

WATER CONNECTION PROCEDURES FOR TOBACCO TOWNSHIP GLADWIN COUNTY RESIDENTS

Instruction booklet for Installation

WATER DISTRICT NO. 1 OF MIDLAND COUNTY

Office Location

246 E. Price Rd.
(989) 687-2709

Mailing Address

P.O. Box 320
Sanford, MI 48657-0320

HOPE TOWNSHIP

Office Location

5244 N HOPE RD
HOPE. MI 48628
(989) 689-0322

Mailing Address

P.O. Box 12
HOPE, MI 48628

BOOKLET 13321 FOR HOPE WATER DISTRICT 1 ONLY

"In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, age disability, religion, sex, familial status, sexual orientation, and reprisal"

"This institution is an equal opportunity provider and employer"

Hope Township Water District 1, customers receive quality, potable water that originates from Lake Huron, approximately one and two miles offshore from Whitestone Point. The intakes are at a depth of fifty feet. The water is sold to the City of Midland by the Saginaw-Midland Water Supply Corporation. 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. Public 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 to the home or business. Water is sold by volume and is measured by a water meter that is located at each 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 that will be on or near the property line. The curb stop is to be used by Water District personnel **only**.

STEPS TO GETTING NEW WATER SERVICE: PLEASE FOLLOW IN ORDER!

- I. OBTAIN "AUTHORIZATION LETTER" AND THIS BOOKLET FROM HOPE TOWNSHIP, (989)689-0322.
- II. OBTAIN " PLUMBING/WATER SERVICE PERMIT " FROM GLADWIN COUNTY CONTACT PAUL KILE 989-426-5931 GLADWIN COUNTY.

A COPY OF THE PLUMBING / WATER SERVICE PERMIT WILL BE NECESSARY TO PURCHASE YOUR WATER CONNECTION PERMIT FROM WATER DISTRICT NO. 1 OF MIDLAND COUNTY. You must schedule a time with the plumbing inspector to visually inspect the water line and the plumbing.

- III. OBTAIN WATER CONNECTION PERMIT

Water Connection Permits may be purchased from:

WATER DISTRICT NO. 1 OF MIDLAND COUNTY
246 E. PRICE RD.
Sanford, MI 48657
Phone: (989) 687-2709
Fax: (989) 687-9145
OFFICE HOURS: Monday through Friday, 8:00 a.m. - Noon and 1:00 p.m. - 5:00 p.m.

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

1. Obtain Authorization Letter from Hope Township.
2. Obtain Plumbing/Water Service permit from Gladwin County (see above II.)
3. A copy of the legal description of the property and parcel code number (tax bill will serve).
4. The distance from the building to be served to the road right-of-way.
5. The number and type of plumbing fixtures to be served (such as: 1 bathtub, 1 kitchen sink, 3 outside faucets, 1 toilet, 1 lavatory, 1 washer, 1 dishwasher, or lawn sprinkler system, etc.).

6. Cash, check, or credit/debit card to cover payment for the water connection permit.
****CREDIT/DEBIT CARD USE WILL INCURE A 3 PERCENT FEE**

Water Connection Permit Fees for average homes 500' or less from road right-of-way:

1" Tap with 5/8" x 3/4" standard meter: **\$2,800.00**

Additional Costs for Larger Service Lines or Meters.

All Fees Subject to Change.

All Fees are Non-Refundable.

LARGER TAPS ARE HANDLED ON AN INDIVIDUAL BASIS: PERMIT FEE PLUS CITY OF MIDLAND CAPITAL FEE AND ADDITIONAL TIME AND MATERIALS.

IV. INSTALL WATER SERVICE LINE

A. Who May Install the Service Line?

The service line may be installed by the property owner personally, or the owner may contract to have it installed. The installed service line must be inspected and approved by the Code Authority before it is backfilled.

B. Service Line

1. The water service line installation from the right-of-way to the building will be the responsibility by the property owner. The size of the service line required is determined by Water District No. 1 of Midland County.
2. All new material must be used from the water main up to the meter. The service line 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 (6) 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.

Notify Miss Dig at 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 ten (10) feet separation from any sewage disposal facility. Home owners portion of service line must maintain a minimum of 5 foot depth all the way to the right-a-way of the road with a portion of line expending above the ground for easy location.

C. Outside Service Line Inspection

The outside service line must be inspected and approved by the Gladwin County Inspector before it is backfilled. Call in advance to schedule this inspection. WATER DISTRICT MUST HAVE THE APPROVAL REPORT FOR THE OUTSIDE INSPECTION BEFORE YOU WILL BE PLACED ON THE LIST TO BE TAPPED.

Water District will make the connection into the watermain, install the curb box, and will connect to the service line. This work can be scheduled after the service line is installed and inspection report is received. Allow a minimum of two (2) weeks for connection after the service line is installed.

V. INSTALLING METER YOKE

A. Location and 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 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 will 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. All brass materials from service line to the top valve shall be mechanical joints only.

B. Inside Inspection

After the service line has been installed to the curb box, and, after the meter yoke has been set, arrange an inside inspection with Water District No. 1 of Midland County at 687-2709

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

1. Anti-siphon 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. No cross connections – wells can remain in use for outside faucets as long as they are separated from the Water District No. 1 water system.
7. 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.
8. Yard hydrants must be approved by plumbing inspector.

C. Meter Installation and Water Turn On

Meter installation and water turn-on is scheduled only after the plumbing inspector verifies **well** disconnect and above requirements have been met. Meter installation and water turn-on is scheduled in conjunction with the inside inspection. Water will not be turned on until the service line is accepted by Water District No. 1 of Midland County.

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 of Midland County. **Existing well pumps must be disconnected from the building plumbing.** Hot water heating boilers must be equipped with an approved back flow prevention device. If sprinkler system is connected to city water must have approved preventer must be installed and tested by certified inspector and results sent to Water District. This inspection will need to be preformed ever three years after initial inspection.

VI. 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, near the middle of the months of **February, May, August, and November** and are due the third Monday of the following month (March, June, September, and December).

In order to prepare the water bills, each water meter is read four times a year approximately a week before the bills are prepared. All water meters are located inside buildings and are equipped with a radio transmitter some may require a low voltage wire to be run outside.

CURRENT FEES FOR SERVICES (Subject to Amendment)

Ready to Serve Fees:

5/8" meter	\$ 17.85/quarter
1" meter	\$ 24.99/quarter
1.5" meter	\$32.13/quarter
2" meter	\$51.77/quarter
3" meter	\$196.35/quarter

Ready to Serve Fees for Multi-Unit Factor

Number of units x \$17.85 (for example, 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/Turn-on <i>after</i> business hours	\$50.00 per hour (portal to portal)
NSF Checks	\$35.00

METHOD OF PAYMENT

Payments may be paid at:

- Water District No. 1 Office
- Drop-box on Water District No. 1 fence (after hours, no cash please)
- www.waterdistriceone.org (3% or minimum \$2 fee for credit/debit card use)
- Auto-draft is available – payment can be taken from customer’s checking or savings account (please see Water District staff)

WATER DISTRICT NO. 1 BOARD MEETINGS ARE HELD THE 3rd WEDNESDAY OF EACH MONTH at 7:00 p.m., at the Jerome Township Hall, 737 W. Beamish Rd., Sanford, MI 48657.

OWNER ACKNOWLEDGEMENT AND AGREEMENT

I, _____, the property owner or authorized representative of the property owner of Parcel # _____-_____-_____-_____-_____, hereby acknowledge receipt of *Booklet 13321, Connection Procedures for Hope Township Residents in Water District* , and agree to comply with the requirements as set forth in that *Booklet*.

I understand that failure to follow the requirements outlined in the *Booklet* could delay my water connection or jeopardize the ability of Water District No. 1 to supply water to my property.

Signed: _____ Date: _____

Township Official: _____ Date: _____

(After signing, copy of this page to be kept on file at Township Office.)