



TOWN OF COLLINS
ERIE COUNTY, NEW YORK
NEW WATER SERVICE REQUIREMENTS AND APPLICATION

APPLICATION

The Town of Collins Water Department will provide the service of water to any premises which fronts and is numbered on a street in which there is a water main appropriate to the service requested which extends across the frontage of the premises to be served.

Applications for all new water services must be made to the Town of Collins Water Department. *A separate application must be submitted for each individual service.*

The following must be submitted for approval:

1. Signed Application for New Water Service.
2. Water Service Connection Fee.
3. Copy of Property Survey.
4. Proof of Ownership (deed, tax bill).
5. Copy of Building Permit (new construction only).
6. Application for Approval of Backflow Prevention Devices (if required).

WATER SERVICE CONNECTION FEES

3/4" or 1" = \$600.00 plus cost of any necessary equipment or supplies
1-1/2" or Larger = at Cost (cost estimate prepared by the Town of Collins)

PROCEDURE

The customer should plan on four weeks time from the submittal of the application to the installation of a typical residential service. Large services may take two to three months from application to installation.

After the application has been approved by the Town of Collins, the applicant shall complete the following steps before a service connection will be made:

1. Install the service line to the right-of-way line.
2. Install a backflow preventer (if required).
3. Have the plumbing ready to allow installation of the water meter by the Town of Collins.

Immediately after the service connection is completed by the Town of Collins, the applicant shall complete the following steps:

1. Disconnect all auxiliary water sources, including wells. (A connection to an auxiliary water source is allowed only if a backflow preventer is installed.)
2. Contact the Town of Collins Water Department at 532-9328 to schedule an appointment for the meter installation. A meter must be installed within 30 days of the service installation in order to avoid unmetered water charges.



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WATER SERVICE LINES

The Town of Collins Water Department will make the connection to the water main. It is the applicant's responsibility to prepare interior and exterior plumbing to receive the new connection as outlined below. After the service connection is completed, the installation of a water meter by the Town of Collins is required. No blind taps or services intended for future use will be permitted.

Each individual meter requires a separate water service line, curb box and curb stop. No service connection will be made until the service pipe and service connection from the premises to the street has been installed in a manner satisfactory to the Town of Collins Water Department.

The water service line on the property of the applicant must be installed from the premises to the property line by the applicant.

Each water service line must be 4 feet - 0 inches minimum underground. The Town of Collins is not responsible for customer service lines on the owner's side of the curb box that are damaged including damage due to freezing. The 4 foot depth must follow the contour of the finished grade of the ground. The end of the service line must be plainly marked at the property line by leaving the end of the pipe protruding above the ground with a stake marked "water" attached to the end of the service pipe. During times of snowfall, it is the customer's responsibility to keep this line clear of snow.

*The water service line shall **not** be installed in the same trench as other utilities.*

Service lines 3/4-inch through 2-inch diameter shall be of the type K soft copper tubing. Service lines 4-inch diameter and larger shall be Class 52 ductile iron pipe. The Town of Collins will not make any connections to plastic pipe. The sizing of the service line is the responsibility of the applicant.



WATER METERS

The Town of Collins Water Department will furnish, install and maintain meters and meter couplings and remote reading equipment at Town of Collins expense. The Town of Collins Water Department reserves the right to stipulate the size, type and make of meter to be used.

Meters are installed at Town of Collins expense during normal business hours, 7:30 a.m. to 4:00 p.m., Monday through Friday, excluding holidays.

The applicant shall install on his/her premises the necessary piping, fittings, valve and pipe couplings to receive the meter. All meters must be installed in a horizontal position. The distance between the floor and base of the meter must be no less than 12 inches or more than 36 inches. The minimum distance between the wall and the service line must be as follows, to allow for installation of the meter.

<u>Meter Size</u>	<u>Minimum Distance</u>
5/8" x 3/4"	6"
3/4"	7"
1"	12"
2" and larger	Contact Town of Collins



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The meter may be located in the basement or first floor of the premises to be served on an exterior wall at a location closest to the point where the water service enters the building, except as follows:

The meter shall be located in a tile setting, meter pit or backflow preventer enclosure (such as a hotbox), as applicable, on the applicant's property near the right-of-way, where the distance from the right-of-way to the front wall of the premises exceeds 150 feet.

The meter shall be located adjacent to the backflow preventer, when required.

Tile settings and meter pits, including the service line into and out of the tile setting/meter pit, shall be installed by the applicant. The applicant should consult a plumber regarding the need for an expansion tank.



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APPLICATION FOR NEW WATER SERVICE

TOWN OF COLLINS WATER DEPARTMENT
14093 MILL STREET
PO BOX 420
COLLINS, NEW YORK 14034
(716) 532-9328 Phone (716) 532-3750 Fax

APPLICANT INFORMATION

Name _____

Mailing Address _____

City, State, Zip Code _____

Home Phone _____ Other Phone _____

SERVICE INFORMATION

Lot Number _____ House Number _____ Street Name _____

Size of Service ☐ 3/4" ☐ 1" ☐ 1 1/2" ☐ 2" ☐ 4" ☐ _____

Is the facility to be served a one or two family residential dwelling? ☐ Yes ☐ No

Is dwelling more than 150 feet from right-of-way to front wall of premise? ☐ Yes ☐ No

Type of Service: ☐ Domestic ☐ Private Fire Protection ☐ _____

Signature of Applicant _____ Date _____

Received By Town of Collins _____ Date _____

*****Town of Collins Use Only*****

Service Number _____

Backflow Protection ☐ Not Required ☐

Approved _____

Receipt Number _____

Approved By _____ Date _____