



**Waukesha Water Utility**

# **WATER SERVICE APPLICATION**

## Water Lateral & Meter Sizing

In order to pass your building inspection, you must:

1. Return the documents shown at the top of page 2
2. Pay all related fees
3. Schedule the required inspections
4. Have the Water Utility install a water meter

Steps 1 & 2 must be done 3 weeks prior to water lateral installation

115 Delafield Street  
P.O. Box 1648  
Waukesha, WI 53187-1648

Questions regarding the application process: (262) 409 - 4462  
Our hours are Monday - Thursday 7:30 am – 4:30 pm; Friday 8 am – Noon

Fax Number: (262) 521-5265



**IMPORTANT INFORMATION**

If your property is a single-family home or duplex, you will need to submit the documents in the left column. All other applicants will need to submit the documents in the right column. The documents must be submitted 3 weeks prior to the water lateral installation.

**Required Documents**

<b>Single Family Home or Duplex</b>	<b>Triplex and Larger Apartments, Commercial, Industrial, &amp; Public</b>
Water Service Application	Water Service Application
Plat showing first floor elevation	Plat showing first floor elevation
Construction Agreement – only if contractor installs street lateral	Construction Agreement – only if contractor installs street lateral
	State Approved, Stamped, Plumbing Plan
	Plumber’s Water Calculation Worksheet

Once the documents have been submitted, the Waukesha Water Utility will determine the size of the lateral to be installed and will mail you specifications for the installation. These specifications must be adhered to; please communicate this to your contractor.

After your Water Service Application has been processed, an invoice will be mailed to you. The invoice will cover the fees for processing your application, for tapping into the water main (if applicable) and for connecting to the city sewer system. Please see the attached list of fees. In addition, if the property is not in a developed subdivision, an Additional Customer Contribution Fee maybe charged for connecting to a main that was paid for by another customer. If a contribution is due, it must be paid in full before a meter can be set. The Utility will notify you if this charge applies. All fees must be paid before work can begin.

You own all portions of the lateral from the curb box to the meter (property portion). The Waukesha Water Utility owns, operates and maintains the portion of the lateral from the water main (street portion) up to and including the curb stop and curb box assembly. The Utility will own, operate, and maintain the water meter.

According to the Water Lateral & Meter Specifications (attached), your contractor may install the street portion of the lateral, the meter valve, and the copper horn for the meter. The materials used must be in compliance with the Wisconsin Administrative Code and the Water Utility Specifications.

If your contractor installs the Street portion of the water lateral, you will need to complete the enclosed Construction Agreement. You will also need to obtain a Street Opening Permit from the City Public Works Department. Finally, the Waukesha Water Utility will need to inspect the piping in the street. Please notify the Water Utility 24 hours PRIOR to installation at (262) 521-5272 to schedule an inspection. Our hours are Monday-Thursday 7:30 a.m. – 4:30 p.m.; Friday 8 a.m. – Noon.

Regarding the Property portion of the lateral, the City Building Inspection Office will need to inspect the pipe in the Property. Please call (262) 524-3530 to schedule an inspection. These inspections must be completed before backfilling.

Finally, to have the Water Meter installed and have the water turned on; please call Customer Service at (262) 521-5272. If the installation requires hardware, other than the meter and radio, you will be invoiced for its installation.



# Water Service Application

1. Property Address: \_\_\_\_\_

2. Lot Number: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision Name / Certified Survey Map No. \_\_\_\_\_

3. Is this within the:            City of Waukesha      Town of Waukesha      City of Pewaukee

4. Is there an existing well?   Y   N                      Do you intend to keep this well for watering the lawn?   Y   N

5. Type of building?            Single Family       Duplex             Triplex       Apartment (≥ 4 units)

   Condo             Commercial       Industrial       Public

6. Owner's Name/Project Name: \_\_\_\_\_ Phone \_\_\_\_\_

7. Owner's Address: \_\_\_\_\_

8. Builder's Name: \_\_\_\_\_ Phone \_\_\_\_\_

9. Builder's Address: \_\_\_\_\_

10. Contractor's Name: \_\_\_\_\_ Phone \_\_\_\_\_

11. Contractor's Address: \_\_\_\_\_

12. Who is responsible for the invoice?      Owner             Builder             Contractor

13. Email address for the person responsible for the invoice: \_\_\_\_\_

14. a. how many laterals would you like? \_\_\_\_\_

      b. how many meters would you like? \_\_\_\_\_

      c. water used for:    Domestic       Fire       Combination Fire & Domestic       Irrigation

15. If this is a public building, please select:    Federal       State       Municipal       Other

16. **Application will be rejected unless the following are included:**

      All buildings -      Plumbing Permit # \_\_\_\_\_

      New construction - attach a Plat of Survey showing the first floor elevation and the legal description.

      Existing buildings - attach a legal description and the first floor elevation.



17. Please list the number of water using devices that will be installed.

Single, Duplex, Triplex, Apartment, & Condo		Commercial, Industrial, & Public	
	Separate shower (per head)		Drinking Fountain
	Bathtubs, with or without shower fixture		Lavatory
	Toilets – tank type		Toilets – tank type
	Toilets - fast flush		Toilets - fast flush
	Bidet		Urinal – tank type
	Bathroom sink fixtures		Urinal – fast flush (syphon jet)
	Kitchen sink fixtures		Kitchen and food preparation - faucets
	Dishwasher outlets		Dishwasher - Commercial
	Laundry tub fixtures		Clothes washers outlets, individual
	Clothes washers outlets		Clothes washers outlets, large capacity
	Garden hose outlets (3/4")		Hose bibs (3/4")
	Garden hose outlets (1/2")		Hose bibs (1/2")
	Bar sink		Bar sink
	Glass filler		Glass fillers, coffee makers, & ice makers
	Misc combination fixture		Service sink
	Other		Medical or laboratory sink
	Other		Bathtub, with or without showerhead
			Separate shower (per head)
			Underground lawn sprinkler
			Other
			Other

Application is hereby made for installation of water service to the above described property. I certify that this information provided to the Utility is true and accurate and I agree to abide by the rules and regulations of the Waukesha Water Utility.

**PLAT/LEGAL DESCRIPTION SHOWING FIRST FLOOR ELEVATION MUST BE ATTACHED**

Your Name: \_\_\_\_\_ Company: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Date: \_\_\_\_\_  
 Your Signature: \_\_\_\_\_

Return this form to:  
 115 Delafield Street  
 P.O. Box 1648  
 Waukesha, WI 53187-1648  
 Phone: (262) 409-4462 Fax Number: (262) 521-5265



# Construction Agreement

If your contractor installs the street portion of the water lateral, please fill out this Agreement and return it with the Application.

This Agreement is between the City of Waukesha Water Utility (Utility) and \_\_\_\_\_ (Applicant) for the installation of an applicant installed water lateral located in the City of Waukesha right-of-way at \_\_\_\_\_.

1. It is understood that an applicant installed water lateral is any piping, new or replacement, constructed in the municipal right-of-way by someone other than the Utility. Applicant is any person or business requesting installation of a new water lateral and responsible for its installation.
2. If a new tap of the water main is required, the applicant agrees to pay the associated fees prior to installing the lateral.
3. The applicant agrees to follow the attached Waukesha Water Utility Specifications, Wisconsin Plumbing Code, municipal ordinances, and all other applicable laws.
4. The applicant agrees to indemnify and hold harmless the Utility, its officers, agents and employees against any action and claims or liability in any manner resulting from Applicant's installation of a self-installed water lateral.
5. The applicant agrees to comply with the requirements of the municipal codes in regards to the municipal right-of-way.
6. The applicant agrees to flush the lateral or stub and cap or otherwise seal the pipe in accordance with Utility specifications.
7. The applicant agrees to notify the Waukesha Water Utility 24 hours prior to the start of work and allow an authorized Utility representative to inspect the lateral before backfilling the trench.
8. The applicant agrees not to use the meter by-pass to pressure test or flush the plumbing system.
9. Upon completion of the installation, the applicant agrees to report to the Water Utility the costs of installing the street portion of the lateral.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Applicant Name Printed

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

The requirements set forth in paragraph numbers 1 through 9, above, shall be met to the satisfaction of the Utility, before the Utility will install a water meter.



## Water Service – Fees

### Lateral Installation

After your Water Lateral Application has been processed, an invoice will be mailed to you for the following:

1. Lateral Application Processing \$140.00
2. Sewer Connection Fee - Based on the size of the meter installed in the property.

Meter Size - Inches	Cost - \$
5/8	\$2,421.00
3/4	\$3,593.00
1	\$5,975.00
1 1/2	\$11,950.00
2	\$19,136.00
3	\$35,851.00
4	\$59,751.00
6	\$119,463.00

3. Tapping Fees (if applicable) – vary according to the size of the lateral and the main – please call the Utility at (262) 521-5272.
4. If the property is not in a developed subdivision, there may be an Additional Customer Contribution fee for connecting to a main that was paid for by another customer. If it is determined that a contribution is due, it must be paid in full before a meter can be set. The Utility will notify you if this charge applies.

After your Water Lateral installation fees have been paid and the lateral has been installed and inspected, please call the Utility to have your Water Meter installed.

### Water Meter Installation

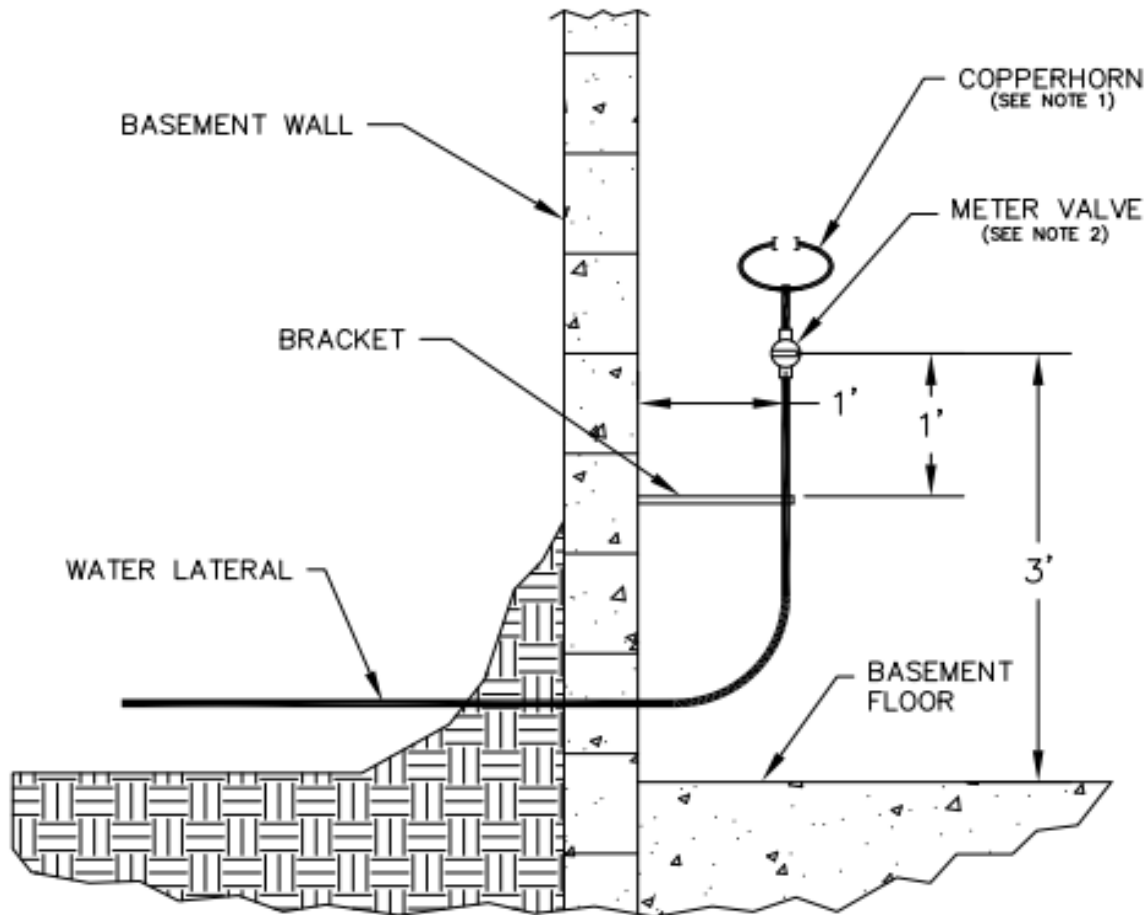
Please call (262) 521-5272 to have the water meter installed and the water turned on. This can be done as soon the building is heated and secured.

5. If the installation requires hardware, other than the meter and radio, you will be invoiced time and materials for its installation. Please note that meters larger than 1 inch require a by-pass.

Please note, all unpaid water bills will become a lien upon the lot or parcel of real estate per Wisconsin Statute 66.069 (1) (b).



# WATER LATERAL & METER SET SPECIFICATIONS



**NOTE 1:** Copperhorns shall comply with ANSI/AWWA C-800, have a lead free brass body with copper arms and swivel connections manufactured by Ford in the following sizes.

Meter Size	Copperhorn
5/8"	No. 1 provided with union nuts
3/4"	No. 3 provided with union nuts
1"	No. 4 provided with union nuts

**NOTE 2:** The meter valve shall be a curb stop valve and comply with ANSI/AWWA C-800. All brass must be lead free. All valves must include tracer wire attachment points. The following meter valves are approved:

Compresasion Copper to Iron (C-I)
Mueller H-15172 – tracer wire attachment
Ford B41-XXX-TW-Q – tracer wire attachment
A.Y. McDonald 6102 Q – tracer wire attachment

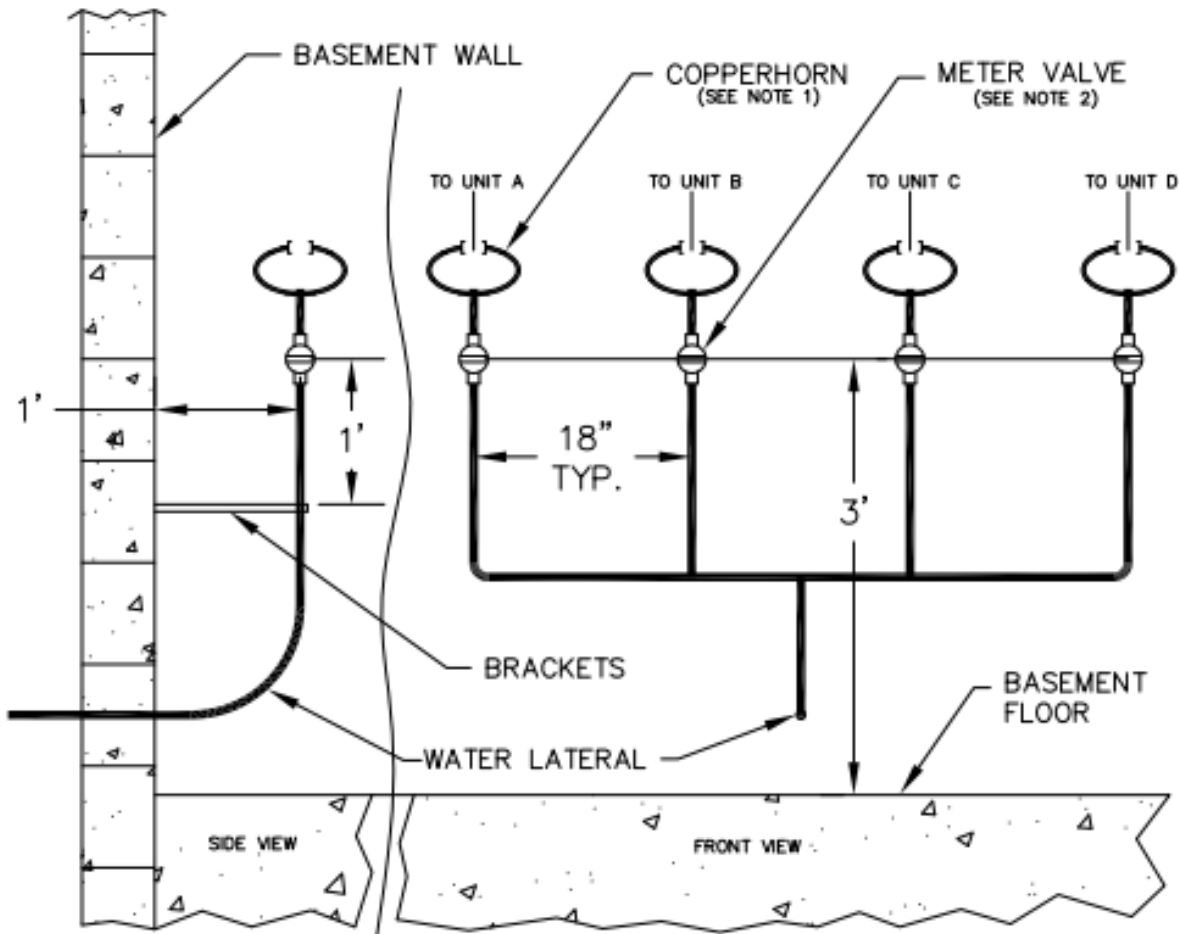
**NOTE 3:** If the wrong meter valve and/or copperhorn are installed, the Waukesha Water Utility will install the correct meter valve and/or copperhorn. The cost for any corrections will be billed to the applicant as outlined in the current Waukesha Water Utility fee schedule.

**NOTE 4:** The Waukesha Water Utility Rules and Regulations Manual requires that the meter must have a four foot (4') clearance around the entire meter.

**NOTE 5:** No ball valves are allowed. All brass must be lead free.



# WATER LATERAL & MULTIPLE METER SET SPECIFICATIONS



**NOTE 1:** Copperhorns shall comply with ANSI/AWWA C-800, have a lead free brass body with copper arms and swivel connections manufactured by Ford in the following sizes.

Meter Size	Copperhorn
5/8"	No. 1 provided with union nuts
3/4"	No. 3 provided with union nuts
1"	No. 4 provided with union nuts

**NOTE 2:** The meter valve shall be a curb stop valve and comply with ANSI/AWWA C-800. All brass must be lead free. All valves must include tracer wire attachment points. The following meter valves are approved:

Compresasion Copper to Iron (C-I)
Mueller H-15172 – tracer wire attachment
Ford B41-XXX-TW-Q – tracer wire attachment
A.Y. McDonald 6102 Q – tracer wire attachment

**NOTE 3:** If the wrong meter valve and/or copperhorn are installed, the Waukesha Water Utility will install the correct meter valve and/or copperhorn. The cost for any corrections will be billed to the applicant as outlined in the current Waukesha Water Utility fee schedule.

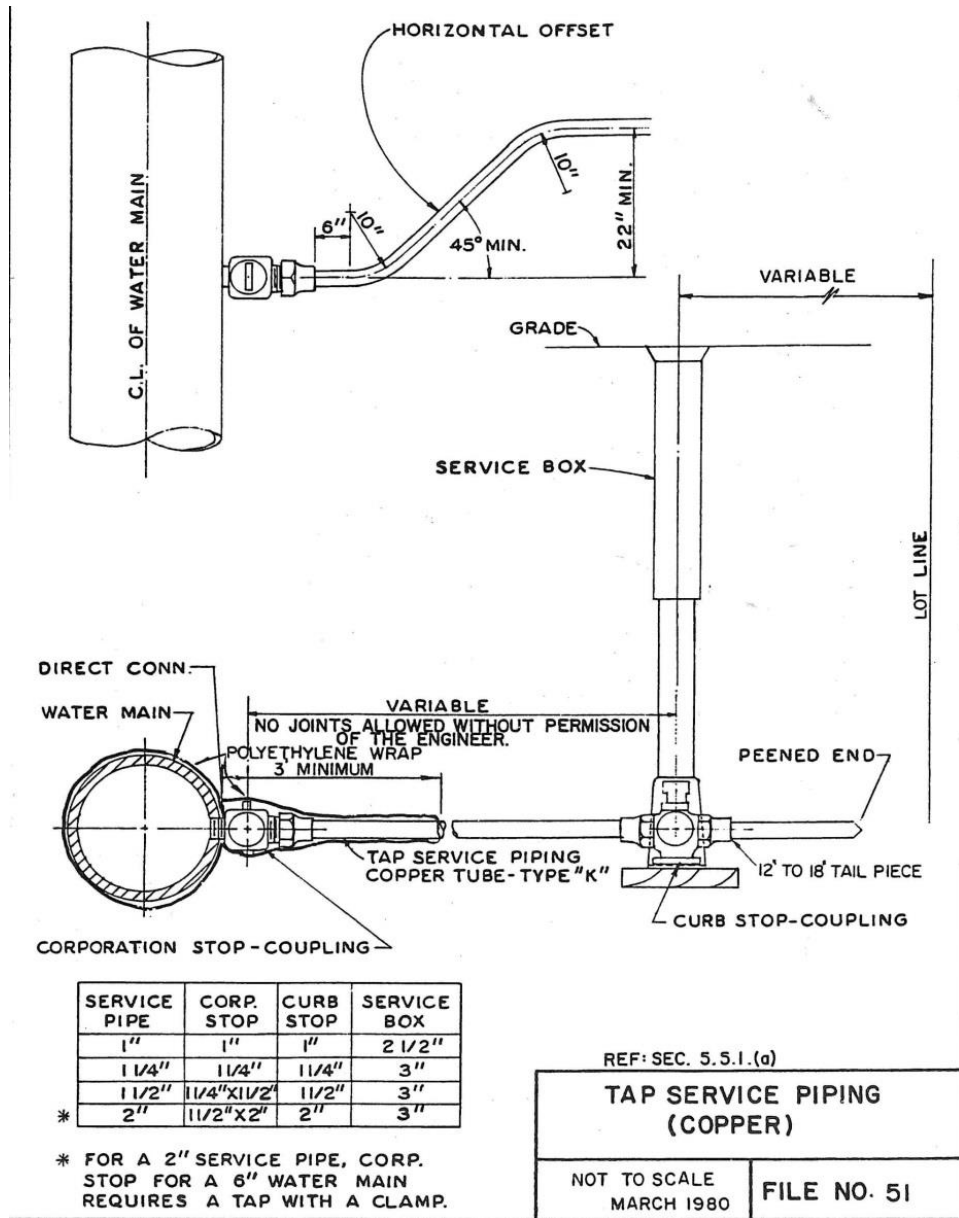
**NOTE 4:** The Waukesha Water Utility Rules and Regulations Manual requires that the meter must have a four foot (4') clearance around the entire meter.

**NOTE 5:** No ball valves are allowed. All brass must be lead free.





# CURB STOP AND WATER LATERAL SPECIFICATIONS



NOTE 1: Curb stops must comply with ANSI/AWWA C-800. All brass must be lead free. All valves must include tracer wire attachment points. The following valves are approved:

<b>Compression Copper to Copper (C-C)</b>	
Muller H-15209	- tracer wire attachment
Ford B44-XXX-TW-Q	- tracer wire attachment
AY McDonald 6100 Q	- tracer wire attachment

NOTE 2: The Utility will install the curb stops upon the request of the applicant. The cost will be billed to the applicant as outlined in the current Waukesha Water Utility Fee Schedule.

NOTE 3: No ball valves are allowed. All brass must be lead free.

NOTE 4: The Utility will replace (at the cost of the applicant) any work that does not comply with the specifications, above.