



CITY OF NEWPORT
DEPARTMENT OF UTILITIES WATER DIVISION

70 HALSEY STREET

NEWPORT, RI 02840

Phone: 401-845-5600 Fax: 401-846-0947

WATER SERVICE APPLICATION

Not to be used for Fire Service

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

LEAD SERVICE REPLACEMENT: [ ] Yes [ ] No http://cityofnewport.com/departments/utilities/identifying-lead-service-lines

[ ] New Service [ ] Service Renewal Application Fee: [ ] Residential (\$60) [ ] Non-Residential (\$100)

Service Location: \_\_\_\_\_

City or Town: [ ] Newport [ ] Middletown [ ] Portsmouth

Owner(s) Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Requested Service Size: [ ] 3/4" [ ] 1" [ ] 1 1/2" [ ] 2" [ ] 3" [ ] Other: \_\_\_\_\_ Service Length: \_\_\_\_\_

Main Tap Required: [ ] Yes [ ] No Tap to be Performed By: \_\_\_\_\_

[ ] Single Family Residential - Number of Buildings: \_\_\_\_\_ Number of Units/Bedrooms: \_\_\_\_\_ Occupancy: \_\_\_\_\_

[ ] Multi-Family Residential - Number of Buildings: \_\_\_\_\_ Number of Units/Bedrooms: \_\_\_\_\_ Occupancy: \_\_\_\_\_

[ ] Commercial: \_\_\_\_\_ Number of Buildings: \_\_\_\_\_ Number of Units: \_\_\_\_\_ Occupancy: \_\_\_\_\_

[ ] Irrigation: System Calculations Attached [ ] Yes [ ] No and/or Average Flow: \_\_\_\_\_ GPM Peak Flow: \_\_\_\_\_ GPM

[ ] Site Plan REQUIRED [ ] Architectural Layout (As Needed Upon Request)

The plan must show at a minimum existing and proposed locations of water meters, backflow preventers, water mains, underground utilities, fire hydrants, property lines, easements, building footprints, site improvements, and other elements as applicable. Applications without the required plan will be returned.

OWNER & APPLICANT AGREES:

Owner and Applicant shall abide by City of Newport Department of Utilities: Water Division (NWD) Rules, Regulations, and Policies (Rules & Regulations). Owner and Applicant acknowledge reading and understanding and agreeing to the NWD's Rules & Regulations. I (we) have read, understand, and agree with the responsibilities of the water service:

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name of Owner: \_\_\_\_\_

Signature of Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name of Contractor: \_\_\_\_\_

The Customer shall, at their expense, properly install, test, and maintain any backflow prevention device required by the Water System. The Customer shall provide copies of all testing and maintenance records.

Initial Here - Owner: \_\_\_\_\_ Applicant: \_\_\_\_\_

Inspections Required: Owner and Applicant shall contact NWD at (401) 845-5600 to coordinate inspections at least twenty-four (24) hours before the project date and for final inspection upon completion. Any work completed without proper inspection is done at your own risk and may not be accepted by the Department. Should the service line be backfilled prior to NWD inspection, it will be required, at your own expense, to fully re-excavate the entire length of the water line for inspection. NWD will not activate water service and meter(s) if inspection requirements are not completed.

Initial Here - Owner: \_\_\_\_\_ Applicant: \_\_\_\_\_



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FOR OFFICIAL USE ONLY

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NEWPORT, RI 02840
Phone: 401-845-5600 Fax: 401-846-0947

WATER SERVICE APPLICATION

Internal Review

Register No. \_\_\_\_\_ [ ] New Service [ ] Service Renewal - ATTACH EXISTING REGISTER INFORMATION

[ ] Newport [ ] Middletown [X] Portsmouth

Water Service Address: \_\_\_\_\_ Plat: \_\_\_\_\_ Lot: \_\_\_\_\_

LEAD SERVICE REPLACEMENT: [ ] Yes [ ] No

[ ] Private Side - Lead service lines can increase your risk of exposure to lead through drinking water and should be replaced by a qualified contractor. It is recommended you review with your contractor the scope of work for replacing lead service lines and ensure they flush the system after lead service line replacement.

[ ] Public Side - NWD will replace the water service that serves your home, from the water main to your curb stop.

RENEWAL OF THE PRIVATE SIDE SERVICE CAN BE COMPLETED AFTER: \_\_\_\_\_

[ ] APPROVED \_\_\_\_\_
Distribution Supervisor Date

METER INFORMATION:

Average Flow: \_\_\_\_\_ GPM Peak Flow: \_\_\_\_\_ GPM

Meter Size: [ ] 5/8" [ ] 3/4" [ ] 1" [ ] 1 1/2" [ ] 2" [ ] 3" [ ] 4" [ ] 6"

Meter Type: [ ] Recordall Nutating Disc [ ] E-Series Ultrasonic [ ] Compound Flow [ ] Other: \_\_\_\_\_

Meter Pit: [ ] Yes [ ] No Above Ground Heated Enclosure: [ ] Yes [ ] No

CROSS CONNECTION CONTROL:

- [ ] RPZ - Reduced Pressure Zone - Tested at the time of initial installation and every year thereafter with result submitted to NWD
[ ] DVCA - Double Check Valve Assembly - Tested at the time of initial installation and every 2 years thereafter with result submitted to NWD
[ ] Residential Dual Check (1-2 Family) - To be replaced every 10 years or at the time of a meter changeout.

Backflow Device Proposed Location: \_\_\_\_\_

Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_ Size: \_\_\_\_\_

[ ] APPROVED \_\_\_\_\_
Meter Foreman Date

[ ] APPROVED \_\_\_\_\_
Deputy Director - Engineering Date

[ ] APPROVED \_\_\_\_\_
Director of Utilities Date

**CITY OF NEWPORT DEPARTMENT OF UTILITIES: WATER DIVISION**  
**RULES AND REGULATIONS FOR WATER SERVICE APPLICATION AND INSTALLATION**

1. Application for the installation of water service shall be made at the City of Newport Department of Utilities - Water Division Office (NWD), in person or by mail: 70 Halsey Street, Newport, Rhode Island 02840.
2. All costs and expenses incidental to submission of a Service Application and work-authorized pursuant to such application, including but not limited to design, legal, construction, material, equipment, connection, and inspection of a Water Service Pipe, shall be borne by the Owner.
3. The Applicant shall supply the official street name and number of the premises and must display it on the building to be served (or its foundation) before the Water Service Application is approved.
4. Water service will not be supplied to any new or remodeled buildings until such installations comply with these Rules and Regulations.
5. Payment for water and services shall be the responsibility of the property owner of record as of the billing date. Unpaid water bills are immediate liens and run with the property, in accordance with Chapter 39-15-12 of the General Laws of the State of Rhode Island (1956). All unpaid bills should be settled between buyer and seller when the property is transferred.
6. Property owners shall notify the NWD Customer Service Office at the time property ownership changes or when the owner's mailing address changes.
7. Property owners shall be required to keep their service pipes and appurtenances that are connected to the public water system in good repair and protected from damage due to freezing, vandalism, and negligence. In case of a break in the customer's portion of the service pipe, the property owner shall have the pipe repaired immediately. Failure to make repairs at once shall be cause for disconnection of the customer.
8. NWD reserves the right to temporarily interrupt water service to its customers for the purpose of addressing emergency situations or making connections, extensions, repairs, replacements, and additions to the Water System without notice. Whenever possible, the NWD will give 24-hour notice to its customers in advance of accomplishing such work. NWD shall not be responsible for the inconvenience, damage, or injury to persons or property resulting from termination, discontinuance, or interruption of water service to any property.
9. No person except an authorized representative of the NWD will be allowed under any circumstances to tap distribution mains and insert corporation stops therein, to install or remove service pipes, or to operate gate valves and curb stops. If the operation of gate valves or curb stops is required, one working days' notice shall be given to the NWD except in case of emergency.
10. No booster pump should be connected to any water main or service without prior written authorization from NWD. All booster pumps shall be equipped with proper valving and controls to prevent backflow or damage to the water meter and system.
11. All service lines are over 50 feet of length shall be a minimum 1" service size. All new or renewed service pipes size two (2) inch and smaller shall be Type K, extra heavy, soft temper, cold drawn, seamless copper tubing or copper tubing size Blue HDPE Polyethylene 250 psi pipe. Please note: All services shall be seamless; couplings or other fittings are NOT allowed from the curb stop to the building.
12. HDPE piping shall conform to AWWA C901 and follow SIDR-7. HDPE service piping shall be PE 4710 pipe compounds shall conform to ASTM 2737 and the following:
  - a. HDPE services, backfill shall be sand conforming to the following requirements: Natural sand or sand produced from crushed gravel or crushed rock maximum ¼ inch free from clay and organic material. Passing No. 4 Sieve 95%, Passing No. 200 Sieve 8%.
  - b. HDPE service line shall be snaked loosely through the trench.

## CITY OF NEWPORT DEPARTMENT OF UTILITIES: WATER DIVISION

### RULES AND REGULATIONS FOR WATER SERVICE APPLICATION AND INSTALLATION

- c. Bending of tubing shall be accomplished by using an appropriately sized bending tool. No kinks, dents, flats, or crimps will be permitted, and should such occur, the damaged section shall be replaced.
- d. Stainless steel insert stiffeners are required for all polyethylene service piping compression style fitting connections. The stiffeners shall be Ford Meter Box 70 Series or approved equal.
- e. Dual Tracer wire is required for all HDPE pipe.
  - i. No bare tracer wire shall be accepted.
  - ii. Wire shall be of solid core (12 gauge insulated), and shall be taped to the main in a minimum of 12-inch increments. Wire shall be adequately wrapped and protected at each splice location in accordance with manufacturer recommendations.
  - iii. Wire shall be properly spliced at each end connection and each service connection. Terminate wire neatly in 12" long (minimum) coil at meter.
  - iv. Detection Tape shall not be used in-lieu of tracer wire.
13. Service pipes larger than two (2) inch shall be ductile iron pipe, thickness class 52, cement-lined, (DOUBLE THICKNESS), or PVC CIOD. Distribution Pipe DR 25 / DR18 / DR14 manufactured in accordance with the latest standards of the American Water Works Association.
14. All services shall go into the building or structure at right angles to the main in the street and NO distribution system mains shall be installed within, or through Rights of Way in private property, unless otherwise approved in writing by NWD.
15. The required use of a Meter Pit or Above Ground Heated Enclosure is exclusively determined by NWD. In all cases where service lines cannot be seamless from the curb stop to the entry into the building, a Meter Pit or Above Ground Heated Enclosure to house backflow and meter will be installed.
16. The new water service shall be at least ten feet (10') horizontally away from any sanitary sewer service. In cases where the water service must cross above the sanitary sewer service, there shall be at least eighteen inches (18") clear vertical separation.
17. Water services shall be installed at a minimum of 10 feet from any septic tank, grease trap or distribution box.
18. Water services shall be installed at a minimum of 25 feet from any cesspool, seepage pit, disposal trench/pit, or leaching structure (a copy of a stamped RIDEM approved septic system plan is required).
19. In no case shall the water service be installed below any sanitary sewer service.
20. All underground utilities and structures (except sewer) shall maintain a minimum five-foot horizontal clear separation from any existing water line as measured in a horizontal plane. There is no minimum vertical separation required, provided the five-foot horizontal separation is maintained. If the 5-foot horizontal separation cannot be maintained, a minimum two-foot vertical clear separation shall be maintained. If it is impossible to obtain proper separations, the proposed separation must be approved by the NWD before any work is performed.
21. The Applicant shall install service pipes from the curb stop to the building with a minimum cover 4' 6" over the top of the pipe.
22. Detection Tape shall be 12 inches wide with repeating black lettering as follows "BURIED POTABLE WATER LINE BELOW". Lettering shall be a minimum of 1-inch; aluminum foil core; 0.5 mil thick; encased in a protective inert plastic jacket; 5,000 psi minimum tensile strength; 2.5 lbs./inch per 1,000 feet minimum weight, colored blue.

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### RULES AND REGULATIONS FOR WATER SERVICE APPLICATION AND INSTALLATION

Detection Tape shall be installed once backfill has been placed and compacted to at least 12 inches above the top of the pipe and not more than 18 inches above the top of the pipe.

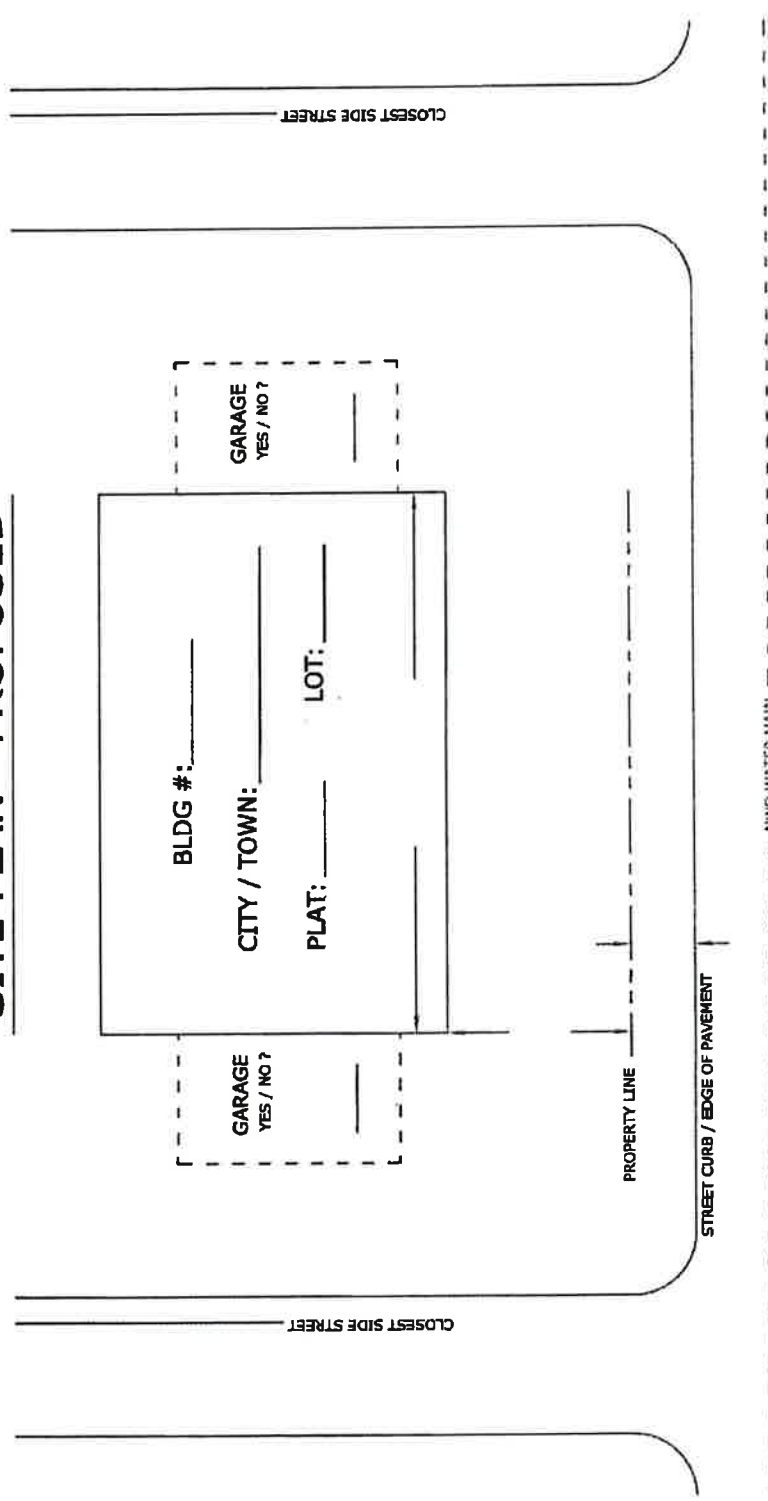
23. Except for Public fire protection or for other special purposes, all water supplied by the NWD shall be measured by approved water meters before use, and charges for such water will be billed to the property owner, whether the water is used or wasted.
24. NWD reserves the right to select the size and type of meter to be installed on any service, using information supplied by the customer as to intended water use patterns. Lacking such information, the NWD shall use its best judgment in selecting meters, and the customer shall agree that modifications to the metering configuration may be needed after water use patterns are established and evaluated with the original selection. All such modifications shall be made at the customer's expense.
25. NWD will provide only one water meter per water service line. Customers desiring one or more sub meters for various tenants shall furnish, install, maintain, and read such meters at their own expense. NWD shall not furnish, install, maintain, read, or bill on such meters.
26. The water meter and backflow prevention device shall be installed in a readily accessible position and shall be located as close as possible to the point where the water service line enters the building.
27. Influent and effluent valves shall be provided inside the pit or AGHE before and after the meter couplings. Ball valves on either side or ball valve, check valve combination will be acceptable. Vault and ring style pits shall have an access ladder and be the customer's responsibility to maintain safe and dry conditions of the pit.
28. All services shall be equipped with an approved type ball valve and backflow prevention device to protect the public water system from any potential reverse flow that could compromise the system water quality. A ball valve shall be placed immediately following (on the building side) the water meter and backflow prevention device to prevent the backflow of water when the meter is removed. Existing services not furnished with valves should be made to conform when the piping is renewed.
29. Meters shall be protected at all times from damage due to freezing, vandalism, accident, and also by an approved backflow prevention device. A meter damaged by frost, vandalism, hot water or causes other than normal wear shall be repaired or replaced at the expense of the property owner. A service charge shall also be assessed by the NWD.
30. The meter shall be located on the customer service pipe as near as possible to the point at which the service enters the building and installed in accordance with the current NWD standards. Meters shall be installed horizontally, with proper support as necessary in a location in which it will be accessible for reading, inspection and maintenance. A valve will be placed before and after the meter and after the backflow preventer device.
31. All meters, 5/8 inch through two inches, shall be installed by NWD employees and shall be owned by the NWD. All meters shall be sealed by an NWD employee. The presence of a properly placed seal shall indicate approval of the meter and its installation by NWD.
32. All meters shall be sealed by the NWD when installed; only NWD employees may remove a water meter once installed. A missing or damaged meter seal shall be considered prima facie evidence of tampering with the meter.
33. Any person who tampers with or defaces a meter to prevent proper registration of water consumed or who breaks any seal placed by the NWD shall be subject to prosecution in accordance with the provisions of State law.

## **CITY OF NEWPORT DEPARTMENT OF UTILITIES: WATER DIVISION**

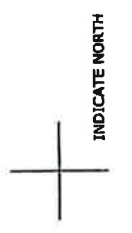
### **RULES AND REGULATIONS FOR WATER SERVICE APPLICATION AND INSTALLATION**

34. Installation shall conform to all applicable sections of Chapter 13.06. – Cross- Connection Control Program. Cross-connections between public water supplies and non-potable sources of contamination or private wells can represent one of the most significant threats to health in the water supply industry. Residential units must be equipped with a dual check backflow preventer after the meter and non-removable vacuum breakers on all outside hose bibs prior to service connection and meter installation. Dual check backflow preventer shall be non-removable self-draining type Watts No. 8D or equal. All commercial or residential lawn sprinkler systems must be provided with a positive vacuum breaker or reduced pressure zone type assembly where the system connects to the water supply. It shall be in a location that is always free draining and will not be submerged. The suitability of the proposed backflow prevention device is determined by NWD.
35. NWD shall not supply water where any connection is made between the pipes supplying water by NWD and any other source.
36. Representatives of the NWD shall have the right to enter at any reasonable time any premises served by a connection to the NWD's water system for the purpose of inspecting or re-inspecting the piping system or systems for cross-connections. Upon request, the consumer shall furnish the NWD pertinent information regarding the piping system(s) and appurtenances on the premises. The refusal of the consumer to provide access or information, when requested, shall be deemed evidence of the presence of a cross-connection on the premises.
37. All service lines installed by the Applicant from the curb stop to the building MUST be inspected by NWD prior to backfilling. Any work completed without proper inspection is done at your own risk, may not be accepted by the Department, and service will NOT be turned on until the lines are inspected, and complete Contractor Certificate of Construction provided to NWD.
38. The new water service shall be disinfected after cleaning by chlorination. Chlorination shall be done in accordance with AWWA C651. Upon request, the water service applicant must provide NWD with copies of the satisfactory laboratory test results before permission is granted to complete the permanent connection to the public water system.
39. Following the chlorination period, all treated water shall be flushed from the lines and replaced with water from the distribution system. All treated water flushed from the lines shall be dechlorinated. Discharge to sanitary sewers is not allowed. Sodium bisulfite shall be applied in a manner and of sufficient quantity to properly dechlorinate the water prior to discharge in accordance with AWWA C600.
40. Wherever these Rules and Regulations are silent on any subject covered by the rules for water utility operation of the Rhode Island Public Utilities Commission, said, rules for water utility operations of the Rhode Island Public Utilities Commission shall apply.

# SITE PLAN - PROPOSED



STREET NAME \_\_\_\_\_



Plot the location of proposed or existing:

- WATER SERVICE LINE
- GAS LINE
- SEWER LATERAL
- HYDRANTS
- SEPTIC SYSTEM
- UTILITY POLES
- UNDERGROUND ELECTRIC LINE

Indicate distances of:

- PROPERTY LINE TO BUILDING
- CURB / EDGE OF PAVEMENT TO THE PROPERTY LINE
- WIDTH OF BOULDING