

## 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](mailto:safd2committee@gmail.com) ➤ Further information and copies of each form are available on our web page: <http://www.safd2.com>

### **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. 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: As of April 2024 the fee for customers of the yet-to-be-built Phase 2 is \$1,500 with a deadline of May 20th, 2024. It is \$2,500 for customers of the operating Phase 1 system and for those who sign up after May 20th, 2024. If necessary, the payment period can be extended. If you have questions or would like to request an extension, contact SAFD2.

### **4. 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.

### **5. 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.

### **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.

SOUTH ALBURGH WATER DISTRICT NO. 2  
New Customer In Office Checklist

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

Note: Prior to commencement of Phase 2 construction, the applicant may first submit just the Water Service Agreement. A file folder should be created, and this form initiated.

Step and Tasks	Done/X	Date
1. Water Service Allocation Request Received and date stamped		
a. Create file folder		
b. Place on agenda of next monthly meeting		
c. Bring folder and form to meeting		
2. SAFD2 review complete (circle) Approved or Denied		
a. Notice letter and copy of signed Allocation request sent to customer		
b. SAFD2 signed Allocation Request and copy of letter in file		
3. Water Service Agreement Received and date stamped		
a. Design Drawing Received		
b. Waste-Water Permit Exemption Received		
c. Connection Fee Received		
d. Place documents and check in folder		
e. Place on agenda of next monthly meeting		
f. Bring folder and all contents to next monthly meeting		
4. SAFD2 review complete (circle) Approved or Denied		
a. Notice letter and copy of signed Water Service Agreement sent to customer		
b. SAFD2 signed Water Service Agreement and copy of letter in file		
c. Give copy of design drawing to Superintendent.		
5. Customer Contacts SAFD2 to inspect service connection line.		
a. Notify Superintendent to schedule inspection		
b. Superintendent completes inspection and signs the New Customer Service Installation Checklist		
c. Superintendent notifies office of passed inspection and signs this form		
<b>Water Superintendent Signature</b>		<b>Date</b>
6. Customer presents the New Customer Service Installation Checklist completed to date		
a. Notify Superintendent to schedule inspection		
b. Provide Superintendent the original and a copy of the Checklist		
c. Superintendent signs both the original (return to the office for file) and the copy (give to customer)		
7. Signed original of Service Installation Checklist received and filed.		

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: \_\_\_\_\_

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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.)

- B. 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.
- C. The undersigned acknowledges that he/she is responsible for water service charges established by the Prudential Committee.
- D. **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.
- E. This agreement is subject to the Terms and Conditions attached hereto.

**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.**

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 #) \_\_\_\_\_

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**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.

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

**Designer's Certification:** I hereby certify that in the exercise of my reasonable professional judgment the installation-related information submitted is true and correct and that the waterline connecting the single family residence to the existing public water system has been installed in accordance with Appendix A, Part 11 of the Vermont Water Supply Rules, as revised December 1, 2010 and the attached record drawings that have been signed by the homeowner and myself. All required isolation distances, except those for wastewater systems and potable water supplies that have been permitted but that were not built at the time of the installation of the waterline, and all construction standards in the Rules have been met except as discussed below. Any variances included in the design are the minimum required by the physical site limitations.

Landowner's name \_\_\_\_\_

Is the proposed waterline location in compliance with the standard isolation distances?  
Yes \_\_\_\_\_ No \_\_\_\_\_

If the answer is no, specify each instance in which the isolation distance not met, and specify both the standard isolation distance and the proposed isolation distance.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Specify the proposed measures, if any, that will be used to offset the reduction in isolation distance, such as sleeving the waterline.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Designer's Name – Printed

\_\_\_\_\_  
Date

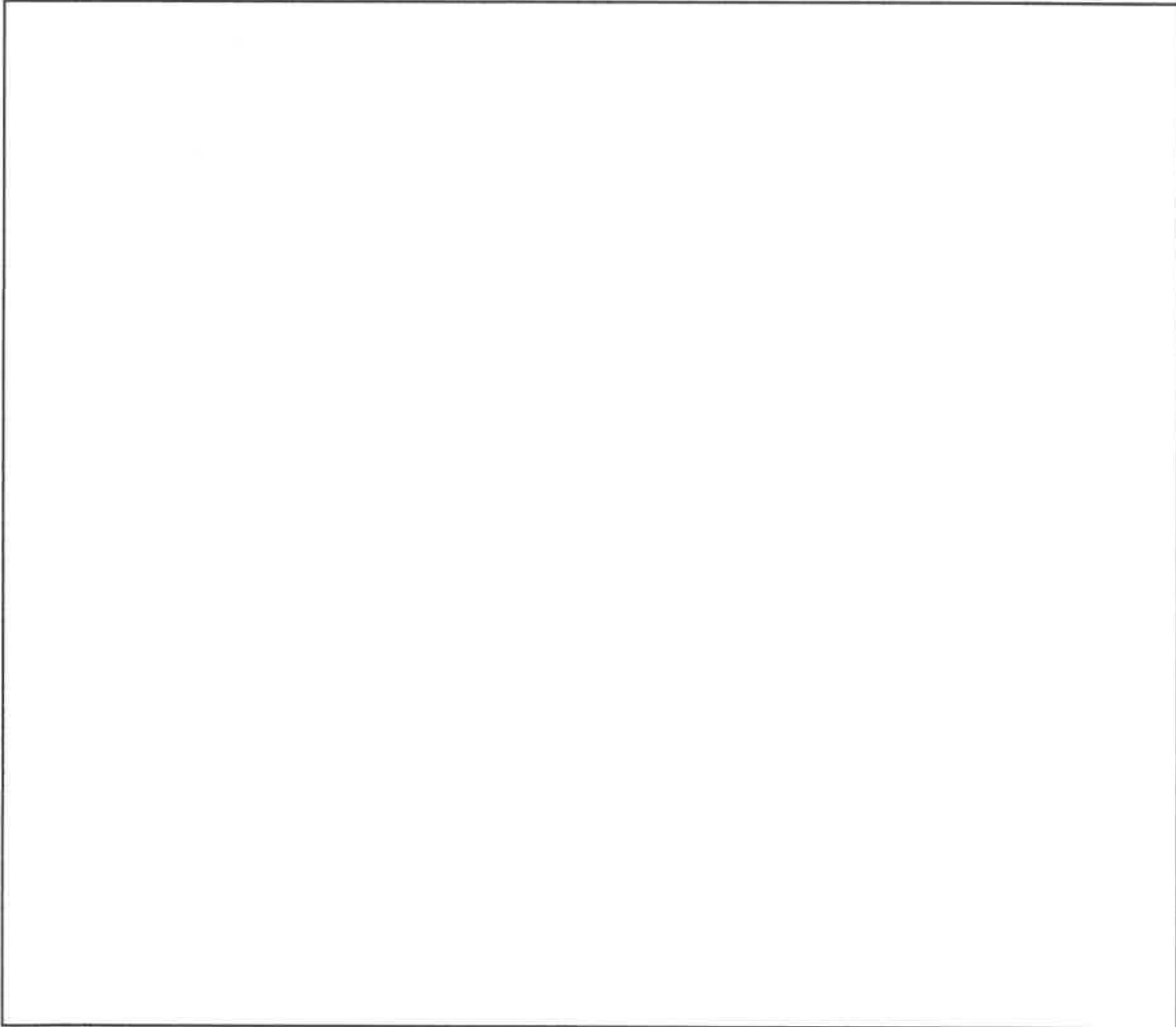
\_\_\_\_\_  
Designer's Signature



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

Parcel ID# \_\_\_\_\_, Town of \_\_\_\_\_

This plan represents the known features of this, and adjacent, properties subject to the isolation distance requirements in Appendix A, Part 11 of the Water Supply Rules. This plan is not required to be a scale drawing, but all labeled distances must be accurate. The required information may be shown using another base plan, in which case the reference line above must be included and both the landowner and the designer must sign that plan.



\_\_\_\_\_  
Landowner's Name Printed

\_\_\_\_\_  
Landowner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Designer's Name, Printed

\_\_\_\_\_  
Designer's Signature

\_\_\_\_\_  
Date