

TOWN OF BATAVIA
WATER & SEWER SERVICE APPLICATION
~ INSTRUCTION SHEET ~

A. APPLICATION - NO WORK SHALL START BEFORE APPLICATION IS APPROVED

1. All "Water & Sewer Service Applications" must be filled in completely and returned to the Town Clerk's office.
2. Connection Fees are site specific and will be determined by the Town Clerk's office.
3. All fees must be paid in full before your application is approved.
4. Homeowners who will be performing their own work must provide proof of homeowners insurance, as required, in the amount acceptable to the Town.
5. Contractors hired to perform the work must provide evidence of the existence of a performance bond and liability insurance (and the existence of a performance bond if a commercially sized service) and, as required, in the amount acceptable to the Town and shall name the Town of Batavia as additional insured.
6. Non-residential properties must submit plans indicating the size, material, length, and location of the proposed service line.
7. Agricultural properties that believe they are eligible to receive the agricultural rate must submit an Agricultural Water Rate Request Form (see the form for eligibility requirements).

B. NEXT STEPS OF APPLICATION APPROVAL

1. Your application will be reviewed by the Town of Batavia Water/Wastewater Department.
2. The Owner will either receive an approved application or will be contacted if adjustments are required to the proposed service line design.
3. You or your contractor may install the water service in accordance with the approved service application and the Town of Batavia standard service handouts, which include W-04C Drawing, W-04C parts list, and NYS Well Fact Sheet #4.
4. Contact the **Water/Wastewater Department at 585-356-4900 Option 2** to schedule an inspection.
5. You will be informed at the time of the inspection when your service will become live.

C. CONSTRUCTION

1. One or more handouts will be provided by the Town Clerk's office upon submission of the "Water & Sewer Service Application." All work must be completed in accordance with these handouts (or per a design done by a licensed design professional), and/or, as approved by the Town of Batavia.
2. All work must be in compliance with the New York State Plumbing Code, the New York State Department of Health (NYSDOH), and the requirements of the Town of Batavia.
3. Utility providers must be notified, and their lines located prior to any excavation (digging) by law. Owner/Contractor must call **UDig New York** at least two (2) working days prior to any ground breaking by dialing **811**.
4. Sewer pipe must be at least ten (10) feet from any water line. Said pipe and installation, both outside the structure and within, must be in full compliance with the Plumbing Code of New York State and with the requirements of the Town of Batavia.

Direct questions to: Water/Wastewater Department, at (585) 356-4900 Option 2

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WATER & SEWER SERVICE APPLICATION
~ INSTRUCTION SHEET ~

5. A Trench Inspection prior to backfilling and an Interior Inspection are both required by the Town of Batavia. Twenty-four (24) hours advanced notice is required to schedule these inspections.

D. SPECIAL DESIGN CRITERIA: WATER SERVICES

1. Any existing or potential condition within, or affecting your plumbing system, or any water use, or auxiliary water source that may create a hazard to the Public Water Supply will require elimination, isolation, or containment protection by the installation of a Cross Connection Control Containment Device per the requirements of the New York State Department of Health (NYSDOH), New York State Plumbing Code, and the Town of Batavia. All work must be inspected by the Town of Batavia. See the NYS Dept. of Health “Individual Water Supply Wells – Fact Sheet #4” for guidance on decommissioning abandoned wells.
2. Well(s) must be disconnected from any plumbing connected to the Public Water System, or separated by installing a NYSDOH Approved Backflow Prevention Device to protect the Public Water Supply, or by permanently abandoning the well/auxiliary water supply per the Town of Batavia and NYSDOH Well Abandonment and other guidelines (to include the removal of items within the well casing). All work must be inspected by the Town of Batavia.
3. Any electrical that has used metal well lines for grounding must be re-grounded to a new appropriate grounding electrode. The public water service line to be run to your structure is plastic and will not conduct electricity, making it ineffective and unsafe for electrical grounding.
4. If a Back Flow Device is required for the proposed service line – you must contract with a Licensed Professional Engineer for the design and application of the device **OR** the Town of Batavia offers this service (see Backflow Connection Application). The design, review and approval of a Back Flow Device may take several months to complete. Final approval of the proposed service line connection requires approval of the Back Flow Device design.

E. DEFINITIONS

- *Agent* – A third party hired by the property owner to manage the utility connection (ie. contractor or engineer). Property owners are not required to hire an agent but if a third party is the main point of contact, the Agent Contact Information section of the application must be completed.
- *Combined Service* – a single service line that provides both domestic and fire service to the property.
- *Domestic Service* – a service line that will provide water for sanitary uses only (drinking water, showers, toilets, etc...)
- *Fire Service* – a service line that will provide water only for a designated private fire protection system.

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Owner Property Information

SWIS Number: _____ Tax Parcel Number: _____
 Service Address: _____ City: _____ Zip: _____
 Owner Name: _____ Phone Number: _____
 Billing Address: _____ City: _____ Zip: _____
 Email Address: _____
 Property Type: Residential Commercial/Industrial Agricultural Other: _____
 Structure to be Served: Existing New Build

Please indicate the number of each fixture in the structure(s) to be served:

<u>Fixture</u>	<u>Count</u>	<u>Fixture</u>	<u>Count</u>	<u>Fixture</u>	<u>Count</u>
Toilet		Bathroom Sink		Dishwashing Machine	
Urinal		Kitchen Sink		Washing Machine	
Bath/Shower		Mop Sink; Spigot		Drinking Fountain	
Please list unique/additional fixtures (e.g. yard hydrant)?: _____					

Agent Contact Information

Project Contact: _____ Phone Number: _____
 Contact Address: _____ City: _____ Zip: _____

Water Service Request

Are you requesting water service? Yes No *(If yes, please complete the remainder of this section)*
 What is the service use? Domestic Fire Service Combined
 Do you have a home occupation (e.g. hair salon)? Yes _____ No
 Will your private well remain in service? Yes No
 What is the maximum flow required? (*non-residential only*): _____ gal./day & _____ gal./minute

Sewer Service Request

Are you requesting sewer service? Yes No *(If yes, please complete the remainder of this section)*
 Is an Industrial Discharge Permit required per §191-21 of the Town Code? Yes No
 What is the maximum sewer discharge? (*non-residential only*): _____ gal./day & _____ gal./minute

Applicant Agreement

In consideration of the granting of this permit, the undersigned agrees to accept and abide by all provisions in the Town Water and Sewer Usage Ordinances of the Town of Batavia and any amendments as may be, or have been, adopted from time to time, and all other pertinent ordinances or regulations that may be adopted in the future.

Applicant Signature: _____ Date: _____

Please return completed application to the Town of Batavia Clerk's Office. The Town will contact you to discuss your service location, line size, any special design criteria, and the connection fee (as applicable).

THIS PAGE IS FOR TOWN OF BATAVIA USE ONLY

Approval

_____ is hereby approved to for a public _____ service at the following address: _____. The connection fee is \$_____ and the recommended service size is _____ inches.

The connection is in _____'s Water District # _____

Conditional Approval Reason: _____

Conditional Approval Date: _____ Conditional Approver's Signature: _____

Final Approval Date: _____ Final Approval Signature: _____

Date Called: _____ Notes (if applicable): _____

~ Please reference the WATER & SEWER SERVICE APPLICATION INSTRUCTION SHEET for information regarding construction and inspection ~

Clerk's Office

Print Sketch & include: new service, existing utilities, labels.

Ensure applicant has obtained the appropriate water/sewer handouts.

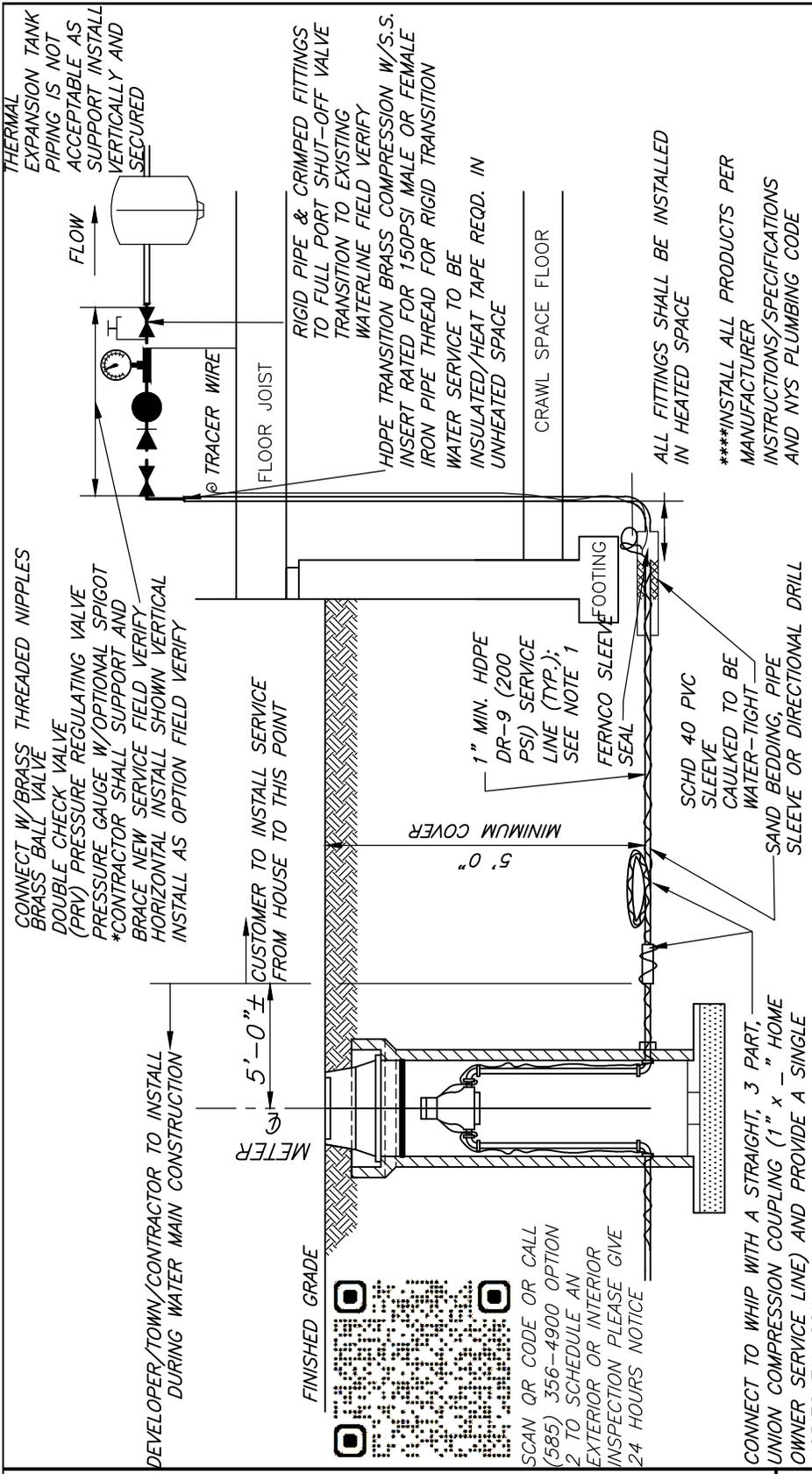
Date Fee Paid: _____ Date Proof of Insurance Received: _____

Account Number: _____

Input: Lat/Long Muni Category Res/Comm Category PWS Category MMzone Category

Attachments

Sketch Printout Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Backflow App. Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Service Sizing Sheet Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Smart Growth App. Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Wtr Acct Prel Report Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Ag-Rate Request Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
I.R./Service Card Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Other Attachments? _____



WATER SERVICE DETAIL: CUSTOMER PORTION

N.T.S.

NOTES: REFER TO STANDARD WATER LIST W-03:

- 1) STAINLESS STEEL INSERTS SHALL BE USED AT ALL HDPE CONNECTIONS.
- 2) HDPE SERVICE LINE SHALL BE ENCLOSED WITH A SLEEVE PIPE COVER OR FINE SAND BEDDING.
- 3) TRACER WIRE SHALL BE MADE CONTINUOUS FROM THE METER PIT TO THE BASEMENT OR CRAWL SPACE. CUSTOMER TO CONNECT TO TRACER WIRE AT THE POINT OF CONNECTION NEAR THE METER PIT.
- 4) THE INTERNAL PLUMBING SYSTEM SHALL BE PROTECTED FROM PRESSURE SURGES, THERMAL EXPANSION, HYDRAULIC SHOCK AND FREEZING PER THE NEW YORK STATE PLUMBING CODE AND BUILDING CODE OF THE TOWN OF BATAVIA.
- 5) MAINTENANCE OF THE WATER SERVICE FROM THE METER PIT TO AND INCLUDING THE INTERNAL PLUMBING ON PREMISES, AND ITS USE, MUST ALWAYS BE KEPT IN FULL COMPLIANCE. THE FOREGOING REMAINS THE SOLE RESPONSIBILITY OF THE WATER CUSTOMER. THE TOWN'S RESPONSIBILITY ENDS AT THE RIGHT-OF-WAY LINE OR EASEMENT AFTER CONSTRUCTION.
- 6) THE CUSTOMER MUST SUBMIT A COMPLETED WATER CONNECTION APPLICATION. OBTAIN TOWN APPROVAL TO PROCEED AND SCHEDULE INSPECTIONS BY THE TOWN PRIOR TO BACKFILLING OR PLACING THE CUSTOMER PORTION INTO USE.
- 7) A LARGER DIAMETER SERVICE LINE MAY BE REQUIRED WHERE DISTANCE, MAIN PRESSURE OR CONSUMER DEMAND ARE A FACTOR. IN SUCH CASES, CONTACT THE TOWN OF BATAVIA.
- 8) PROVIDE SUFFICIENT SLACK IN SERVICE PIPING TO ALLOW FOR EXPANSION AND CONTRACTION OF THE HDPE PIPE.
- 9) PRESSURE GAUGE TO BE INSTALLED ON THE DOWNSTREAM SIDE OF THE PRESSURE REGULATING VALVE.

ISSUE DATE: JUNE 2015

TOWN OF BATAVIA

REVISIONS	DATE	COMMENTS
	01/2026	NEW DETAIL FOR CRAWL SPACE

WATER DETAILS
WATER SERVICE
CRAWL SPACE DETAIL:
CUSTOMER PORTION

DRAWING W-04D

W-04C**WATER SERVICE DETAIL: CUSTOMER PORTION**

<i>Parts</i>		<i>Materials</i>	
(1)	Straight, 3 Part, Union Compression Coupling (1" x homeowner service size)	(1)	Pipe Sleeve -OR- Sand
(1)	Schedule 40 PVC Sleeve		Tracer Wire
(1)	Fernco Sleeve Seal		HDPE Service Pipe
(1)	Compression or Threaded type, Full Port Ball Valve		Caulk
(1)	Pressure Regulating Valve		
(1)	Dual Check Valve		
(1)	Thermal Expansion Tank		
(3)	S/S Pipe Insert/Stiffener		



INDIVIDUAL WATER SUPPLY WELLS - FACT SHEET #4 DECOMMISSIONING ABANDONED WELLS

Drinking water wells and other types of wells that are no longer in use can pose safety hazards, especially to small children and pets. These abandoned wells can also serve as pathways for contamination to enter groundwater. Abandoned wells should be properly decommissioned to eliminate these potential hazards. The Department recommends wells be decommissioned using the methods described below.

Well Decommissioning Methods

Prior to abandonment of any well the pump, drop pipe, electrical controls, etc. must be removed from the casing. Leaving these items inside the well casing will cause voids when filling the well, which may increase the possibility of contamination of the well and local aquifers.

- **Driven Points** made of small diameter pipe should be pulled out of the ground. The hole should be filled with grout if possible. The area should be graded so that surface water flows away from the abandoned well location.
- **Dug wells** should be back filled with soil similar to surrounding soils, and compacted to match the surrounding soils. Broken concrete, wood, or other debris should NOT be used as backfill. Prior to back filling, the side wall lining of the dug well should be removed to the full depth if safety can be maintained or to at least four feet below ground level. Dug wells that have penetrated fractured rock should have a cement or grout seal placed in the rock section prior to back filling. After back filling, the area should be graded so that surface water flows away from the abandoned well location.
- **Drilled wells** can be difficult to decommission properly. Whenever practical, the well casing should be pulled out of the ground or overdrilled, and the length of the drill hole sealed with grout. When full casing removal is impractical, the entire length of the drillhole including casing interior should be grouted, and the casing cut off at least four feet below ground. Well casings that penetrate multiple aquifers should be perforated prior to pressure grouting the interior. After back filling, the area should be graded so that surface water flows away from the abandoned well location.
- **Artesian wells, wells in creviced rock such as limestone, and wells penetrating multiple aquifers** pose the most difficult decommissioning procedures. The Department recommends that well drillers follow the procedures found in American Water Works Association Standard A100 "AWWA Standard for Water Wells".

Using Grouts

The proper use of grout in decommissioning a well can provide the best protection against contaminant migration. Effective grouting requires careful placement to ensure no voids are left in the well and that the seal is complete. Registered well drillers can ensure proper grout selection and installation.

Grout is a material that has a low permeability, such as neat cement, bentonite slurry, bentonite chips, bentonite pellets, granular bentonite, or other materials that have equivalent sealing properties. Numerous grout products are available, and a proper match of grout to method is essential.

Regulatory Requirements

In some locations, one or more regulatory agencies and/or municipalities may have specific requirements for decommissioning abandoned water wells. The Local Health Department should be consulted for information on regulatory requirements prior to decommissioning.

State regulations require that anyone engaged in the business of water well drilling in the state of New York first obtain a certificate of registration from the Department of Environmental Conservation (DEC). Water well drilling activities covered by this regulation include well decommissioning.

Registered Well Drillers

The decommissioning of abandoned individual water supply wells can be difficult and dangerous. Though decommissioning may be done by the homeowner, it is strongly recommended that the services of a DEC registered well driller be obtained.

A list of DEC registered well drillers can be found at:

<http://www.dec.ny.gov/cfm/xtapps/WaterWell/index.cfm>

Appendix 5-B can be found at:

<http://www.health.state.ny.us/environmental/water/drinking/part5/appendix5b.htm>

For questions concerning this Fact Sheet or a copy of Appendix 5-B:

Contact your Local Health Department

or

Residential Sanitation Section
Bureau of Water Supply Protection
New York State Department of Health
(518) 402-7650 or FAX (518) 402-7599
E-mail: bpwsp@health.ny.gov