

# Town of Huntertown

15617 Lima Road \* PO Box 95 \* Huntertown, IN 46748

Phone (260)637-5058 \* [www.huntertown.org](http://www.huntertown.org) \* Fax (260)637-5891



## HUNTERTOWN APPLICATION FOR NEW WATER AND SEWER SERVICES

All requests for new water and sewer service shall be made to the Huntertown Utility Service Board for their approval before any connections can be made to Huntertown's utilities. This form shall be completed in its entirety, signed by the property owner, and presented to the Huntertown Utilities Superintendent to be placed on the agenda for the next available meeting of the USB for their consideration and approval.

### Request For:

- New Water / Sewer Service
- Water Main Extension
- Sewer Main Extension

### Property Owner Information:

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

### Developer / Responsible Party:

Company: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

### Engineer Information:

Company: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

### Single Lot / Service<sup>1</sup>:

Number of Bedrooms \_\_\_\_\_  
 Number of Bathrooms \_\_\_\_\_  
 Existing Well? Y/N  
 Existing Septic? Y/N

<sup>1</sup>Attach a general map of the property and show how the home will sit on the property. Show location of water and sewer where it enters and exits the home.

Property Owner / Development Name
Location / Address
Number of Sewer Connections: _____
Number of Water Connections: _____
Property Owner Signature _____ Date _____

**Purpose of Request:** (Attach additional pages if needed)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## APPROVALS

**Utility Service Board Conditional Approval of Service<sup>2</sup>**

\_\_\_\_\_  
 Signature Date

**Utilities Superintendent Technical Review Approval**

\_\_\_\_\_  
 Signature Date

<sup>2</sup>Technical review and approval required by the Town Utility Superintendent or his designated representative



### **APPLICATION PROCEDURES FOR NEW SERVICES:**

- I. Preliminary Meeting with town representative:
  - a. Applicant requests service / fills out the application at Town Hall.
  - b. The Town determines if it has adequate capacity to serve.
- II. USB Approval
  - a. The application is presented to the USB for Approval. If approved, a letter is issued to the applicant that outlines the terms of service (connection standards, cost of connection, inspection requirements, permit requirements, connection fees, etc).
- III. Payment of Fees and Final Connection
  - a. The applicant shall pay all fees up front and is given the inspection requirements. The connection is made.
- IV. Town Council Approval
  - a. If extending sewer and water outside of corporate limits.

### **APPLICATION PROCEDURES FOR NEW DEVELOPMENTS:**

- I. Preliminary Meeting with Town Representative:
  - a. The Town determines if it has adequate capacity to serve.
  - b. If the Town does not have adequate capacity, the applicant will be required to make the necessary improvements to support the request for service. The cost of the improvements will be carried by the applicant unless determined otherwise by the Utility Service Board.
  - c. At the request of the applicant, the Town will perform hydrant flow testing in the locations specified by the Applicants Engineer.
- II. Submit a complete application to Huntertown. A complete application will include the following minimum content, and review of the package will not begin until all minimum content is received:
  - a. Application form filled out in its entirety.

- b. Plans and specifications prepared and certified by a Professional Engineer in the State of Indiana in compliance with Huntertown Ordinance 153.55(A)(1), and in compliance with Huntertown's Standards and Specifications for Construction.
  - c. IDEM Water and Sewer Permit applications for new main extensions.
  - d. Any other information requested by the Town during the preliminary meeting with the Utilities Superintendent.
- III. Utility Service Board (USB) Approval:
    - a. The application is presented to the USB at the discretion of the Utilities Superintendent for approval, pending status of the technical review. If approved by the USB, a letter is issued to the applicant that outlines the terms of service (connection standards, cost of connection, inspection requirements, permit requirements, connection fees, etc).
- IV. Requirements for Construction Release:
    - a. Construction may begin when the following items are complete:
      - i. Provide two sets of final plans that incorporate all comments, along with an electronic submittal of the same.
      - ii. Copy of the IDEM Water Construction Permit.
      - iii. Copy of the IDEM Sanitary Sewer Construction Permit.
      - iv. Contact the Town of Huntertown before the start of any construction to discuss testing, inspections, use of water, and construction schedule.
      - v. Payment of water and sewer tap fees.
      - vi. All parties have signed off on the application, including the Utility Service Board and the Town Utilities Superintendent.



V. Requirements for Final Acceptance of Utilities:

- a. Provide a copy of the recorded plat for the development showing property lines, rights of way, and easements.
- b. Provide a copy of the Consent for Permanent Structures in a Regulated Drainage Easement from the Allen County Drainage Board.
- c. Within ninety (90) days after satisfactory completion of the Work, the Engineer or Developer shall furnish to the Owner two sets of Certified ("As-Built") Record Drawings. Said drawings shall show all changes from the original design and include the GPS location of all water mains, hydrants, valves, sewers, manholes, taps, services, field tiles, utility lines, etc.
- d. Passing test reports for all water and sewer infrastructure.
- e. When the Town of Huntertown takes over responsibility for a new housing addition it shall be the responsibility of the Developer to cover expenses for turning on valves.
- f. Final Inspections by Huntertown

**UTILITY FEE SCHEDULE AND ACF's**

**WATER**

- \$75.00 Permit Fee
- \$500.00 Tap Fee
- \$14.95 Base Rate
- \$3.34 per 1000 gallons of water for **1 inch and under meter size.**

**Water Meter Costs:**

- 5/8 x 3/4 = \$260.00
- 3/4 x 3/4 = \$280.00
- 1" = \$393.00

Larger Meter price TBD based on size. Monthly base/usage fee rate goes up with meter size larger than 1 inch.

**SEWER**

- \$75.00 Permit Fee
- \$500.00 Tap Fee
- \$2000.00 Area Connection Fee (Huntertown)
- \$20.00 Monthly Surcharge / Sewer Only
- \$69.40 Monthly Sewer Rate (Sewer only customers)
- \$25.50 Base Rate Sewer (with Metered Water under 1" meter size) plus \$8.78 per 1000 gallons.

Reimbursement Fees are paid to Town of Huntertown when applicable.



**“The Town of Huntertown Standards and Specifications” – revised Jan. 3, 2017**

**WATER AND SEWER SERVICES**

**I. General**

- a. This quick reference highlights sections of the “Town of Huntertown Standards and Specifications” and is in no way intended to replace or supersede this document.
- b. No work may begin until an approved application is on file with the Town and all permitting fees have been paid.
- c. All inspection fees shall be paid for by the contractor.
- d. All services shall be clearly marked at the termination point for future reference and extend a minimum of 24” above grade.
- e. Tap Inspections: No trench shall be backfilled until the service has been inspected. Trenches found backfilled and not inspected shall be re-excavated.
- f. The Town of Huntertown shall be present for any tapping / connection to Huntertown’s infrastructure.
- g. The Town of Huntertown shall be the only party allowed to operate Huntertown’s water valves and Hydrants.
- h. All testing to be witnessed by a Town Employee or representative.
- i. All mains shall be sized large enough to provide for maximum daily demand plus fire protection flows to the respective project areas. The town reserves the right to require a developer to oversize mains to provide service for future needs.

**II. Water Service**

- a. Owner/Builder/Developer is responsible for supplying and installing all materials for water tap.  
A Town Employee will be onsite when a live tap is being made.
- b. All tap saddles shall be nylon or epoxy coated ductile iron service saddle with stainless steel strap.

- c. The curb box shall be 2 ½” diameter screw type with a 3’ stainless steel extension rod attached to the curb stop with centering guide, brought up to final grade. A Curb Lock Box shall be placed under curb stop for curb box feet to set on.
- d. All Curb Boxes will be 3 feet off of curb or edge of pavement if no curb exists, and flush with finish grade. Under no circumstances will the curb box be allowed to be in the driveway or sidewalk.
- e. “K” copper or Polyethylene (Copper tube size, 200 psi) are the preferred materials for all water services. If polyethylene tubing is used, Copper Head locating wire # 10 must be secured with the pipe. The locating wire shall be attached to the valve in the house as well as the top of the curb box.
- f. All water services and appurtenances shall be bedded in granular material. (Pea Gravel or Sand). Backfill shall be INDOT #73 within the loading influence of building structures and paved areas.
- g. All water tap connections shall be inspected by a town representative prior to backfilling.
- h. Owner/Builder is responsible to rough in for the water meter. The plumber shall obtain a meter setter from the Town and install during rough in. A Town employee will install the meter.
- i. All water services are required to have a bronze ball valve with a full port design for unrestricted flow installed on both upstream and downstream sides of the water meter. If a valve is not installed on both sides of the meter, the water will not be turned on.
- j. All water services are required to have a Tee & Cap placed after Ball Valve on upstream side for future irrigation installation.
- k. All water meters shall be readily accessible to the meter reader/repairman.
- l. If the water meter is installed in the garage, provisions shall be made to protect it from freezing.
- m. All services that are extended to vacant lots shall be clearly marked at the termination point for



future reference and extend a minimum of 24" above grade.

- n. In no case, shall water be turned on to building without a water meter or town approval.

### III. Sewer Service

- a. Owner/Builder/Developer is responsible for supplying and installing all materials necessary to make a sewer tap.
- b. All gravity sewer laterals shall be minimum 6" pipe with a 2% minimum slope from the main to within 5 feet of building.
- c. Sewer services shall be located at the property corner unless authorized differently by the Town.
- d. #10 Tracer Wire shall be required on all force mains and sewer laterals.
- e. All sewer laterals shall be bedded in granular material. (Pea Gravel, Natural Stone #5, Limestone #8 or #9)
- f. A cleanout (4" minimum) shall be installed within 5 feet of the building and every 100 linear feet thereafter or at a change of direction.
- g. All industrial sewer laterals shall include an inspection manhole near the building that will be accessible to Town of Huntertown employees at all times.
- h. All Sewer hookups shall be inspected by the Town prior to covering.
- i. Manholes located outside the roadway shall be adjusted to final grade by the developer and marked to 24" above casting elevation. Manholes and cleanouts should be located on the property line and not in the driveway or sidewalk.
- j. All public mains shall be located in the middle of their associated easement unless authorized otherwise by the Town.