

SAFD2 New Customer Application Packet

Note: Potential customers within the as-yet-to-be constructed Phase 2, may initially submit only the Water Service Agreement to be counted towards construction quotas and calculations.

To become a customer of South Alburgh Fire District No. 2 (SAFD2) there are several defined steps that must take place before you connect to the water system. This packet provides information about those steps, including the forms required from you. Address questions to Email: safd2committee@gmail.com ➤ Further information and copies of each form are available on our web page: <http://www.safd2.org/>

1. Complete the top of the New Customer Service Installation Checklist

As you complete steps, check off each task, fill in the date completed and acquire signatures as required.

2. Complete and Return the Water Service Allocation Request

SAFD2 will review the request for approval. Once approved you will be contacted.

Note: A meter pit is required for all mobile homes or other installations where a suitable "warm space" is not available. A curb stop meter pit will be required if an existing water line is being used. If a new water line is being installed according to American Water Works Association standards, SAFD2 may waive the requirement of a curb stop meter pit.

3. Contact a Licensed Designer or Engineer to Design Your Service Connection Line

The designer or engineer will determine the technical details of how your property will be connected to the "main water line" and provide a design drawing. The typical fee is around \$400.

4. Apply for Permit Exemption

All single-family units apply for a permit exemption rather than a State Waste-Water Permit, which is required for other types of properties (e.g., Commercial). Typically, the designer/engineer you hire to design your connection line will assist with this process and form. You may want to inquire as part of hiring them.

5. Complete and Return the Water Service Agreement with a copy of your Design Drawing, Granted Exemption and Connection Fee

Connection must be approved by SAFD2, and the Connection Fee must be paid at this time. After SAFD2's approval and receipt of the Connection Fee, SAFD2 will notify the Water District Superintendent and provide him with a copy of the design drawing.

Note: The fee may change over time. As of July 2023, the fee for customers of the yet-to-be-built Phase 2 is \$1,500. It is \$2,500 for customers of the operating Phase 1 system. If you are unsure, contact SAFD2.

6. Install your Service Connection line

After Steps 1-5 are complete, you may hire a contractor to build your system and prepare it for connection to the SAFD2 municipal water system.

Note: A wet tap must be completed by an approved contractor. Your line must comply with all Federal, State, Local, municipal and SAFD2 regulations and ordinances. Failure to do so may result in a leak for which you, the property owner, would be financially liable. To minimize risk, we recommend using one of the experienced contractors listed on the SAFD2 web page.

7. Contact SAFD2 to Have the Service Connection Line Inspected before you bury it

The water service connection installation must be inspected and approved by the Water District Superintendent (or assigned Rep) PRIOR to the system being buried. Do NOT "back fill" until after the inspection is complete.

8. Have Your Water Meter Installed and Inspected for System Integrity

A licensed Plumber or SAFD2 approved installer must install the water meter and verify system integrity.

9. Present the completed New Customer Service Installation Checklist to SAFD2 to Schedule Final Inspection and to Have Your Water Turned On

After steps 1 – 8 are complete and the system is inspected by the SAFD2 Water Superintendent, Plumber or Customer Rep, your water may be turned on by SAFD2 - but the Checklist must be received before an inspection will be scheduled. The old water source must be completely disconnected prior to connecting to the SAFD2 water main.

8/2023

SAFD2 New Customer Service Installation Checklist

Owner Name: _____ Phone: _____
 Co-Owner Name: _____ Phone: _____
 Mailing Address: _____ Email: _____
 Property Location: _____ Parcel ID: _____

TASK	Complete/X	Date
1. Complete the top of the Service Installation Checklist		
2. Complete and Return the Water Service Allocation Request		
<i>SAFD2 review complete and allocation approved</i>		
3. Contact a Licensed Designer or Engineer to Design Your Service Connection Line		
<i>Design Drawing complete per specifications and <u>signed</u> by the licensed Designer or Engineer.</i>		
4. Apply for Permit Exemption		
<i>Exemption Granted</i>		
5. Complete and Return the Water Service Agreement with a copy of your Design Drawing, Granted Exemption and Connection Fee		
<i>SAFD2 review complete and approval rendered</i>		
6. Install your Service Connection line		
7. Contact SAFD2 to Have the Service Connection Line Inspected before you bury it		
<i>District Water Superintendent has inspected and approved the line</i>		
<i>Water Superintendent Signature</i>	<i>Date</i>	
8. Have Your Water Meter Installed and Inspected for System Integrity		
<i>Licensed/SAFD2 Installer has Verified System Integrity</i>		
<i>Licensed/SAFD2 Installer Signature</i>	<i>Date</i>	
9. Present the completed Service Installation Checklist to SAFD2 to Schedule Final Inspection and to Have Your Water Turned On		
<i>The system has been inspected and the connection approved</i>		
<i>Water Superintendent Signature</i>	<i>Date</i>	
<i>**THIS COMPLETED FORM WILL BE TAKEN TO THE OFFICE FOR FILING AND A COPY WILL BE SENT TO YOU</i>		

Note: SAFD2 is NOT responsible for damage to your property because of improper installation, freezing, or any other defects in your home or Service Line Connection.

SOUTH ALBURGH FIRE DISTRICT NO. 2 (SAFD2)

c/o Alburgh Village Office

1 North Main Street

Alburgh, Vermont 05440

Ph: (802) 796-3763 Fax: (802) 796-3939

safd2committee@gmail.com

WATER SERVICE ALLOCATION REQUEST

Owner Name: _____ Phone: _____

Co-Owner Name: _____ Phone: _____

Property Location: _____ Parcel ID: _____

Water Use in Gallons Per Day Expected: _____

I understand that this form is a request for allocation of water and will be reviewed by the South Alburgh Fire District No. 2 (SAFD2) before I proceed further with the connection process.

Upon receiving notification of approval from SAFD2 I may continue the process and advance to system design.

I further understand that if I do not carry out the steps as put forth in the Service Installation Checklist and connect to the main water line within 6 months from the date of approval (one year if new construction) that SAFD2 may rescind my approval and allocate the water to another party.

Signature: _____ Date: _____

For SAFD2 Use Only

ERUs Approved: _____ Water Gallons Per Day Approved*: _____ Denied: _____

*450 gallons per day per ERU

Connection Fee: _____ Deposit Required: _____ Date Deposit Paid: _____

This allocation will be null and void if connection does not take place by: _____

If denied, reason for denial: _____

Signature: _____ Date: _____

Chairperson, SAFD2 Prudential Committee or Designee

**South Alburgh Fire District No. 2
Water Service Agreement**

Important: Please read the Terms & Conditions on Page 3 before completing this form. Terms and Conditions are provided for "Applicants in Proposed Phase 2" and for "All Applicants".

Owner Name: _____ Phone: _____
Co-Owner Name: _____ Phone: _____
Mailing Address: _____ Email**: _____
Property Location: _____ Parcel ID: _____

Contingent upon successful completion of the Steps put forth in the New Customer Service Connection Checklist and passing a final inspection by the District Water Superintendent (as evidenced by the Superintendent's signature on the completed New Customer Service Connection Checklist):

1. The Fire District agrees to connect the undersigned to the proposed water system for the following property and use:

A. Type of use ☐ Year-round Residential ☐ Commercial*
☐ Seasonal Residential ☐ Agricultural*

*Explain details _____

B. Number of Equivalent Residential Units (ERUs) _____
(An ERU is defined as a one household residential dwelling.)

2. The undersigned agrees to pay a one-time connection fee according to the schedule included in the attached Terms and Conditions, paragraphs C and J, based on the number of ERUs.
3. The undersigned acknowledges that he/she is responsible for water service charges established by the Prudential Committee.
4. **Inactive Account:** Check here if you do not need water at this time but will pay the connection fee to have an inactive account. You will not be charged for debt service until you have taken the proper steps to connect and are ready to use metered water.
5. This agreement is subject to the Terms and Conditions attached hereto.

**SOUTH ALBURGH FIRE DISTRICT NO. 2
COMMUNITY WATER SYSTEM
CUSTOMER CONNECTION CHECKLIST**

Customer Information			
Parcel ID No.		Phone No.	
Property Owner			
General Description of Property <small>(Name of Business, Single Family Home, etc.)</small>			
Physical Address:		Mailing Address:	
Property Owner's Representative (if different)			
Phone No.		Email	
Name of Water Customer Present During Installation			
Name of Fire District Representative Present During Installation (if applicable)			

Plumber's Certification			
Plumbing Contractor:			
Installation Completed by:			
License No.		Date of Connection:	

All Piping Swabbed for Disinfection?	Yes	No
Existing Water Source being properly abandoned?	Yes	No
If yes, describe:		
Indicate How Service Line from Existing Source is Being Abandoned:		
<input type="checkbox"/> Cut and capped outside of building foundation		
<input type="checkbox"/> Cut and capped in basement		
<input type="checkbox"/> Other (please describe):		
<input type="checkbox"/> Existing Source to remain in service for non-potable use (if so, please describe):		

Property Owner		Parcel ID No.	
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Meter Installation Checklist			
Installation Completed by:			
License No.		Date of Post Construction Walkthrough	

Meter Size		Meter Model	
Meter Serial Number		Radio Read Send Number	
Initial Meter Reading		Initial Meter Remote Reading	
Water Meter Calibration			
Backflow Preventer Model No. (if applicable)		Backflow Preventer Part No. (if applicable)	

Insulation Required? (circle)	Yes	No	N/A
Insulation Installed?	Yes	No	N/A
Self-Regulating Heat Tape Required?	Yes	No	N/A
Self-Regulating Heat Tape Installed?	Yes	No	N/A
Meter/PRV/Backflow Preventer Insulating Jacket Required?	Yes	No	N/A
Meter/PRV/Backflow Preventer Insulating Jacket Installed?	Yes	No	N/A
Wall Penetration?	Yes	No	N/A
Floor Penetration?	Yes	No	N/A
Meter Assembly Support Required?	Yes	No	N/A
Meter Assembly Installed?	Yes	No	N/A
If Meter Assembly Installed, Indicate Direction	Horizontal	Vertical	N/A
All Piping Swabbed for Disinfection?	Yes	No	N/A
Owner Present During Installation?	Yes	No	N/A
Engineer Present During Installation?	Yes	No	N/A
Owner Notified of Completed Work?	Yes	No	N/A

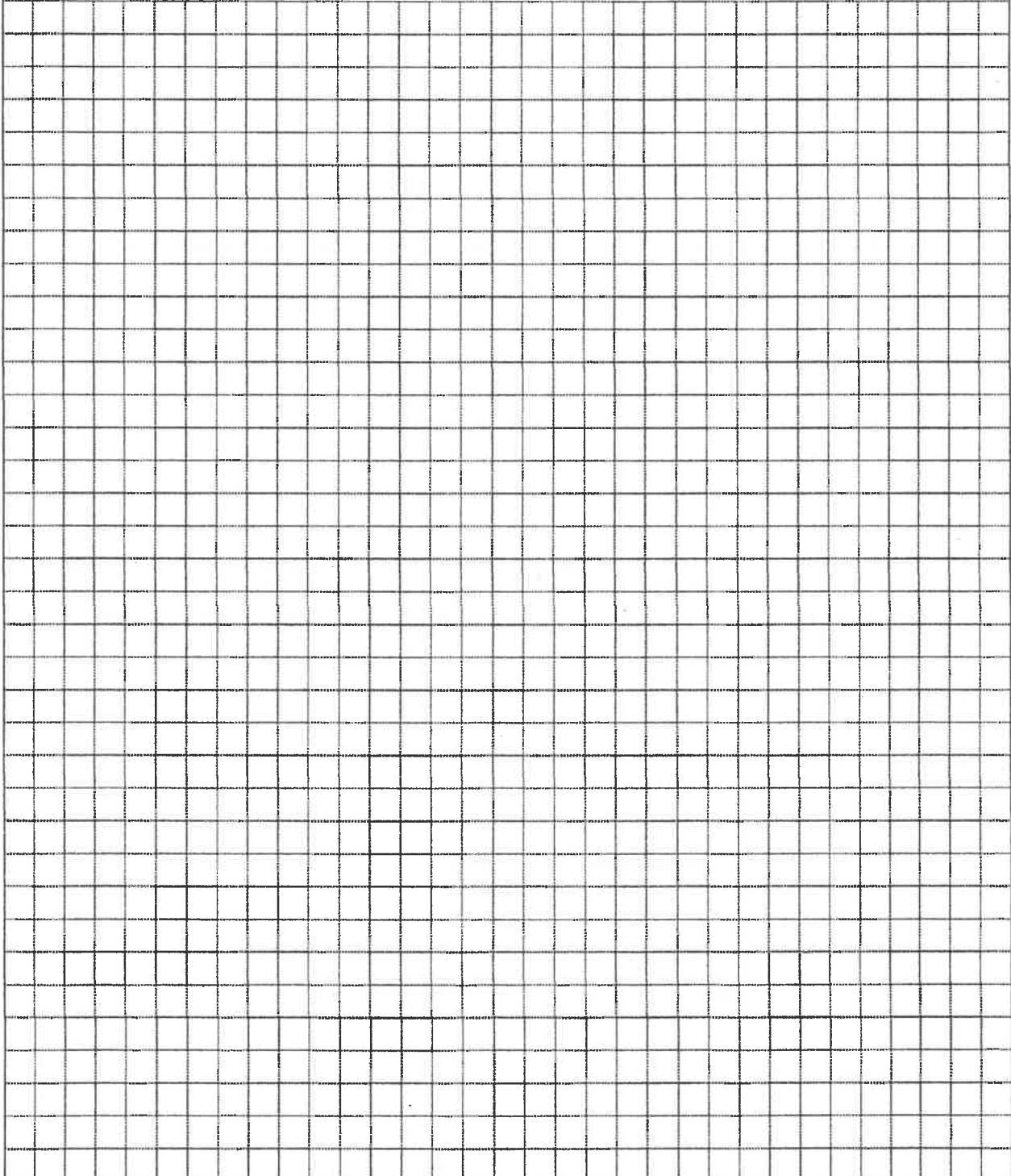
Property Owner		Parcel ID No.	
Post Construction Photos		Date Taken	
		Date Delivered to Town	
Plumber's Notes and Comments (provide sketch if necessary)			
Actions Completed per Recommendations for Property Owner Prior to Connection to Municipal Water System <small>(Refer to Meter Installation Checklist to be provided)</small>			
I hereby certify that all work was completed in compliance with the Vermont Plumbing Code, the internal plumbing has been modified so the existing water source will not pose a risk of cross-connection to the Fire District's water system, and the property is ready for water service.			
Licensed Plumber	_____		_____
	Signature	Date	
<u>Witnesses:</u>			
Customer/Representative	_____		_____
	Signature	Date	
District Representative	_____		_____
	Signature	Date	

Property Owner

Parcel ID No.

Installation Diagram

Show location of meter assembly, foundation penetration, and remote read module. Provide dimensions, swing ties, and prominent site features (roads, drives, buildings, septic systems, etc.).



Exemption Form for Construction of a Replacement Water Supply that serves only one
Single Family Residence on its own Individual Lot

Connection to an Existing Public Water System

6-21-2007

For the property owned by (list all owners) _____

Mailing Address _____

Property Location _____ Town/City _____

As described in deed _____ book and page _____

Parcel ID# (from the property tax bill – not the SPAN #) _____

Note: This exemption does not apply if there is any use of the residence for commercial use such as a registered day or home occupation. This exemption does not apply if there is more than one single family residence on the lot or if there are commercial operations in other buildings on the lot.

Note: There may be existing state and municipal permits for the future construction of wastewater disposal system, including both primary and replacement systems, on neighboring properties. These systems have a first in time right and may be constructed at a future time even if they will be located closer to your proposed waterline than the standard isolation distances would allow. You are strongly encouraged to contact the state and municipal offices to determine if there are any existing permits which might influence your decision on where to locate your proposed waterline.

Note: There may be existing state and municipal permits for your property. You are strongly encouraged to determine if there are any state or municipal permits, and if so, consider the information in those permits when determining where to locate your proposed waterline. The location of your proposed waterline may affect your future options related to installing a replacement wastewater disposal system and/or other actions such as increasing the design flow by adding bedrooms or further subdivision of your property.

Important Notice

All pages of this form must be recorded and indexed in the land records of the town in which this property is located. Failing to file this form is a violation of the Wastewater System and Potable Water Supply Rules and will result in an encumbrance against your property. This encumbrance may be determined to be a defect in your property title that may prevent any sale or refinancing of your property until corrected.

Exemption Form for Construction of a Replacement Water Supply that serves only one
Single Family Residence on its own Individual Lot

Landowner's Certification:

I certify that I have read this form and have discussed the proposed waterline construction with the designer who has certified below. I understand that a variance from standard isolation distances is _____ or is not _____ required. If a variance is required, the designer has explained the reasons for the variance and the proposed construction methods, if any, to offset the reduction in isolation distance.

I also certify that I understand that the proposed waterline location may be in conflict with a wastewater system that has been permitted but has not been built. In the event that there are problems with my waterline as a result of construction of the permitted wastewater system, any problems and/or contamination of my waterline are not the responsibility of the state.

I also certify that I understand that the proposed waterline location may be in conflict with the construction of a replacement wastewater system for my residence. In the event that there are problems with my ability to construct a replacement wastewater system for my residence, those problems are not the responsibility of the state.

Name/s: Printed Include all names of all owners of this parcel

Signature/s of all owners of this parcel

Date

Water System Approval:

A copy of the written authorization issued by the water supplier that grants permission to connect to the system shall be attached to this form and filed on the land records with the rest of this form.

**South Alburgh Fire District No. 2
Water Service Agreement**

We, the undersigned, agree to the content of this Agreement, the fees set forth, and the Terms and Conditions thereof.

SOUTH ALBURGH FIRE DISTRICT NO. 2

OWNER

By: _____
Duly Authorized Agent

Name

Date: _____

Signature

Date

Name (Co-owner)

Signature

Date

NOTICE: If property is owned by more than one person, all owners must sign. If property is owned by a partnership or corporation, the General Partner of the Corporation or CEO must sign. If property is owned by a trust, the signatory authority must sign.

PLEASE RETURN THIS FORM TO:

South Alburgh Fire District No. 2
1 North Main St, Suite 2
Alburgh, VT 05440

NOTICE: THIS IS A BINDING CONTRACT. YOUR SIGNATURE ON THIS AGREEMENT MEANS THAT YOU ARE LIABLE FOR PAYMENT OF ALL SUMS DUE UNDER THIS AGREEMENT.

**South Alburgh Fire District No. 2
Water Service Agreement**

TERMS AND CONDITIONS – APPLICANTS IN PROPOSED PHASE 2 ONLY

South Alburgh Fire District No. 2 (the Fire District) is planning the construction of a Phase 2 Water System. To determine the feasibility of constructing the proposed water system, it is essential that the Fire District determine the number and type of users that initially will be connected to the system and obtain written comments from each.

- A. Construction of the proposed water system is contingent upon receipt of a sufficient number of Water Service Agreements plus State approval of design and construction pricing.
- B. Water service to any particular property is not guaranteed by this agreement. Service to any area shall be based on its economic feasibility. Small numbers of users on private roads may not be served due to the infrastructure cost associated with providing water to that location. Decisions of serviceability will be made by the Fire District Prudential Committee.
- C. The one-time connection fee shall be charged for new services in accordance with the following schedule:
 - 1. \$1,500 per ERU if a signed Water Service Agreement is received by the Fire District prior to the construction phase of the segment of the project where your property is located. Payment will be required before bids are let.
 - 2. \$2,500 per ERU if a signed Water Service Agreement is received by the Fire District after the start of construction on the segment of the project where your property is located. Payment will be required before connection to your residence is made.
 - 3. SAFD2 will charge a special connection fee for any property when its owner refuses to provide a requested permanent or temporary easement for Phase 2 construction.
- D. Either of the above fees may be paid in part, provided the balance is received within the milestones identified above.
- E. Fees received by the Fire District will be returned and this Agreement terminated if a construction contract is not awarded.

TERMS AND CONDITIONS – ALL APPLICANTS

- F. The Fire District has (existing line) or will install water services and curb stops from the water main to the nearest road right-of-way limits. The water user shall be required to arrange and pay for the installation and connection of all service piping from the right-of-way limit to the intended use. Service to any property which is not adjacent to the location of a Fire District water main shall be at the expense of the user(s) unless a special agreement is made with the Fire District.
- G. Water shall be provided through a single service line only for such uses described in Item 1 of the Water Service Agreement form. **Additional uses or a change in use shall result in revisions to this contract and/or a change in fees.**
- H. Water service shall be provided subject to the conditions of the Rules and Regulations as promulgated by the Fire District Prudential Committee.
- I. Water service will only be connected upon completion of all steps in the SAFD2 New Customer Service Connection Checklist and the approval (as evidenced by signature) of the District Water Superintendent.
- J. A one-time connection fee of \$2,500 per ERU (except for applicants described in C.1 above) shall be charged for new services and must be paid in full prior to connection. Installment payments are accepted if the fee is fully paid before connection.