

CITY OF GARDNER, KANSAS
UTILITIES DEPARTMENT
LINE MAINTENANCE DIVISION

Water Service Installation Procedures

Procedure

The procedure for applying for and installing a water service shall be as follows:

1. Apply for service
 - a. Submit completed building permit application
 - b. Pay required fees and pick up the permit for water service. A fee schedule is available upon request.
2. Contractor excavates the trench and installs the water service; all necessary fittings, meter setter, and meter pit, etc. (completed water service installation). Trench shall not be backfilled until after the tap is completed and the service line installation is inspected.
3. Schedule Water service tap and inspections
 - a. Call 913-856-0988 and schedule the service line tap and/or inspection
4. City crew or contractor hired by the City makes the service line tap and City staff makes inspection of the service line installation.
5. Copy of Inspection form is forwarded to the Building and Economic Development Department

Applying for Water Service

Applicant must pick up an application for building permit at City Hall, submit completed application, and pay required connection fees prior to requesting tap. A copy of the paid building permit or permit receipt must be presented at the time the tap is performed.

The applicant must schedule water service taps and inspections with a minimum of 24 hour advance notice of the tap (scheduled water service taps are subject to change). To schedule taps and inspections call 913-856-0988. The applicant/contractor shall call and identify the address, permit number, and requested date and time of the tap and meter set inspection. If the applicant cannot meet original tap request date & time, applicant must call the tap request line, cancel the scheduled tap, and re-schedule the water service tap.

Fees

- All required fees shall be collected at the time that the applicant picks up the permit for water service. A fee schedule is available upon request.

Water Main Taps

- The City, or an approved contractor hired by the city, shall make all main taps. The Utilities Department, or their representative, shall inspect all taps not made by the city. The City of Gardner will make all 2" and smaller taps. All taps larger than 2" will continue to be made by a contractor and inspected by the Utilities Department or their representative. The contractor/applicant requesting the tap must be present prior to and during tapping of the main.

- One tap will be made for each service and/or dwelling. The teeing of service lines will only be permitted in special conditions.
- The water main tap will be made after the meter set is installed, and service line installation is complete, but prior to setting the meter.
- The water service tap will be made after the contractor has excavated the trench and installed the water service; all necessary fittings, meter setter, and meter pit, etc. (completed water service installation).
- Special condition requests are subject to approval by the Utilities Manager. Call 913-856-0980 to request an approval for a special condition, or for additional information.
- No taps will be made under overhanging rock, sidewalks, driveways, or in any unsafe trench conditions, etc.
- The applicant/contractor must establish final grade at/near the meter pit location prior to the tap. Should the grading be changed after the meter pit is set, the applicant/contractor will be responsible for any costs to adjust the elevation of the meter pit. The meter will not be set if the elevation of the meter pit is more than 2" above or below grade at the time city staff arrives to set the meter.
- After the water service line has been tapped/inspected/approved, care must be taken when working around the meter pit so the pit is not tipped or damaged. Should the meter pit be tipped or damaged, the applicant/contractor will be responsible for any costs to repair the meter pit or dig up the pit and re-establish plumb.
- When the builder requests the billing for the water be changed over to the first owner of the home, the billing name will not be changed if the meter pit is not at grade (+/- 1"), nor if the meter is out of plumb or otherwise damaged.
- Once the tap is made, it is the responsibility of the contractor or applicant to attach the service line to the corporation stop and open the corporation stop.
- The City will make no taps when the temperature is at or below 30°F (taps requested to be made in inclement weather, during winter months, are subject to be re-scheduled at the discretion of the city). The 30°F requirement may be waived by the Utilities Manager if other weather parameters, such as ground temperature and wind speed, are favorable. All taps made during the winter months will be protected from freezing (including the water distribution main). If water service lines become frozen, replacement of all frozen lines is required and will be at the expense of the contractor.
- All water service road crossings/bores, must be tapped before 11:00 a.m. and the excavation backfilled by 3:00 p.m. the same day. This will allow enough time for the bore to be made so that the installation can be inspected and backfilled the same day.

Service line and Fittings

- Service lines from the main to the meter shall be constructed of material meeting the city Technical Specifications for Public Improvement Projects. 3” and larger pipe shall be a minimum of class 50 C-900.
- All service lines from the main to the meter must be the same diameter or larger than the meter.
- Service lines shall be composed of no more than one (1) length of pipe/tubing between the corporation stop at the main and the meter setter. Two (2) connecting lengths of pipe/tubing will be permitted in special conditions (call 913-856-0980 for approval). No fittings will be permitted under pavement unless approved by the Water/Wastewater Manager.
- Washed rock shall be used as bedding/base for the water service line as well as the meter pit.

Excavation

- The applicant is responsible for excavating and exposing the water main immediately prior to tapping by the City. The excavation site where the tap is made shall expose four linear feet of main and be at least six inches below and behind the tap location. Excavation and backfilling of the main must be done in the same eight-hour day between 7:00 a.m. and 3:00 p.m. It must be filled immediately after the tap is made and the water service line has been inspected. If backfill is not practical, an approved safety fence is required around the entire excavation.
- All excavations must meet OSHA standards for trench safety. Benching of the trench walls is recommended. City staff may refuse to make the tap if the trench is, in their opinion, unsafe.
- The applicant will be responsible for all street borings and service line installations for water mains located on the opposite side of the street from the water service pit location, regardless of size of service. No open street cuts will be allowed without prior approval and an excavation permit obtained from the Engineering Division.
- On occasion, a bore is required for a water service, and excavation is made in an established yard and/or street right of way on the opposite side of the street. In this situation, it is the responsibility of the contractor to restore the disturbed area to a condition as good as or better than prior to the excavation, including any sidewalks that may have been disturbed. Excavation sites and sidewalks must be restored to pre-excavation conditions within fifteen (15) days of service installations.
- All street borings shall be 48” inches below the top of the curb.
- Only one service can be run through each hole on street bores.

Materials

- The applicant will supply all materials for 2” and smaller water service connections, except for the tapping saddle, corporation stop, and the meter.
- For 3” inch and larger taps the applicant is responsible for all materials, including the meter and vault. All materials, including the meter and vault, shall meet City specifications.

Meter Pit Location

- Water meters shall typically be set at the property/right of way line, in the front yard of each property (not along the side yard line). The meter shall be set in accordance with the attached City Standard Details for Water Meter Set. Alternate locations must be approved by the Utilities Department. The applicant is encouraged to obtain approval of the location prior to beginning.

Inspections

- The City shall inspect the water service line installation prior to the main being tapped, regardless of who makes the tap. The tap shall be made only after the installation has been approved. The inspection request phone number is 913-856-0988; the request for inspection can be made at the same time as the request for tap is made.

Effective Date

- This procedure shall take effect and be in force for all building permits issued by the City of Gardner after 1 January 2011.