

Process for Builders Requesting Meters

If Tap Is Present:

1. Email newaccounts@lcwsa.com with your request
 - a. Include the addresses, lot numbers, and subdivision names.
 - b. Attach the signed inspection agreement provided with this document. One agreement can list as many addresses as you would like. If you do not have a copy of the agreement to sign, you can email newaccounts@lcwsa.com to request one.
 - c. If this is your first time requesting service from us, please provide company name, phone number, email address, mailing address, and preferred billing type (e-bill or paper bill). If you would like to set the accounts up on bank draft, let us know.
2. Wait for Katie to email back saying that the accounts are set up and how much is owed on each.
3. Come to the LCWSA office (AFTER hearing back from Katie) to pay and pick up the stakes.
4. Email newaccounts@lcwsa.com pictures showing the stake set by the meter boxes, ready for the meter to be set.
 - a. Pictures MUST meet the following criteria, or else pictures will have to be resent/corrections will have to be made:
 - i. No damage to meter box, curbstop, etc.
 - ii. Meter box, curbstop, etc. are fully in place and ready for a meter
 - iii. Meter box must be cleaned out
 - iv. Must have full curbstop in view (no grass, rocks, shadows, etc. blocking it)
 - b. If our technician goes out to set the meter and is unable to due to damage, no stake present, etc., there will be a \$50 service charge added to the account, and a new picture must be emailed after the corrections have been made. Additional charges will be added if parts have been damaged. A \$50 charge will apply for each trip made to the property where we are unable to set the meter.

If No Tap Is Present:

1. Email newaccounts@lcwsa.com with your request
 - a. Include the addresses, lot numbers, and subdivision names.
 - b. Include meter size request (3/4" or 1").
 - c. Attach the signed inspection agreement provided with this document. One agreement can list as many addresses as you would like. If you do not have a copy of the agreement to sign, you can email newaccounts@lcwsa.com to request one.

- d. If this is your first time requesting service from us, please provide company name, phone number, email address, mailing address, and preferred billing type (e-bill or paper bill). If you would like the accounts to be set up on bank draft, let us know.
2. Wait for Katie to email back saying that the accounts are set up, how much is owed on each, and if there is anything else we need.
3. Come to the LCWSA office (AFTER hearing back from Katie) to pay and pick up the stakes.
4. Email newaccounts@lcwsa.com pictures showing the stake set up and ready for us to come make the tap. Stakes need to be set within ten feet or so of the road.
 - a. Please do not remove stake once picture is sent before work is completed.
 - b. Locates could begin as early as the next business day, but please allow us about 10-14 business days to complete the tap.

Contact for Questions:

Katie Sexton

New Accounts Representative

256-233-6444 ext. 104

newaccounts@lcwsa.com

LCWSA Water and Sewer Specifications for Contractor Requirements for New Home Constructions

This notification is to inform contractors of Limestone County Water and Sewer Authority's proper procedures required to pass the inspection of the lot being constructed.

Water Service and Sewer Service

- 1.) Upon application for services, the contractor will be provided a wooden stake to place behind the existing meter box. A date must be specified identifying when the stake will be properly marked at the application address. Within 5 business days of the specified date, LCWSA will make One trip to set the meter and backflow. If the stake has not been placed by the specified date or the meter box is damaged, and/or obstructed by gravel, dirt, vehicles, dumpster, etc., LCWSA will not set the meter and backflow. LCWSA will not return until notification is received via e-mail or phone (dispatcher@lcwsa.com or 256-233-6444 ext. 128) with the updated request for the meter and backflow installation. A trip fee will be billed for each additional trip required to return to the application address.
- 2.) The Contractor is responsible for being aware of the location of the meter prior to construction. If a service or meter must be adjusted or relocated due to placement of a driveway, a change in grade or any other lot improvements, a relocation fee or additional tap fee as determined by LCWSA, will be billed. The contractor must make every attempt possible to avoid conflicts with water and sewer facilities due to lot improvements.
- 3.) The contractor **CAN NOT** tamper with any LCWSA assets; for example: adding or cutting tubing, couplings, or curb stops to an LCWSA service line, etc. Every meter box in the LCWSA system has been tagged with a GPS point and checked to verify the meter box location at the time of the final inspection. If a meter box has been moved or regraded from the original location, then this will result in failure of the final lot inspection. The contractor will be responsible for any cost precured by LCWSA to return the meter to its specified location, and a tamper fee will be billed.
- 4.) The contractor must connect to the sewer lateral stub out behind the LCWSA cleanout. Gravel will need to be backfilled from under the clean out to the midpoint of the final grade. Make sure that no part of the cleanout or stub out you are connecting to is damaged. **DO NOT** cut the cleanout pipe and add a sweep or tee, this will result in failure and a tampering fee. Every cleanout will have a stub out for the contractor to connect to.
- 5.) It is the responsibility of the contractor to notify LCWSA when you are ready for a Final Lot Inspection. This inspection is to be made after seed/straw or sod has been laid and **before the closing of the home**. If any LCWSA asset does not pass the final inspection, such as the (meter box, valves, hydrant, camera review, Lincoln cap, etc issues.) the account will stay in the contractor's name until the corrections have been made. The contractor understands any issue, not resolved within two weeks after inspection will be corrected by LCWSA. The contractor will assume responsibility for the parts and labor. Any outstanding balance net 30 by the contractor will result in termination of the contractor's right to purchase additional meters from LCWSA.

LCWSA inspectors will be looking for the items below during Final Lot Inspection.

- Meter box must not be damaged. (Lid and sidewalls of box not cracked or bowed)
- Backflow preventer in place and visible
- Blue tracer wire is present in the meter box
- Meter box is at proper distance from back of the curb or edge of the road as it was during time of the subdivision construction.
- Meter box is installed properly, level with the seed and straw applied or sodded ground
- Meter box will be vertical to the house
- Inside the box - service line must have at least 18" of cover to prevent freezing
- All components inside the meter box are installed correctly with the curb stop and backflow visible. (Curb stop facing up for easy access and meter centered in the box)
- Any valves located on the property must have a concrete donut ring above the ground, unless in paved areas. Vales shall not be located in paved areas without prior approval by the authority.
- Valve box is straight and undamaged.
- Fire hydrant must be at correct depth, as installed at time of subdivision construction.
- Hydrant and hydrant valve must not have any obstructions such as: fence, driveway, mailbox or flower bed.
- An LCWSA inspector will use a push camera from the cleanout back to the main to ensure there are no damages or obstructions inside the cleanout.
- The sewer cleanout must have a Lincoln hat that is straight, undamaged and level with the sodded ground.
- In the event a manhole is located on the property, LCWSA must have no obstructions to the manhole. The manhole will be level to the surface, straight and undamaged.

Signature: _____ Date: _____

Application Address(es):