

SECTION 2.2 – NEW WATER SERVICE CONNECTION

This procedure has been developed to assist property owners with the various steps associated with completing a new service connection to the municipal water system. This section applies to new connections to the municipal water system for domestic service only, typically a single family residence or a commercial business with lower water usage.

To connect a building to the water supply system, a lead must be present. A lead is defined as the connection between the water main and the shut off valve at the right of way line of the property to be served with municipal water.

Installing water service to your property will fall under one of the following three scenarios:

- 1) **Connect to Existing Curb Stop**
-A lead was installed previously by a Developer or the Township
- 2) **MHOG Utility Department Installs Curb Stop**
- No lead has been installed, and MHOG installs the new lead
- 3) **Commercial Property Owner Installs Curb Stop**
- No lead has been installed, and the property owner installs the new lead.

The cost to the property owner will vary based on which scenario is applicable to their site and what the tap in fees with the Township include. The general process for a new water service connection is outlined below:

1. Determine Availability of Water Main with Township

The property owner shall contact the Township in which the potential connection is located to determine availability of municipal water for a new service connection. If permitted by the Township, either the Township or MHOG Utility Department will provide a lead sheet or field located the existing lead. The lead sheet for the property will outline the location and size of the existing shut off valve (curb stop).

Ultimately, the Township needs to approve all new water service connections before the property owner works with the MHOG Utility Department.

All property owners completing a new service connection must purchase a meter through the Township in which the site is located. See Procedure 2.1 in this manual.

If a lead exists, proceed to Step #2: Field Connection – Existing Curb Stop.

If no lead exists, the property owner should work with the Township first to determine what part, if any, of the fees paid to the Township are for lead installation. As the policies for each individual

parcel vary depending on the special assessment district and the tap fee amount due to MHOG varies by parcel, all tap fees are collected by the Township. Typically, if the tap fees include lead installation, MHOG will install the lead on behalf of the Township. If the cost of the lead exceeds the tap fee collected by MHOG Utility Department, the Township will pay the difference. If tap fees do not include lead installation, the property owner pays for lead installation. Proceed to Step #3: Field Connection – MHOG Installs Curb Stop or Step #4: Field Connection – Property Owner Installs Curb Stop depending on who will be installing the new lead.

2. *Field Connection – Existing Curb Stop*

MHOG Utility Department does not require any site inspections of a connection to an existing curb stop. However, department operators are available to assist in locating and operating the existing curb stop.

The property owner is responsible for installation of the privately owned components of the service lead, which include the pipe from the shut off valve into the building. See **Attachment 1** for further information.

Inspection of the private components of the water service lead is under the jurisdiction of the Livingston County Building Department, and the permissible materials for the pipe and fittings should be approved by them.

A MISS DIG request should be called in prior to field work and MHOG will mark the location of water system components for which as built records are available. MHOG is not responsible for any site restoration.

Proceed to Step #5: Permits.

3. *Field Connection – MHOG Utility Department Installs Curb Stop*

MHOG will proceed with lead installation following approval from the Township. As MHOG utilizes sub-contractors for this work, the timing of the lead installation will vary. The property owner or Township should work with MHOG to determine the proper size of the service lead. For single family homes, a 1-inch service lead is standard. The property owner should also submit to MHOG staff a sketch showing the requested location of the new service lead.

MHOG will use the sketch provided by the property owner to locate the new curb stop as near this location as possible. However, MHOG may modify this location based on site conditions including utility conflicts. MHOG will prepare a lead sheet for use by the property owner for connecting to the newly installed service.

The property owner is responsible for installation of the privately owned components of the service lead, which include the pipe from the shut off valve into the building. See **Attachment 1** for more information.

Inspection of the private components of the water service lead is under the jurisdiction of the Livingston County Building Department, and the permissible materials for the pipe and fittings should be approved by them. MHOG does not require any site inspections of the connection to the newly installed curb stop; however we do recommend tracer wire installation.

A MISS DIG should be called in prior to field work, and MHOG will mark the location of the water main - as available as built records provide. MHOG is not responsible for any site restoration associated with the private lead installation.

Proceed to Step #5: Permits.

4. *Field Connection – Property Owner Installs Curb Stop*

In the case where a commercial site is being developed, it may be the best option to have the development contractor install the curb stop. MHOG will require that department operators inspect the live tap and curb stop box during installation by the property owner's contractor.

The permissible materials for the pipe, curb stop, curb box, and corporation stop can be found in MHOG Sanitary Sewer and Water Design Standards, Part IV – Approved Procedures.

MHOG will prepare a lead sheet during the field inspection.

The property owner is responsible for installation of the privately owned components of the service lead, which include the pipe from the shut off valve into the building. Inspection of the private components of the water service lead is under the jurisdiction of the Livingston County Building Department, and the permissible materials for the pipe and fittings should be approved by them.

A MISS DIG should be called in prior to field work, and MHOG will mark the location of the water main. MHOG is not responsible for any site restoration.

Proceed to Step #5: Permits.

5. *Permits*

All other applicable permits are the responsibility of the property owner, including, but not limited to land use permits, road right-of-way permits, building department permits, and health department permits.

6. *Fees*

The potential fees that may be required for this procedure are listed below:

Description of Fee	Further Info on Amount Can be Found
Township Fees (including tap fees)	The Township in which the site resides
Meter Fee	Appendix A (Meter Purchase Form) of this Manual
Flushing Fee	The Township in which the site resides
Single Live Tap, Sewer or Water	Section 4 of this Manual
Plumbing Department Inspection Fees	Contact Livingston County Building Dept.
Contractor Fees (Excavation & Plumbing)	To be hired by Property Owner
Well Abandonment	Livingston County Environmental Health Department (Contractor Hired by Property Owner)
Road Right of Way	Livingston County Road Commission or MDOT