

# **NEW WATER CONNECTION PROCEDURES**

**For Lincoln, Jerome, Village of Sanford**

**WATER DISTRICT NO. 1 of MIDLAND COUNTY**

**Office Location:  
246 E. Price Rd.  
Midland, MI 48642**

**Mailing Address:  
PO Box 320  
Sanford, MI 48657-0320**

**Telephone (989) 687-2709  
Fax (989) 687-9145**

***PERMIT VALID FOR ONE YEAR FROM DATE OF ISSUE***

Revised 11-15-2017

*"This institution is an equal opportunity provider and employer"*

Water District No. 1 customers receive quality potable water which originates from Lake Huron, approximately one mile off shore from White Stone Point. The intake is at a depth of fifty feet. The water is sold to the City of Midland by the Saginaw-Midland Water Supply Company. The City of Midland Water Department treats and distributes the water. Water District No. 1 of Midland County buys treated water from the City of Midland Water Department and currently distributes the water to customers in the townships of Edenville, Hope, Jerome, Lee, Lincoln and the Village of Sanford.

Water service consists of delivering quality water to the customer's home or business. Water mains are buried underground at the edge of the street or road. A pipe called a service line installed by the customer carries water from the water main in to the home or business. Water is sold by volume and is measured by a water meter which is located in the home or business. All installations are equipped with a curb stop that is located between the water main and the service line. This valve is located in a round container called a curb box which will be on or near the property line. The curb box is usually level with the ground and has a bolt-on cover. The word **WATER** may be embossed on the cover. The curb stop is to be used by Water District personnel **only**.

### **STEPS TO GETTING NEW WATER SERVICE**

#### I. OBTAIN PLUMBING/WATER SERVICE PERMIT

Jerome and Lincoln townships and the Village of Sanford can obtain Plumbing/Water Service Permits through the township plumbing inspector (contact phone=687-7765). **A COPY OF THIS PERMIT AND A COPY OF THE MOST RECENT TAX BILL WILL BE NECESSARY TO PURCHASE YOUR WATER CONNECTION PERMIT FROM WATER DISTRICT #1.**

#### II. OBTAIN WATER CONNECTION PERMIT

Permits may be purchased from:

WATER DISTRICT No. 1 OF MIDLAND COUNTY  
246 E. PRICE RD.  
MIDLAND, MI 48642  
Phone: (989) 687-2709  
Fax: (989) 687-9145

OFFICE HOURS: Monday -Friday  
8:00 a.m. to 12:00 noon &  
1:00 p.m. to 5:00 p.m.

#### **The following will be required to obtain a water connection permit:**

1. Copy of the plumbing/water service permit from the appropriate municipality.
2. A copy of the legal description of the property & parcel code number (tax bill will serve).
3. The distance from the building to be served to the road right-of-way.
4. The number and type of plumbing fixtures to be served, such as: 1 bath tub, 1 kitchen sink, 3 outside faucets, 1 toilet, 1 lavatory, 1 washer, 1 dishwasher, or lawn sprinkler.
5. Cash or check to cover payment for the water connection permit.

**Permit Fees for average homes 500' or less from road right-of-way with no existing tap:**

1" Tap with 5/8" x 3/4" standard meter:	1,800.00	Water District permit fee
	<u>800.00</u>	City of Midland Capital fee
	<b>\$ 2,600.00</b>	<b>Total</b>

**Additional costs apply for larger service lines or meters.  
 SIZE OF LINE AND METER DETERMINED BY WATER DISTRICT # 1  
 All Fees Subject to Change.  
 All Fees are Non-Refundable.**

**LARGER CONNECTIONS ARE HANDLED ON AN INDIVIDUAL BASIS: \$ 1,800.00 PLUS CITY OF MIDLAND CAPITAL FEE AND ADDITIONAL TIME AND MATERIALS.**

The water connection fee includes the Water District No. 1 to hook-up/tap, the meter yoke, meter installation and an outside transmitter device.

III. INSTALL WATER SERVICE LINE:

A. Who May Install the Service Line

1. The service line may be installed by the property owner personally or they may hire a contractor to do installation.

B. Service Line

1. The water service line from the right-of-way to the building will be installed by the property owner. No permanent service line shall be installed which will parallel a public or private road within, or adjacent to, the road easement or right-of-way. The size of the service line required is determined by Water District No. 1.
2. All new material must be used from the water main up to the meter. The service pipe must be either Type K copper or polyethylene which is a minimum of 160 psi, ASTM D 2239 (SIDR7 must be marked on tubing). Where ground contamination is suspected Type K copper will be required. All pipe except copper tube must be standard iron pipe size.
3. The service line must be a minimum of five (5) feet deep and, six feet deep under driveways or paving. There should be a minimum number of joints in the service line.

Point of termination at road will be at least five (5) feet from driveway edge.

Polyethylene service line should be snaked in the trench to allow for the high amount of expansion and contraction of this material. Joints in polyethylene must be approved brass compression fittings. Plastic inserts with steel bands are not allowed. All joints before the meter shall be mechanical joints only. At the right-of-way line, the service pipe should be brought up at least three (3) feet above the surface of the ground.

Notify **Miss Dig 1-800-482-7171** to locate the utilities before beginning excavation. Usually at least three (3) days notice is required. Location of service line shall be such as to allow 10 feet separation from any sewage disposal facility.

C. Service Line Inspection

The service line must be inspected in the trench by the Water District's designated inspector before it is backfilled. Customers from the townships of Lincoln and Jerome and the Village of Sanford must call Water District No. 1 at 687-2709 to make arrangements for the service line inspection.

Inspections are made Monday through Friday, 9:00 a.m. – 4:00 p.m. Call at least twenty-four hours in advance to schedule an inspection.

Any inspections will have to be arranged and agreed to by the inspector(s) in advance depending upon their availability.

D. Hook-up/Tap

The Water District will make the connection into the water main and will connect to the service line at the property line as soon as the work can be scheduled after the service line is installed, inspected and backfilled. Allow a minimum of two (2) weeks for connection after the service line is installed.

IV. INSTALLING METER YOKE

A. Location & Installation

The meter must be located inside, within five (5) feet of where the service line becomes exposed after entering the building. The meter must be accessible for reading, removal or maintenance by the Water District's service personnel. It shall not be located in a crawl space, garage, behind paneling or under stair steps. It is the owner's responsibility to keep the meter from freezing. An outside transmitter will be installed so that the meter can be read from outside the building. At the time the meter is installed, it may be necessary for the Water District to run a small wire from the water meter to the transmitter.

A meter yoke will be supplied by the Water District with the water connection permit. This yoke is to be installed where the meter is to be located. The yoke must be positioned so that the meter sits in a horizontal position (see attached diagram). The owner is to furnish two (2) brass valves – gate or ball. One valve is to be installed just above the yoke and the other is to be installed just below the yoke directly connecting to the service line. No additional valves are permitted before the meter yoke. All brass materials from service line to the top valve shall be mechanical joints only.

B. Inside Inspection

After the service line has been tapped into the water main, and, after the meter yoke has been set, arrange an inside inspection with Water District #1 at 687-2709. Edenville, Hope and Lee customers must also schedule with the Township Code Authority at 837-6521. Inspections are made Monday – Friday, 9:00 a.m. to 4:00 p.m. Please allow at least twenty-four (24) hours in advance to schedule the inspection.

**In addition, the building plumbing must meet the following plumbing requirements before final approval:**

1. Anti-syphon valves on all water closets (toilets). Relocation of all faucets presently located below the flood level of the fixture served. Vacuum breakers may be installed in lieu of relocating faucets, if the vacuum breaker is located above top rim of fixture.
2. Install vacuum breakers to all swimming pools, underground sprinkling systems, farm systems and other similar locations.
3. Eliminate all cross connections (physically disconnect) between wells and other private water systems, and Water District No. 1 systems.
4. Electrical service grounding shall be reviewed if it is currently connected to cold water piping and a new plastic water line is installed. Homeowner is responsible to have a qualified electrician verify that there is proper grounding.
5. No drain cocks or valves on underground lines are permitted.
6. A pressure and temperature relief valve must be installed in the top of all water heaters. The pressure relief is to be set at 125 pounds per square inch, and, the temperature relief valve is to be set at 210 F.
7. No cross connection – wells can remain being used for outside faucets as long as they are separated from the city water system.
8. Yard Hydrants must be ASSE 1057.

C. Meter Installation and Water Turn On

Meter installation and water turn-on is typically scheduled in conjunction with the inside inspection.

D. Back Flow Prevention

In order to protect the quality of the water system, no source of water is allowed to be connected to any part of the plumbing served by Water District No. 1 water. Existing well pumps must be disconnected from the building plumbing. Hot water heating boilers must be equipped with an approved back flow prevention device.

V. CHARGES FOR WATER SERVICE

Charges for water service are based upon the number of thousand gallons that pass through the meter in a billing period and a Readiness to Serve fee based on meter size. Other township fees may apply.

Water bills are sent to each customer four times a year, in the middle of February, May, August and November and are due the third Monday of the month following (March, June, Sept, Dec).

In order to prepare the water bills, each water meter is read four times a year approximately two weeks before the bills are prepared. All water meters are located inside buildings, and are equipped with a radio transmitter on the outside of the building. The transmitter is connected to the water meter through a low voltage wire.

**FEES AND CHARGES FOR SERVICES: (Revised as of 3rd quarter 2016)**

**Ready to Serve Fees:**

5/8" meter	\$ 16.75/ quarter
1" meter	\$ 18.43/ quarter
1.5" meter	\$ 30.15/ quarter
2" meter	\$ 48.58/ quarter
3" meter	\$184.25/quarter

**Ready to Serve Fees for Multi-Unit Factor:**

Number of units x \$16.75  
(ex: Mobile Home Parks, Strip Mall, Apartments, Duplexes, etc.)

**Local Unit Fees (Determined By Your Township Board or Village Council):**

Lincoln Township	\$7.50/quarter
Jerome Township	\$10.00/quarter
Village of Sanford	\$5.00/quarter

**Local Unit Fees for Multi-Unit Factor:**

Number of units X Local Unit Fee  
(ex: Mobile Home Parks, Strip Mall, Apartments, Duplexes, etc.)

**Water Usage Rate:**

\$4.20 per thousand gallons

**Charges for Special Billings:**

Water Shut-off	\$ 25.00
Water Turn-on	\$ 25.00
Service Call	\$ 25.00 plus T & M
Water Shut-off/Turned-on <i>after</i> business hours:	\$50/hour (portal to portal)
NSF Checks	\$ 25.00

**METHOD OF PAYMENT**

Payments may be paid at:

- Water District #1 Office
- Drop-box on Water District #1 fence (after hours / no cash, please)
- Sanford Chemical Bank *Sanford only (no service charge)*
- Auto-draft is available – payment can be taken from customer’s checking or savings account (please see Water District staff)

*WATER DISTRICT BOARD MEETINGS ARE HELD THE 3<sup>rd</sup> WEDNESDAY OF EACH MONTH at 7:00 p.m. at the Jerome Twp Hall, 737 W. Beamish Rd., Sanford, MI 48657*