

## Process for Builders Requesting Meters

### If Tap Is Present:

1. Email [newaccounts@lcwsa.com](mailto: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](mailto: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](mailto: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](mailto:newaccounts@lcwsa.com) with your request, specifying that you need a new tap.
  - 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](mailto: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](mailto: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](mailto:newaccounts@lcwsa.com)

# LCWSA Contractor Specifications for New Home Construction

Revised 1/21/25

This notification informs contractors of Limestone County Water and Sewer Authority's procedures for passing the inspection of the constructed lot.

- 1.) To apply for a new meter to be set, send an email to [newaccounts@lcwsa.com](mailto:newaccounts@lcwsa.com) with the requested address and wait for an email response stating that we have set up the account and are ready for payment. Upon payment for the service, the contractor will be provided with a wooden stake to place at the existing meter box, and a picture must be sent to the email above showing the stake and a clear, complete view of the inside of the meter box when you are ready for us to set the meter. LCWSA will make a trip to set the meter and backflow. If the stake is no longer present or the meter box is damaged and/or obstructed by gravel, dirt, vehicles, dumpsters, etc., LCWSA will not set the meter and backflow. LCWSA will not return until a second email with the updated meter and backflow installation request is received, with a photo showing that the requested changes have been made. A trip fee will be billed for each additional trip required to return to the property.
- 2.) The contractor is responsible for being aware of the location of the meter before construction. If a service or meter must be adjusted or relocated due to the 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. Due to many improvements, the contractor must make every attempt to avoid conflicts with water and sewer facilities.
- 3.) **The contractor CANNOT tamper with any LCWSA assets** (examples: adding or cutting tubing, couplings, or curb stops to an LCWSA service line, theft of service, removing backflow, 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. The final lot inspection will fail if a meter box has been moved or regraded from the original location. The contractor will be responsible for any cost to return the meter to its specified area, and a tamper fee will be billed.
- 4.) The contractor must connect to the sewer lateral stub and install clean-out.
- 5.) It is the contractor's responsibility to notify LCWSA when you are ready for a Final 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 due to issues involving the meter box, valves, hydrant, camera review, Lincoln cap, etc., the account will stay in the contractor's name until all corrections have been made. The contractor will assume responsibility for the parts and labor.

Please sign next page

LCWSA inspectors will look for the items below during the Final Inspection.

Revised 1/21/25

- No obstructions to the meter box (fences, equipment, etc.).
- The meter box must not be damaged. (The lid and sidewalls of the box are not cracked or bowed)
- Backflow preventer in place and visible
- Blue tracer wire is present in the meter box
- The meter box is at the proper distance from the back of the curb or edge of the road, as it was during the subdivision's construction.
- The meter box is installed properly, level with the seed and straw applied or sodded ground
- The service and customer lines must go through the factory cutouts inside the box.
- All components inside the meter box are installed correctly, and the curb stop and backflow are 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. If there is insufficient space around a valve for a donut due to pavement, a concrete pad will be poured around the valve box.
- The valve box is straight and undamaged.
- The valve nut needs to be centered inside the valve box.
- There is no debris inside the valve box.
- The fire hydrant must be at the correct depth, as installed during subdivision construction.
- The hydrant and hydrant valve must not have obstructions like a fence, driveway, mailbox, or flower bed.
- An LCWSA inspector will use a push camera from the clean-out back to the main to ensure no damage or obstructions inside the clean-out.
- The sewer clean-out must have a Lincoln hat that is straight, undamaged, and level with the sodded ground.
- The sewer clean-out must have an inspection cap on the lateral.
- The sewer lateral must not have any sags and be sloped toward the road.
- 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.

**Contractor Name:** \_\_\_\_\_

**Application Addresses:**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Contact #** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_