

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 who have completed standard training for electrical fusing for any HDPE material and can provide training documentation. 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 below ground 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 <u>licensed</u> 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.

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.

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.

Replacement Supply Exemption Form

version 4/23/24

This form is for use when replacing an existing potable water source with a replacement supply pursuant to the Wastewater System and Potable Water Supply Rules (Rules) § 1-304(18), which provides an exemption from the requirement to obtain a permit for the construction of a replacement supply when the replacement supply will serve only one single-family residence on a lot with no other buildings or structures (as buildings and structures are defined in the Rules) and no campground. The replacement supply can be a well drilled in bedrock, drilled in a confined surficial aquifer, or drilled in an unconfined surficial aquifer; a shallow (dug) well or spring; or a water service line (piping that connects to a public water system's water main).

For the construction of your replacement supply to be covered by the exemption, you must provide all information required by this form, including certification to the information contained below, and you must record the completed form in the land records of the municipality where your single-family residence is located. In the unusual case where your replacement supply is located in a different municipality than the municipality in which your single-family residence is located (i.e., your lot straddles a town line), you must record the completed form in the land records of each municipality.

The technical standards in the Rules that apply to potable water supplies, including isolation standards from potable water supplies to wastewater systems components and other potential sources of contamination, are established to protect human health and the environment. While the use of this exemption means you are exempt from needing to meet most of these technical standards, you can ask your well driller or licensed designer to locate and construct your replacement supply in a way that meets the technical standards in the Rules.

There may also be existing permits for your lot that authorize the future construction of wastewater systems on lots adjacent to yours. You can consult with your well driller or licensed designer about the proximity of your replacement supply to any permitted wastewater systems and any potential impacts related to the proximity.

Another consideration you should be aware of is that the location of your replacement supply may prevent the future construction of a replacement for the wastewater system serving your single-family residence. Also, you may have an existing Wastewater System and Potable Water Supply Permit for your lot that authorizes the future construction of a replacement for your wastewater system or that identifies the area in which one can be located. You can consult with your well driller or licensed designer to identify how the location of your replacement well, spring, or water service line could impact your ability to construct a replacement for your wastewater system in the future.



Lot Information

Lot 911 Address _____ Town/City _____

Deed Book(s) _____ Page(s) _____ Parcel ID# _____

SPAN # _____

Landowner Information

Print the names and mailing addresses for each lot owner:

Well Driller or Licensed Designer Certification

I certify that, in the exercise of my reasonable professional judgment:

1. I completed the drawing attached to this form and it has accurate distances noted or is drawn to the scale noted.
2. The drawing attached to this form includes the location of the drilled well, shallow well, spring, or water service line; the location of the single-family residence that will be served by the drilled well, shallow well, spring, or water service line; and the location of all associated piping on the lot.
3. If the replacement supply is a drilled well, shallow well, or spring, the well or spring is not located in an area classified by the Agency of Natural Resources as a Class IV groundwater area.
4. If the replacement supply is a drilled well, the drilled well has a well identification tag attached to the well casing with Tag # _____.
5. I completed the information under the Details of Replacement Supply, and it is accurate.

Well Driller or Licensed Designer Name – Printed

License #

Well Driller or Licensed Designer Signature

Date

Details of Replacement Supply

The following information must be completed by the well driller or licensed designer.

1. Type of replacement supply:
☐ Drilled well
☐ Dug well
☐ Spring
☐ Water Service Line

2. Does the location of the well (and associated water service pipe), spring (and associated water service pipe), or water service line comply with all of the horizontal isolation distances to potential sources of contamination identified in § 1-1104 of the Rules, for those potential sources of contamination that are known to the lot owner?

Yes _____ No _____

3. Does the location of the well (and associated water service pipe), spring (and associated water service pipe), or water service line, comply with all of the isolation zones around components of wastewater systems and replacement areas that are identified in § 1-1104 of the Rules, for those wastewater system components and replacement areas that are known to the lot owner?

Yes _____ No _____

4. If the answer to Question 1 is no, specify each potential source of contamination for which the isolation standards are not met, and specify the separation distance that does exist to the well, spring, water service pipe, and water service line, for each:

5. If the answer to Question 2 is no, specify each wastewater system component or replacement area for which the isolation standards are not met, and specify the separation distance that does exist to the well, spring, water service pipe, and water service line, for each:

6. If the answer to either Question 2 is no, were any construction standards employed to mitigate the potential risk to the well, spring, water service pipe, or water service line?

Yes _____ No _____

7. If the answer to 6 is yes, specify the construction standards used:

Landowner Certification

Each lot owner must certify to the following. The landowner's certification must be completed following completion of all information above and certification by the well driller or licensed designer.

I, (print name of each lot owner) _____

certify that:

1. I have read this form in its entirety and discussed the information, including the location and construction of my replacement well, spring, or water service line, with the well driller or licensed designer identified in this form.
2. I understand that my replacement well, spring, or water service line may not comply with all of the technical standards in the Rules.
3. I understand that the location of my replacement well, spring, or water service line may prevent the future construction of a replacement for the wastewater system serving my single-family residence.
4. If my existing water source is a water service line and my replacement source is a drilled well, shallow well, or spring, I understand that I need to disconnect the water service pipe from my residence to the water main that is being replaced by my drilled well, shallow well, or spring.
5. If my existing water source is a drilled well, shallow well, or spring and my replacement source is a drilled well, shallow well, spring or water service line, I understand that I need to disconnect from the water supply plumbing for my residence the water source that is being replaced by my drilled well, shallow well, spring, or water service line.
6. I understand that it is recommended that I close any well that will no longer serve as a water source for my residence. If I close my well, I will do so in compliance with § 1-1115 in the Rules.
7. I understand that, if I want to change the use of my single-family residence to also be a child care facility, I will need a Wastewater System and Potable Water Supply Permit.
8. If my replacement supply is a well or spring, I, or another person, will have the tested the water quality of my well or spring in a manner that complies with the standards in § 1-1113(b) and (c) of the Rules prior to using the water for any consumptive use, including but not limited to, drinking, cooking, showering, and bathing.

Landowner Signature

Date

Landowner Signature

Date

Landowner Signature

Date

Attach drawing completed by well driller or licensed designer prior to recording in the land records.

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

SAFD2 Contractor Specifications

Before digging your service line to connect to the SAFD2 main water line, your contractor must be aware of several items and conditions. This will ensure your service line complies with all state and SAFD2 requirements and provide decades of reliable operation. Failure to comply will delay your connection and may necessitate modification of your service line.

Address questions to email: safd2committee@gmail.com

Further information and copies of each form are available on our web page: <http://www.safd2.org/>

Homeowners and Contractors need to carefully review and sign this form prior to construction. Please submit this form along with your application.

Applicant(s)/Owner(s): _____

Project Address: _____

Work to be performed by: _____

Contractor Phone/Email: _____

Requirements:

- Contractors are required by Vermont State law to notify “Dig Safe” at least 48 hours prior to excavating.
- All State, Federal and Local permit requirements must be followed.
- The contractor shall contact the water superintendent prior to construction. Please contact Jason Beaulac **(802) 782-1652**
- The contractor shall follow the submitted design plans. Note: service lines cannot be installed until a draft design plan is prepared by a licensed designer and submitted to SAFD2.
- The customer is responsible for providing SAFD2 the final ‘as constructed’ drawing along with the permit exemption form.
- Curbstop connections shall not be back filled until a visual inspection is performed by the superintendent.
- The contractor will provide photos of the curbstop connection, service line, and construction at various stages to establish that all requirements were met.
- The contractor/Plumber should contact the superintendent (Jason Beaulac) for a meter inspection when the water is ready to be turned on.
- The contractor performing the work will review the specifications and SAFD2 ordinances.

Applicant(s)/Owner(s) Signature: _____ **Date:** _____

Contractor Signature: _____ **Date:** _____

Received by SAFD2: _____

SAFD2 Meter Inspection Checklist

Owner:		Address:	
Parcel ID:		Plumber/Contractor:	
Meter Fee:		Date Paid:	
Meter ID:		Serial:	
Meter Size:		Meter or Meter Pit:	

Incoming Pipe Size?			
Incoming Pipe Material?			
New Meter Reading?			
Is the Pipe Sleeved?	YES	NO	N/A
Wall Penetration?	YES	NO	N/A
Floor Penetration?	YES	NO	N/A
Meter Assembly Installed?	YES	NO	N/A
If Meter Assembly is Installed, Indicate Direction.	HORIZONTAL	VERTICAL	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
Meter Turns Properly?	YES	NO	N/A

Describe Location of Meter: _____

I hereby certify that all work completed is 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 (if applicable to the project) to the Fire District's water system, and the property is ready for water service.

Plumber/Contractor Signature: _____ **Date:** _____

Inspector/Superintendent Signature: _____ **Date:** _____

For office use only:

Book	Sequence	Account Created	Account Number