

SAFD2 New Customer Application Packet

To become a customer of South Alburgh Fire District No. 2 (SAFD2) there are several 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/>

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.

1. Complete and Return the Water Service Allocation Request – If you have a curb stop already, this step is likely completed

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

2. 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. Approval of the design is required before service line construction to ensure distance to septic systems and other potential issues are considered. Failure to get approval of your design prior to construction will slow the process and may result in having to reconstruct or modify your service line.

3. Apply for Permit Exemption

All single-family units may apply for a permit exemption rather than a State Waste-Water Permit. The exemption is for one dedicated line to one residential unit. Installations that include connecting a water line from your home to auxiliary buildings, e.g., in-law suites, garages, barns, likely require a state-issued Waste-Water Permit. Shared lines between two or more units and lines to other types of properties (e.g., commercial) require a Waste-Water Permit. Typically, the designer/engineer you hire to design your connection line will assist with this process. You may want to inquire as part of hiring them. There is a nominal fee (~\$30) to file your permit exemption with the Town of Alburgh.

4. Complete and Return the Water Service Agreement with a copy of your Design Drawing, Granted Exemption and Connection Fee – If you have a curb stop, you likely already have a Water Service Agreement and paid the fee. However, you still need approval from SAFD2 to connect to your curb stop.

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.

5. Install your Service Connection line

After Steps 1-4 are complete, you may hire a contractor to build your system and prepare it for connection to the SAFD2 municipal water system.

Note: If you already have a curb stop in place, the contractor will connect to that. If not, a wet tap must be completed by Contractors approved by SAFD2. 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.

Note: A meter pit is also required for all mobile homes or if you don’t have a frost-free location in your home for the meter, e.g., heated basement. A meter pit is a belowground enclosure that contains the meter. Likewise, if you are connecting to an existing water line previously used for a well or lake water system, a meter pit is required before transitioning to the existing line. 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. Meter pits are installed by the contractor you hire at cost to the customer.

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

6. 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.

7. 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. Meters will be available at no cost from SAFD2.

8. 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 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. Disconnection of the existing water source is essential to prevent back flow and potential contamination of the municipal water source.

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 SAFD2 review complete and allocation approved. If you have a curb stop for Phase 2, you likely already requested an allocation		
3. Contact a Licensed Designer or Engineer to Design Your Service Connection Line Design drawing complete per specifications and <u>signed</u> by the licensed designer or engineer.		
4. Apply for Permit Exemption Exemption granted by submitting to SAFD2. If approved, it will be recorded with the Town of Alburgh for a nominal fee.		
5. Complete and Return the Water Service Agreement with a copy of your Design Drawing, Granted Exemption and Connection Fee SAFD2 review complete and approval rendered. If you have a curb stop for Phase 2, you likely already have Water Service Agreement and paid the Connection Fee		
6. Install your Service Connection line		
7. Contact SAFD2 to Have the Service Connection Line Inspected before you bury it District Water Superintendent has inspected and approved the line		
Water Superintendent Signature		Date
8. Have Your Water Meter Installed and Inspected for System Integrity Licensed/SAFD2 Installer has Verified System Integrity		
Licensed/SAFD2 Installer Signature		Date
9. Present the completed Service Installation Checklist to SAFD2 to Schedule Final Inspection and to Have Your Water Turned On		
The system has been inspected and the connection approved		
Water Superintendent Signature		Date
**THIS COMPLETED FORM WILL BE TAKEN TO THE OFFICE FOR FILING AND A COPY WILL BE SENT TO YOU		

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

If you have a curb stop for Phase 2, you likely already made an Allocation Request

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".

If you have a curb stop for Phase 2, you likely already made an Allocation Request

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.

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.

Water Service Agreement**TERMS AND CONDITIONS – ALL APPLICANTS**

- A. 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.
- B. 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.**
- C. Water service shall be provided subject to the conditions of the Rules and Regulations as promulgated by the Fire District Prudential Committee.
- D. 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.