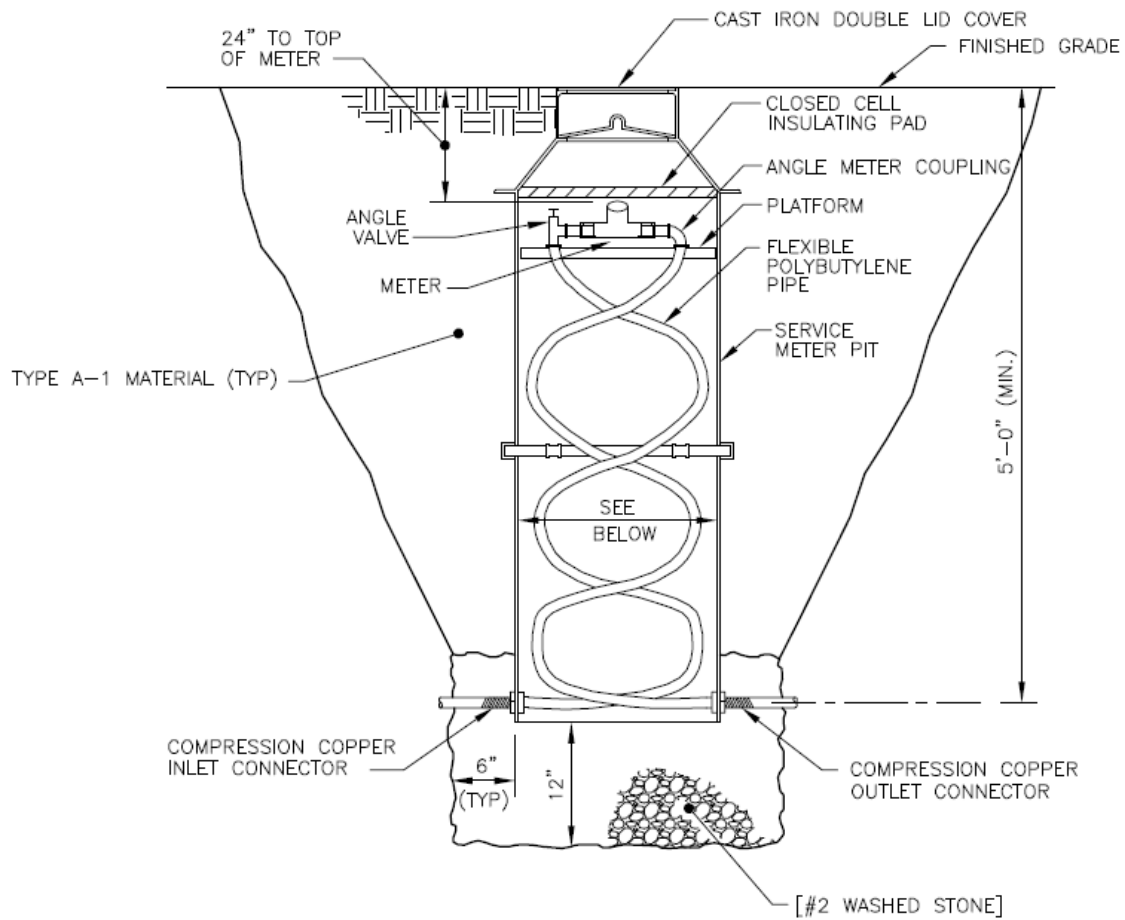


NOTES:

- METER PIT DIAMETER: 5/8" METER - 15-INCH DIAMETER (MINIMUM)
- 3/4" METER - 15-INCH DIAMETER (MINIMUM)
- 1" METER - 18-INCH DIAMETER (MINIMUM)
- 1 1/2" METER - 24-INCH DIAMETER (MINIMUM)
- 2" METER - 27-INCH DIAMETER (MINIMUM)

SERVICE METER PIT FOR EXTERIOR METERS

NOT TO SCALE



NOTES:

- METER PIT DIAMETER: 5/8" METER - 15-INCH DIAMETER (MINIMUM)
- 3/4" METER - 15-INCH DIAMETER (MINIMUM)
- 1" METER - 18-INCH DIAMETER (MINIMUM)

SERVICE METER PIT W/FLEXIBLE PIPE  
FOR EXTERIOR METERS  
 NOT TO SCALE