



**Summit Water Distribution Company**

8506 Bluebird Lane Park City, UT 84098

(435) 649-7324 [www.summitwater.us](http://www.summitwater.us)

**Preconstruction Information**

Shareholder Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

☐ Contractor:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

☐ Review the Instructions for Installation of Water Equipment and the specifications for that equipment and the specification diagrams.

☐ Inspections:

- Lateral Inspection - Required at the time of connection with the service lateral. SWDC will provide the curb stop box and connecting rod at this time.
- Meter pick up - Meters can be picked up at our office and should be installed prior to any water use. It is the contractors responsibility to protect the devices from freezing and theft.
- C/O Inspection- Shall be completed prior to occupancy. SWDC will inspect meter/backflow installation, irrigation tee, fire suppression (if applicable) and service valve. The service valve must be exposed and accessible.
- Irrigation Inspection - Upon landscape completion. **REMINDER: The Irrigation system must be connected after the meter inside the home. The service valve must be working and exposed.** The backflow assembly must be tested and a copy of the test report provided to SWDC.
- The contractor shall call for scheduled inspections 24 hours in advance.
- In the event inspections are not performed the loss of the inspection deposit and/or expensive retro fitting may be required.
- The inspection deposit shall be returned after all inspections are complete.

☐ It is the responsibility of the Contractor to protect and maintain accessibility of the curb stop box, any fire hydrant, and any hydrant valves or system valves that exist on the property. The location of the service valve shall also be maintained.

☐ SWDC personnel are available for guidance throughout the process

☐ Any changes to the county approved prints that would require a change in the location of water appurtenances must be reviewed and approved by SWDC.

I hereby acknowledge that I understand the requirements specified above and I understand my liabilities and responsibilities.

Contractor: \_\_\_\_\_ Date \_\_\_\_\_

Shareholder: \_\_\_\_\_ Date \_\_\_\_\_



## **Residential Checklist**

### **Phase I:**

- Schedule Building Plan and Construction Packet Review
- SWDC Water Service Agreement
- Deposits and Fees are paid
- Concurrency Letter issued

### **Phase II:**

- Provide SWDC a copy of the Building Permit

### **Phase III:**

- Schedule Curb Stop Box delivery and Lateral Inspection

### **Phase IV:**

- Pick up Meter from SWDC office

### **Phase V:**

- Schedule C/O Inspection
- SWDC to issue certificate of occupancy

### **Phase VI:**

- Schedule Irrigation Inspection (Must be completed within 12 months of C/O Inspection)
- Provide SWDC with Backflow Test Report
- Deposit Refunded

### **Residential Building Requirements**

1. **Water Service Letter:** To receive a building permit from Summit County (SC), Summit Water Distribution Company (SWDC) will issue a letter for the SC Building Department specifying SWDC's intent and ability to deliver water service to any residential or commercial project. The following is required before SWDC can issue the letter:
  - a. **Water Certificate:** SWDC may request a valid water certificate, or other acceptable evidence, showing your ownership of water shares attached to your building lot or project.
  - b. **Fees:** On the date of issuance of the above letter, the project owner or his representative is required to pay the following fees, as applicable, at the current fee level.
    - i. **Connection Fee:** This fee pays for equipment and inspections and also contributes to the SWDC contingency fund.
    - ii. **Concurrency Fee:** This is a fee charged to reimburse SWDC for the costs of complying with the County Concurrency Ordinance.
    - iii. **Transfer Fee:** Whenever Class B water shares change ownership, this administrative fee is charged.
    - iv. **Refundable Inspection Deposit:** This deposit insures that the owner or contractor calls for inspections and that all work is done to SWDC specifications, including the installation of the sprinkling system and landscaping.
  - c. **Water Service Agreement:** This agreement must be completed and signed by the owner of the water share. It specifies the water shares purchased, fees paid, and a commitment to pay all assessments and abide by the rules and regulations of SWDC.
2. **Monthly Assessments** for water service at the connected rate will begin on the same date as the issuance of the water service letter. This assessment represents fire protection, maintenance of your water rights, and the general operation and maintenance of the water system. Go to [www.summitwater.us/rate-schedule](http://www.summitwater.us/rate-schedule) to view the connected rates.
3. **Equipment:** SWDC will provide, as part of the connection fee, a curb stop box and a meter with an electronic readout. The owner and/or contractor is responsible to install this equipment. Installation instructions are included in the connection packet.
4. **Inspections:** Call for these inspections at 435-649-7324. Please allow 24 hours notice. Failure to comply may result in the loss of your refundable deposits and/or require that you redo the work to comply with SWDC specifications.

a. **Tap to Main Water Line:** This is required in some areas in the system where laterals from the water main to the property do not exist or in the occasional instance where the lateral cannot be found. It is the responsibility of the contractor to tap the main water line. SWDC will assist in locating the main and must be present and inspect when the tap occurs. Failure to involve SWDC in this process may result in severe damage to the water system and surrounding property, for which the owner/contractor is liable.

b. **Lateral Inspection:** This is required at the time the contractor connects to the service lateral. SWDC will provide a curb stop box and connecting rod.

- i. The water supply line from the curb stop to the house is the property and responsibility of the owner. It should be of blue poly with a 200 psi rating. A tracer wire must be installed with the blue poly line and stiffeners/inserts should be used at connecting points. Water tape should be placed 18" above line.
- ii. Bury depth is required to be 5 feet
- iii. Bedding. The service lateral should be bedded in sand with 6" below the line and 18" above.
- iv. Sewer lines shall not be run in the same trench. There must be a 10 foot horizontal separation and an 18 inch vertical separation with the water line being above the sewer.
- v. If the lateral is installed under a slab or any concrete it must be placed in a conduit.
- vi. The curb stop box can be telescoped approximately 15 inches and should be installed so as to approximate finish grade.
- vii. It is the responsibility of the owner/contractor to physically protect the curb stop box during construction and maintain a positive location so it can be found in the event it is damaged, buried, or covered with earth, construction materials, or snow. Those who fail to do so, and require the assistance of the water company to locate a lost or damaged curb stop, will be charged time and materials.

c. **Meter package:** SWDC will provide a water meter to be installed by the contractor or the owner. The meter should be placed in a mechanical room with a drain. Meters are available for pick up at our office with 24 hr notice. Instructions for installation are included in your connection packet. SWDC will also provide and install an electronic transponder for meter reading purposes.

- i. Remember - All water used inside the home or for the outside landscaping must be metered. Water for outside sprinkling systems must be plumbed behind the meter and not connected directly to the incoming supply line. All other service lines must be plumbed behind the meter as well.
- ii. Any service line installed prior to the meter must be removed before the refundable deposit will be released.
- iii. Fire suppression lines are not metered.

- d. **C/O Inspection:** SWDC must inspect the meter installation, backflow preventer(s), irrigation tee, and the curb stop box when the home is essentially complete and prior to occupancy. If the work necessary for a C/O inspection is not done in a timely manner, or if the owner/contractor does not call for the C/O inspection prior to occupancy, SWDC will have the option to have the work completed and all of the security deposit will be forfeited.
  - e. **Irrigation Inspection:** Where outside irrigation is required or intended the home must be plumbed for future irrigation systems during the initial construction.
    - i. An inspection of the irrigation system is required before the contractor buries the connection to the culinary system.
    - ii. It is important for the owner/shareholder to understand the water rights that they own and how overuse can impact their assessments.
    - iii. The irrigation system must have a backflow device installed on the supply line to protect the residents and the water system. This device will not be provided by SWDC and shall be installed by the owner/contractor.
    - iv. The curb stop box **MUST** be accessible, make sure landscaping **DOES NOT** cover this.
5. **Refund of Deposit:** Both the C/O Inspection and Irrigation System Inspection must be completed and approved by SWDC and any applicable charges must be paid before the deposit is refunded. Refer to section 4.d and 4.e for the C/O and irrigation inspection requirements. Contractor: \_\_\_\_\_ Shareholder: \_\_\_\_\_
- a. If a change of ownership occurs between the C/O inspection and the irrigation inspection, the water company will release the deposit to the original owner only if a new deposit has been collected from the new owner.
  - b. As an alternative, the original owner can collect the inspection deposit from the new owner and send SWDC a letter relinquishing his original deposit so it can be returned to the new owner after the appropriate inspection.
  - c. All refunds are made to the party who paid the deposit.
  - d. Deposit will be forfeited if Irrigation Inspection is not complete within 12 months of C/O Inspection.
6. **Fire Hydrants:** The use of water from fire hydrants is prohibited without the express approval of SWDC.
- a. Damage to the hydrant will be the responsibility of the contractor/owner.
  - b. Some construction projects will have an SWDC hydrant or system control valve on the property. It is the responsibility of the contractor/owner to be especially careful to protect these devices from damage and to insure that they remain accessible.

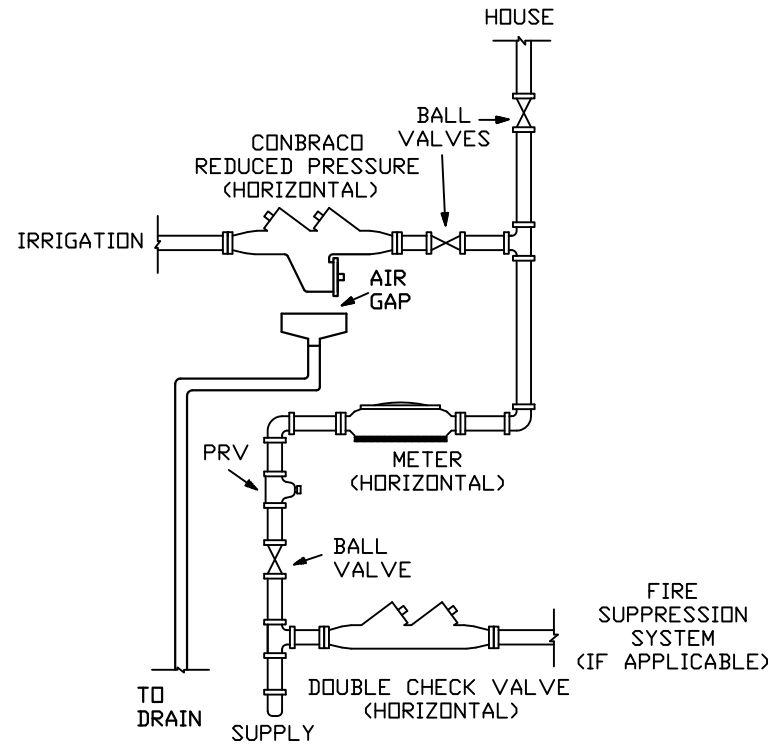
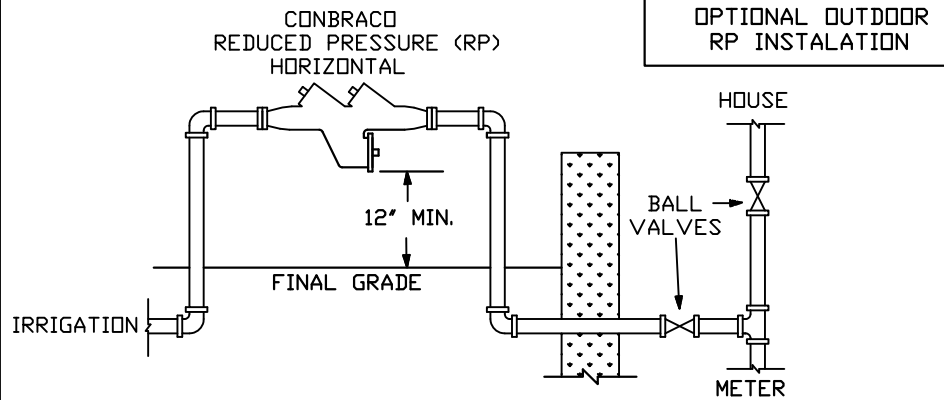
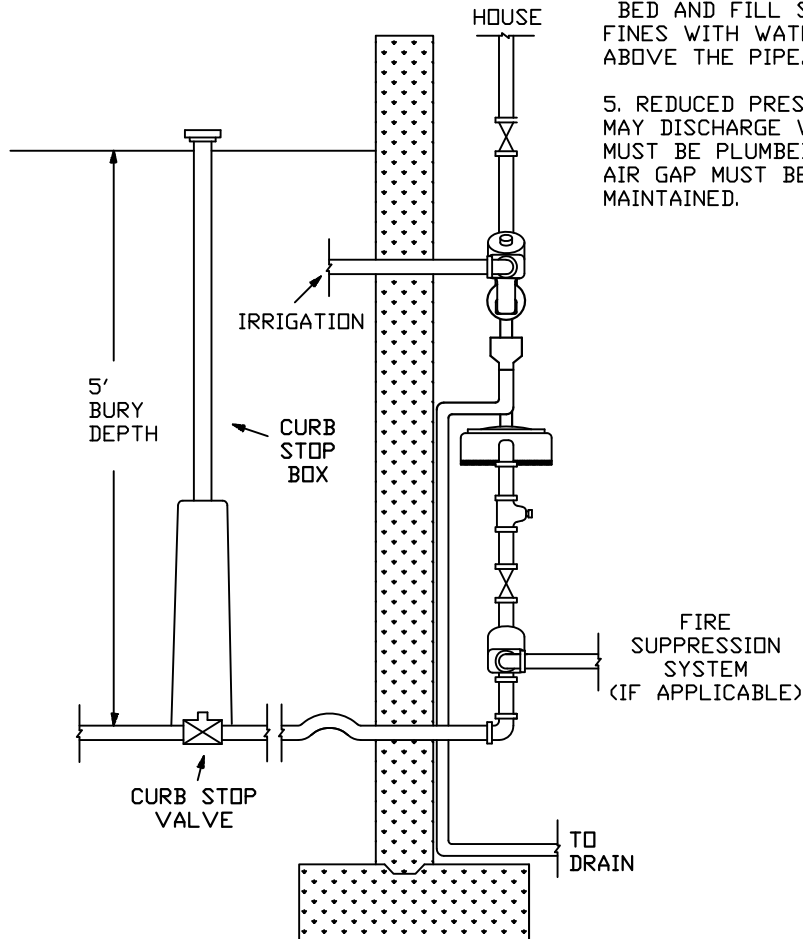
NOTE:

1. CURBSTOP BOX AND METER ARE PROVIDED BY SWDC AND INSTALLED BY CONTRACTOR

2. A 10 GAUGE TRACER WIRE SHALL BE CONNECTED TO CURB STOP VALVE & RAN ALONG SIDE THE SERVICE LATERAL TO THE METER.

3. LATERAL SHALL BE BLUE POLY (200psi)  
BED AND FILL SHALL BE FINES WITH WATER TAPE 3' ABOVE THE PIPE.

5. REDUCED PRESSURE BFP MAY DISCHARGE WATER AND MUST BE PLUMBED TO DRAIN. AIR GAP MUST BE MAINTAINED.



REV.	DATE	BY	DESCRIPTION
2	3/8/06	MF	UPDATED TO RP BACKFLOW
1	4/18/05	MF	

SUMMIT WATER  
DISTRIBUTION CO.

3/4" TO 2"  
SERVICE CONNECTION



### **Installation Instructions**

1. **Water Meter:** The meter is provided by Summit Water Distribution Company (SWDC) and is installed by the owner/contractor. The meter is to be placed on the incoming water line inside the house. It is not to be located in a crawlspace. It should be in an equipment room, with a drain, that is readily accessible to the homeowner for monitoring purposes. It should also be in a space that provides protection from freezing. It must be easily accessible for repair and/or replacement by SWDC.

2. **Backflow Preventer:**

a. Irrigation.

- i. The backflow preventer is to be installed on the tee to the outside irrigation.
- ii. It must be installed in the horizontal position with 12" clearance on all sides to allow adequate access for testing, repairs, or replacement.
- iii. As a reminder, the tee to the outside irrigation must be after the meter.
- iv. The backflow preventer must be a Reduced Pressure backflow preventer (RPBP).
- v. Backflow assemblies are required to be tested on a yearly basis by a certified backflow tester.

b. Fire suppression.

- i. The backflow preventer is to be installed on the fire suppression line.
- ii. Typically, for a residence it will be a 1-inch or 2-inch device.
- iii. It must be installed in the horizontal position, 1 to 5 feet above the ground, valves positioned for easy access, with 12" clearance on all sides to allow adequate access for testing, repairs, or replacement.
- iv. The backflow preventer is a double check valve.
- v. Backflow assemblies are required to be tested on a yearly basis by a certified backflow tester.

3. **Ball Valve:** These control valves are to be placed on the incoming service line before the meter, on the service line to the house after the meter and after the pressure reducing valve, and after the tee to the outside irrigation line but before the backflow preventer. (See Drawing). These valves allow work to be done on the meter manifold without undue consequences. The ball valves are provided and installed by the owner/contractor.

4. **Transponder:** The transponder is an electronic sending device that allows the water company to read the meter. The transponder is provided and installed by SWDC.

**5. Incoming Water Service Line:** The service line will be blue poly pipe with a 200 psi rating. It must have stiffeners/inserts at all connections and a tracer wire that runs from the curb stop box to the meter. The service line needs a gooseneck where it goes through the foundation or under the laterals must have the proper separation from the water service lateral. A minimum of ten feet

footing and must be bedded with sand, 6" below and 18" above. Bury depth is 5 feet. Sewer horizontally and 18 inches vertically, with the water line above the sewer lateral. If it is installed under the slab or other concrete it should be placed in conduit.

**6. Curb Stop Box (CSB):** The CSB is located at the curb stop valve where the owner/contractor connects to the incoming water service line. A rod attaches to the top of the curb stop valve and rises to the surface encased in the curb stop box. Although it is preferred to have the curb stop box installed out of the driveway, it is permissible if unable to do otherwise. The curb stop box has approximately 15 inches of telescoping capability so it can be adjusted to match the finish grade. The curb stop box must be protected from damage during the construction process and also protected from being buried by snow or other debris. It is advised that the owner/contractor mark the curb stop box and take measurements off the foundation to aid in location in the future.

SWDC is responsible only for maintenance of water mains and service laterals up to but not including the curb stop valve and box and that the shareholder is responsible for the maintenance and upkeep of the remainder of the service lateral (including the curb stop valve and box).





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**Inspection Deposit Return Form**

After all inspections are complete, the inspection deposit for

\_\_\_\_\_ shall be returned to:

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_

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

If deposit is to be returned to someone other than the owner of record owners signature is required.

Owners Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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**Acknowledgement & Agreement**

I, \_\_\_\_\_, agree that the concurrency letter attached hereto and incorporated herein by this reference is being issued by Summit Water Distribution Company (SWDC) subject to the following conditions:

(1) I agree to provide SWDC with a copy of the building permit issued by Summit County.

Failure to obtain a building permit will result in SWDC canceling the attached concurrency letter. Failure to report the issuance of a building permit to SWDC may result in SWDC canceling the concurrency letter

Shareholder: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor: \_\_\_\_\_ Date: \_\_\_\_\_