

Town of Albion
3665 Clarendon Rd
Albion, NY 14411
585-589-7048 Extension 16

Date: _____

I, _____, do hereby petition the Town of Albion for a water service at _____.

SBL# _____

Home phone # _____ Cell Phone # _____

Email Address _____

1. Are you the owner of the property? _____ Yes _____ No

If not the owner please provide name and address of owner:

Name _____ Phone # _____

Address of Owner _____

2. Is the water bill to be sent to the petitioned address? _____ Yes _____ No

If not where should the bill be sent?

Name _____ Phone # _____

Address _____

Is this a new service or a transfer of an existing service? _____ New _____ Transfer

THE PETITIONER FURTHER UNDERSTANDS THAT BY SIGNING THIS APPLICATION THAT ALL CHARGES ASSOCIATED WITH THE CONNECTION AND/OR USE OF WATER IS THE RESPONSIBILITY OF THE PROPERTY OWNER AND IT IS FURTHER UNDERSTOOD THAT THE RULES AND REGULATIONS OF THE TOWN OF ALBION ARTICLE 99 – WATER USE LAWS SHALL BE ADHERED TO. IT SHALL BE THE RESPONSIBILITY OF THE PROPERTY OWNER TO CONTACT THE TOWN OF ALBION HIGHWAY DEPARTMENT BEFORE THE COMMENCEMENT OF ANY WATER LINE INSTALLATION. FAILURE TO COMPLY WITH ANY OF THE RULES AND REGULATIONS AS SET FORTH IN ARTICLE 99 – WATER USE LAWS WILL RESULT IN PENALTY/PENALTIES AS OUTLINED IN SAID LAW.

Signature _____

Official Use Only

Meter # _____

Amount paid _____

Tap in required _____ Yes _____ No

Meter pit required _____ Yes _____ No

Town of Albion
Water Department
3665 Clarendon Rd
Albion, NY 14411

Jed Standish – Water Superintendent

585-589-7048 Extension 16

CONNECTION INSTRUCTIONS FOR INDIVIDUAL WATER SERVICE

1. Application for a water service must be made to the Town of Albion.
2. There will be a charge for the water meter at a prevailing cost.
3. Operation of the curb box shall be done by a representative of the Town of Albion Highway Dept. Only
4. It shall be the responsibility of the applicant to contract with a qualified plumber or experienced person to:
 - A. Install the water service from the curb box at the roadside to the residence.
 - B. Complete all internal plumbing including installing the water meter and disconnecting any secondary water supply from the municipal service.
 - C. Installing a pressure – reducing valve within the system. The Town of Albion does not provide this.
5. You may purchase and install type “K” copper 1” or polybut 1” plastic 200 lb. P.S.I. 1” OD. All water line services entering through the foundation wall must be properly sleeved to protect the line. No compression fittings are to be used between the curb box and the meter hookup. Water service lines shall be installed 48” below finished grade and shall be surrounded by a minimum of 6” of sand to protect the line. Plastic 4” PVC pipe may be used in place of the sand.
6. **The Owners shall request that an inspection be made after the service line has been placed in the trench, connected to the curb box, entered through the foundation wall and all internal plumbing changes have been made. This request must be done before backfilling of the trench. The inspection will be done by the Town of Albion Highway department.**
7. An outside reader will be hooked to the meter and installed by the Town of Albion Highway Department at no additional cost.
8. When the meter is installed an employee from the Highway Department will make sure that no private water supply is cross-connected with the public water supply system.
9. Water service lines 200 feet or greater from the curb box will require a meter pit installed at the property line at the expense of the applicant. The meter pit box will be approved by the Water Superintendent. The meter pit will be purchased from the Town of Albion at a prevailing cost and the Highway Department will install it.
10. All water lines shall have a tracing tape installed above the line. The tracing tape will be provided by the Highway Department.
11. There shall be no internal household electrical grounding to the water service line.
12. A permanent easement must be obtained from the property owner permitting the Town of Albion Highway Dept. access to the water service line for repairs or needed maintenance.
13. It is the recommendation of the Town of Albion that each applicant consult with a qualified plumber in regards to installing a water pressure regulator and shock suppressor because of the required back-flow prevention. Your system is a closed system.

***Please note that inspections of the water service will be conducted Monday through Thursday during normal business hours. If installation is occur between Friday and Sunday prior scheduling is required with the Water Superintendent.**