

Checklist for New Services/Projects

Enclosed are the following applications/documents:

1. _____ Will Serve Letter Application
2. _____ Construction and Material Specifications
3. _____ Water Balance Program Application
4. _____ Application for Domestic Water
5. _____ Summary of System Development Charges
6. _____ Meter Connection Specifications
7. _____ Meter Pit Specifications
8. _____ Application for Special Connection/Fire Service
(to be submitted in triplicate, signed by Fire Department)
9. _____ Backflow Design Data Sheet for each device
(to be submitted w/plumbing plans)
10. _____ Hydrant Request & Approval Form
11. _____ Water Main Extension and/or Construction Agreement (Sample Agreement)
12. _____ Water Easement Agreement (Sample Agreement)
13. _____ Water Easement Checklist

To help us coordinate your proposed project, the best way to start is to prepare and submit a Will Serve Letter Application, along with a set of project plans (site plans, utility plans, etc.) which describe your proposed project and associated infrastructure. The project plans will be subject to the review and approval of Aquarion Water Company (Aquarion) and should include the location, size, and materials of construction in accordance with Aquarion material specifications and construction requirements. A Will Serve Letter response will be issued by Aquarion which may outline additional requirements and application forms subject to your project (refer to the above noted documents). Once the Will Serve requirements are met and the project and plans are approved by Aquarion, you or your Contractor will obtain a Street Opening Permit from the Department of Public Works in the respective community as well as any other permits required for such excavation to connect to Aquarion's water system. You or your Contractor will then coordinate and schedule the water main connection with Aquarion, which may include a \$1,500 tapping fee. You or your Contractor will be responsible for all installation responsibilities, including excavation, materials, backfill, site restoration, police details, and testing.

For domestic water services (up to 2" in diameter) located in a public way, Aquarion will tap the water main and install the water service line to your property line terminating at a curb valve. Private domestic services (from your property line to the structure to be served) are the responsibility of the Applicant. Your Contractor will then be responsible for furnishing and installing the water service from the curb valve into the building foundation. Once your Contractor has brought the domestic service line into the premise, you will need to install the meter connection appurtenances (refer to Aquarion specifications). Domestic water services greater than 100 ft. in length will require a meter pit (refer to Aquarion specifications). Once the building construction is complete and ready for occupancy, contact Aquarion and schedule an appointment to have the water meter set and the water turned on at the street. This will require completion of Water Balance Program (if applicable), Application for Domestic Water Service, and payment of the Water Balance Fee (if applicable), System Development Charge, meter, and tapping fee (if applicable).

Private fire line services and fire hydrants are the responsibility of the Applicant. All fire line service taps and hydrant connections shall also be coordinated with Aquarion. Your Contractor will be required to furnish and install all materials, complete all surface restoration, and perform all testing in accordance with Aquarion requirements. Fire Line services are subject to the submission and approval of an Application for Special Connection/Fire Service and a Backflow Design Data Sheet for each proposed device. Hydrant requests, water main extension and construction agreements, and easements will also be coordinated, reviewed, and approved by Aquarion as needed and applicable.

Please submit all relevant applications along with payment made out to Aquarion Water Company of Massachusetts to 24 Providence St., Millbury, MA 01527.

Contacts at Aquarion Water Company:

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