



**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*

New Service     Service Renewal

Date \_\_\_\_\_

**Application Fee:**    Residential (\$60)     Non Residential (\$100)    Received by: \_\_\_\_\_

Newport     Middletown     Portsmouth

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

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

Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contractor: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

By signing this Application, owner and/or applicant shall, at all times, abide by City of Newport Department of Utilities: Water Division (NWD) Rules, Regulations and Policies that are in effect and also acknowledges reading and understanding a copy of NWD's Rules & Regulations governing Water Service Application and Installation. Applicant agrees to install and maintain the proper Backflow Prevention Device. All Service installations must be inspected by NWD before being backfilled. Should the service line be backfilled prior to NWD inspection, Applicant will be required 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.

**Use:**    Single Family Residential     Multi-Family Residential     Commercial     Irrigation

Number of Bedrooms: \_\_\_\_\_ Estimated Average Flow: \_\_\_\_\_ Estimated Peak Flow: \_\_\_\_\_

**The following must be submitted with Application:**    Site Plan and/or Architectural Layout

Water Main Tap Required:    Yes    No    By Whom: \_\_\_\_\_

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

**Lead Private Side Service Replacement:**    Yes    No

<http://cityofnewport.com/departments/utilities/identifying-lead-service-lines>



FOR OFFICIAL USE ONLY

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WATER SERVICE APPROVAL

Register No. \_\_\_\_\_ [ ] New Service [ ] Service Renewal

The issuance of this Approval shall not be in lieu of, and this project shall remain subject to, all environmental, technical and regulatory approval requirements as provided in all applicable state and federal laws and regulations, including those requirements which are administered by City of Newport. Specifically, please be advised that an excavation permit must be obtained from the Engineering Office of the Department of Public Services or Middletown Department of Public Works prior to any excavation on City/Town owned property.

[ ] Newport [ ] Middletown [ ] Portsmouth

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

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

Water Main Tap Required: [ ] Yes [ ] No By Whom: \_\_\_\_\_

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 recommend 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 Size: [ ] 5/8" [ ] 3/4" [ ] 1" [ ] 1 1/2" [ ] 2" [ ] Other: \_\_\_\_\_

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

BACKFLOW DEVICE: [ ] Reduced Pressure Zone [ ] Double Check Valve Assembly [ ] Residential Dual Check (1-2 Family)

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

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

ALL BACKFLOW DEVICES SHALL BE TESTED IMMEDIATELY AFTER INSTALLATION AND ANNUALLY THEREAFTER

[ ] Approved \_\_\_\_\_
Meter Supervisor Date

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

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

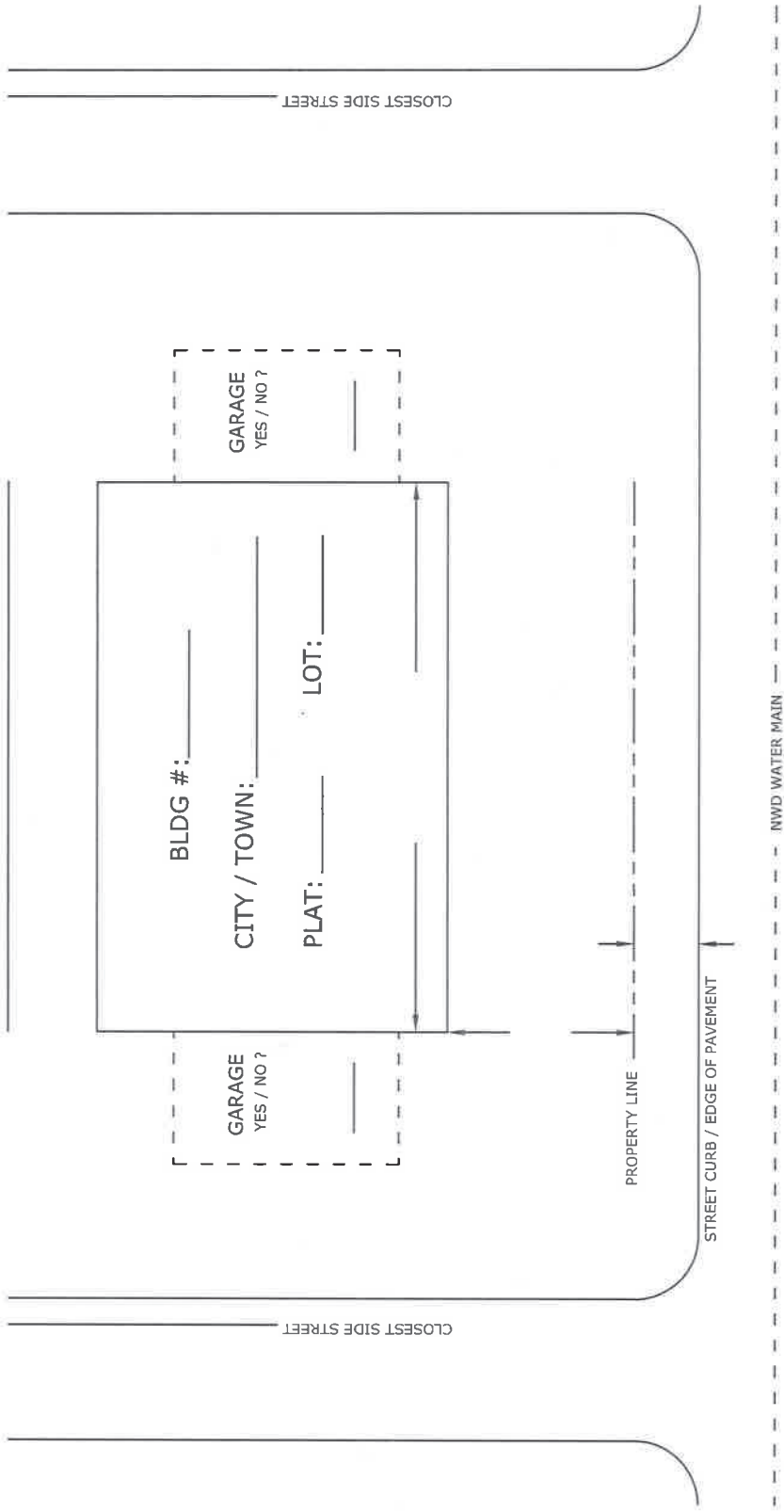
Inspections are required: contact NWD at (401) 845-5609 to coordinate inspections at least twenty-four (24) hours prior to the project date and/or for final inspection upon completion. Any work completed without proper inspection is done at your own risk and may not be accepted by the Department.

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

1. Payment for water and services shall be the responsibility of the property owner of record as of the date of the billing. 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.
2. Property owners shall notify the NWD Customer Service Office at the time property ownership changes, or when the owner's mailing address changes.
3. Application for the installation of a 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.
4. 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.
5. Applications for services require the submission of a Site Plan indicating the proposed new service, dimensions of the building, the lot lines, underground utilities serving the premise (including septic systems), the edge of the street, a north arrow, Assessor's Plat & Lot Number and any and all easements, etc.
6. 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 operation of gate valves or curb stops is required, one working days' notice shall be given to the NWD except in case of emergency.
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. 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.
9. All new or renewed service pipes size 2 inch and smaller, shall be Type K, extra heavy, soft temper, cold drawn, seamless copper tubing. Please note: copper service shall be seamless, couplings and/or other fittings are NOT allowed from the curb stop to the building. Service pipes larger than two inch shall be ductile iron pipe, thickness class 52, cement-lined, (DOUBLE THICKNESS), manufactured in accordance with the latest standards of the American Water Works Association.
10. 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.
11. The required use of a Meter Pit or Above Ground Heated Enclosure is exclusively determined by NWD. In all cases where service lines are over 100 feet of length from the curb stop to the entry into the building will require the installation of a Meter Pit or Above Ground Heated Enclosure to house backflow and meter and a minimum of 1" Type K seamless copper service. A copy of a site plan showing the installation of the pit or AGHE is required. 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.
12. 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. In unsewered areas, water service pipes shall be installed at a minimum of 10 feet from any septic tank, grease trap or distribution box and at least 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). In no case shall the water service be installed below the sanitary sewer service.
13. All underground utilities and/or 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. In situations where 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.
14. Service pipes from the curb stop to the building shall be installed by the Applicant with a minimum cover 4' 6" over the top of the pipe.
15. Underground – Type Line Markers shall be standard permanent detection tape, bright colored, continuous-printed polyethylene tape with a metallic core for easy detection of underground installations, intended for direct burial service installed for the full length of services and set to a depth from finished grade of no more than 1' 0".

16. NWD reserves the right to select the size, quantity and types of meters 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.
17. 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 preventive 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.
18. 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.
19. Meters shall be protected at all times from damage due to freezing, vandalism, accident and also by an approved backflow preventive 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.
20. 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.
21. 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. Presence of a properly placed seal shall indicate approval of the meter and its installation by NWD.
22. 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 that the meter has been tampered with. 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.
23. NWD shall not supply water where any connection is made between the pipes supplying water by NWD and any other source.
24. Installation shall conform to all applicable sections of Chapter 13.06. – Cross- Connection Control Program. Cross-connections between public water supplies and nonpotable 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 dual check backflow preventer after the meter and non-removable vacuum breakers on all outside hose bibs prior to service connection and meter installation. Style 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 water supply. It shall be in a location that is always free draining and will not be submerged. Suitability of the proposed backflow prevention device is determined by NWD.
25. 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 reinspectng 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.
26. 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 will be granted to complete the permanent connection to the public water system.
27. 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.
28. 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.
29. 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

