

**TOWN OF LEICESTER**  
**WATER SERVICE APPLICATION**  
**~ INSTRUCTION SHEET ~**

**A. APPLICATION - NO WORK SHALL START BEFORE APPLICATION IS APPROVED**

1. All "Water Service Applications" must be filled in completely and returned to the Town Clerk's office.
2. Connection Fees are site specific and will be determined by the Town Clerk's office.
3. All fees must be paid in full before your application is approved.
4. Homeowners who will be performing their own work must provide proof of homeowner's insurance, as required, in the amount acceptable to the Town and shall name the Town of Leicester as additional insured.
5. Contractors hired to perform the work must provide evidence of the existence of a performance bond and liability insurance, as required, in the amount acceptable to the Town and shall name the Town of Leicester as additional insured.
6. Non-residential properties must submit plans indicating the size, material, length, and location of the proposed service line.

**B. NEXT STEPS OF APPLICATION APPROVAL**

1. Your application will be reviewed by the Town of Leicester Water Department.
2. You will be contacted by Town personnel:
  - a. if adjustments are required to your proposed service line design.
  - b. for permission to proceed upon application approval.
3. You or your contractor may install the water service in accordance with the approved service application and the Town of Leicester standard service handouts.
4. Contact the **Water Department** at **585-233-0191** to schedule an inspection.
5. You will be informed at the time of the inspection when your service will become live.

**C. CONSTRUCTION**

1. One or more handouts will be provided by the Town Clerk's office upon submission of the "Water Service Application." All work must be completed in accordance with these handouts (or per a design done by a licensed design professional), and/or, as approved by the Town of Leicester.
2. All work must be in compliance with the New York State Plumbing Code, the New York State Department of Health (NYSDOH), and the requirements of the Town of Leicester.
3. Utility providers must be notified, and their lines located prior to any excavation (digging) by law. Owner/Contractor must call **Dig Safely New York** at least two (2) working days prior to any ground breaking by dialing **811**.
4. A Trench Inspection prior to backfilling and an Interior Inspection are both required by the Town of Leicester. Twenty-four (24) hours advanced notice is required to schedule these inspections.

**Direct questions to: Water Department, at (585) 233-0191**

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**D. SPECIAL DESIGN CRITERIA: WATER SERVICES**

1. Small diameter water meter installations normally include a single check valve on the outlet side of the water meter; this valve, or a Backflow Preventer, creates a closed water system within the premises. To avoid plumbing system damage due to line pressure surges, thermal expansion, and/or hydraulic shock (water hammer) you must install protective plumbing devices. The water customer must install a pressure regulating valve (PRV) and either a thermal expansion tank or a pressure relief valve to protect the internal plumbing system within their premises. A hydraulic shock absorber (water hammer arrestor) may also be needed. An approved shut-off valve is required on the interior. The PRV must be installed immediately inside the building; the thermal expansion tank and/or pressure relief valve and the hydraulic shock absorber(s) (water hammer arrestor(s)) shall be located near the source(s) of the thermal expansion and hydraulic shock, per the New York State Plumbing Code and the requirements of the Town of Leicester.
2. Any existing or potential condition within, or affecting your plumbing system, or any water use, or auxiliary water source that may create a hazard to the Public Water Supply will require elimination, isolation, or containment protection by the installation of a Cross Connection Control Containment Device per the requirements of the New York State Department of Health (NYSDOH), New York State Plumbing Code, and the Town of Leicester. All work must be inspected by the Town of Leicester.
3. Well(s) must be disconnected from any plumbing connected to the Public Water System, or separated by installing a NYSDOH Approved Backflow Prevention Device to protect the Public Water Supply, or by permanently abandoning the well/auxiliary water supply per the Town of Leicester and NYSDOH Well Abandonment and other guidelines (to include the removal of items within the well casing). All work must be inspected by the Town of Leicester.

**E. DEFINITIONS**

- *Agent* – A third party hired by the property owner to manage the utility connection (ie. contractor or engineer). Property owners are not required to hire an agent but if a third party is the main point of contact, the Agent Contact Information section of the application must be completed.
- *Combined Service* – a single service line that provides both domestic and fire service to the property.
- *Domestic Service* – a service line that will provide water for sanitary uses only (drinking water, showers, toilets, etc...)
- *Fire Service* – a service line that will provide water only for a designated private fire protection system.

**Direct questions to: Water Department, at (585) 233-0191**

# TOWN OF LEICESTER

## ~ WATER SERVICE APPLICATION ~

### Owner Property Information

Tax Parcel Number: \_\_\_\_\_

Service Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Property Type:  Residential     Commercial     Industrial     Agricultural     Other: \_\_\_\_\_

Please indicate the number of each fixture in the structure(s) to be served:

<u>Fixture</u>	<u>Count</u>	<u>Fixture</u>	<u>Count</u>	<u>Fixture</u>	<u>Count</u>
Toilet		Bathroom Sink		Dishwashing Machine	
Urinal		Kitchen Sink		Washing Machine	
Bath/Shower		Mop Sink; Spigot		Drinking Fountain	
Please list unique/additional fixtures ( <i>ie. yard hydrant</i> )?: _____					

### Agent Contact Information

Project Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contact Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

### Water Service Request

What is the service use?     Domestic     Fire Service     Combined

Will your private well remain in service?     Yes     No

What is the maximum flow required? (*non-residential only*): \_\_\_\_\_ gal./day & \_\_\_\_\_ gal./minute

In consideration of the granting of this permit, the undersigned agrees to accept and abide by all provisions in the Town Water Usage Ordinances of the Town of Leicester and any amendments as may be, or have been, adopted from time to time, and all other pertinent ordinances or regulations that may be adopted in the future.

Applicant Signature: \_\_\_\_\_

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

**Please return completed application to the Town Clerk's Office where:**

- 1. You will identify the location of your new service along with existing private utilities; and**
- 2. Your Connection Fee will be determined.**

**THIS PAGE IS FOR TOWN OF LEICESTER USE ONLY**

**Town Clerk's Office**

*Print Sketch & include: new service, existing utilities, labels.*

*Ensure applicant has obtained the appropriate water handouts.*

Water Connection Fee: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Date Proof of Insurance Received: \_\_\_\_\_

Account Number: \_\_\_\_\_

Latitude: \_\_\_\_\_ Longitude: \_\_\_\_\_

**Water Department**

Length of Service: \_\_\_\_\_ ft.     Short Side Service     Long Side Service

Road Elevation: \_\_\_\_\_ ft.    House Elevation: \_\_\_\_\_ ft.

Water Service Size (customer): \_\_\_\_\_ inch    Water Service Size (Town): \_\_\_\_\_ inch

Material: \_\_\_\_\_    Backflow Prevention Device Needed?     Yes     No

<b><u>Water Meter Information</u></b>			
Meter Size (inch)		Number of Digits	
Meter Number (high)		MXU Number	
Meter Number (low)		Meter Reading	

Approval Date: \_\_\_\_\_ Approved By: \_\_\_\_\_     Called

**Inspection**

Has a variance been granted for this installation?     Yes     No (*If yes, please give details below*)

The Town of Leicester has inspected the above referenced premises and found the water service construction to be in accordance with the Town of Leicester standards. This inspection does not relieve the property owner from responsibilities for water service line maintenance and in no way prejudices the Town of Leicester's right to inspect or regulate the building water line or any other portions of premises water system.

Inspector Signature: \_\_\_\_\_

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