

## BGWS D: WATER – SEWER HOOK-UP PROCESS OVERVIEW

---

*If you are requesting a tap size larger than the standard ¾" tap size, contact our office before proceeding with the application, as additional information and fees are required. We may be reached at (719) 256-4310.*

1. APPLICATION FOR WATER-SEWER HOOK-UP: You must include the following when applying for a new water–sewer hook-up:
  - a. Payment for any outstanding tap fee balance. The tap fee for the property must be paid in full for the size tap being requested.
  - b. A completed "WATER & SEWER HOOK-UP" application form.
  - c. A completed "WATER-SEWER HOOK-UP PERMIT" application form. This includes the information on the portable toilet.
  - d. A payment of \$1,400 for parts and materials for a ¾" tap hook-up. If a larger size tap is required, contact our office for the correct payment amount.
  - e. Confirmation that the excavator has submitted to the District a Certificate of Insurance for \$1,000,000 Liability with underground hazard rider and in accordance with District rules and regulations.
  - f. If the hook-up is to occur between January 1 and March 31, the excavator must obtain a \$5,000 bond for the project and provide the District with proof of the bond.
  - g. For your convenience, we've included information on how to sign up for Xpress Bill Pay online payments & a listing of local contractors.
2. SITE VISIT: Operations Staff conducts a site visit and approves project concept.
3. PERMIT: A permit must be issued by the District before any work can begin.
4. FINAL INSPECTION: A final inspection and acceptance of work completed will be conducted by the District.

The above items may be submitted by mail or dropped off at the following address:

Baca Grande Water and Sanitation District  
57 Baca Grant Way S – PO Box 520  
Crestone, CO 81131  
Attn: JoAnn Slivka, District Manager



## WATER AND SEWER HOOK-UP APPLICATION FORM

This application is a request to connect to the Baca Grande Water and Sanitation District ("District") water and sewer system. All connections must be made in accordance with the District's rules and regulations as may be amended from time to time. Failure to comply with the District's rules and regulations is subject to penalties and fines.

**All fees are subject to the District's current fee schedule.**

Property Owner Information		
Name:		Phone:
Unit:		Lot #:
Platted Street:		
Mailing Address:		
City:	State:	Zip Code:
Applicant Information		
Name:		Phone:
Address:		
City:	State:	Zip Code:
Building Description		
Number of Bedrooms:	Bathrooms:	Square Footage:
Excavating Contractor: _____		
<small>(Must post Certificate of Insurance for \$1,000,000 Liability with underground hazard rider and in accordance with District rules and regulations)</small>		
Commercial Toilet		
Company Delivered From:		Date Delivered:
<i>No construction shall begin without a commercial toilet onsite.</i>		
Baca Grande Water and Sanitation District Requirements		

The following materials will be provided by the District at the Applicant's or Owner's expense. The Applicant or Owner shall pay all applicable fees for materials upon submittal of this Application and prior to the commencement of construction.

**Initial ALL:**

- \_\_\_\_\_ Water Meter
- \_\_\_\_\_ Meter Box
- \_\_\_\_\_ Pressure Reducing Valve (PRV)
- \_\_\_\_\_ MXU-M Radio Touch Pad button
- \_\_\_\_\_ If the home is lower than the street: you MUST install a sewer pump & backflow preventer.
- \_\_\_\_\_ All permit fees & sewer & water hook-up fees shall be paid at the time of application & before construction begins.

The following requirements are applicable for all water and sewer connections. **Initial ALL:**

- \_\_\_\_\_ Applicant/Owner is responsible for excavation arrangements and costs.
- \_\_\_\_\_ Applicant/Owner will install water and sewer service lines to the District's system. All improvements from the tap are the property and the responsibility of the property owner.
- \_\_\_\_\_ Water and sewer lines must be at least ten (10) feet apart both horizontally and vertically.
- \_\_\_\_\_ Upon connection, all service charges are due and owing at the then-current rate. The connection to the District system is perpetual.
- \_\_\_\_\_ **All improvements SHALL BE inspected by the District BEFORE being buried. If inspection is not made by the District, appropriate fines will be assessed.**
- \_\_\_\_\_ **Check here if you would like to sign up for automatic payments for service charges.**

The undersigned Applicant/Owner hereby agree to abide by all of the rules and regulations of the District, as amended from time to time without notice.

District Manager Signature	Date	Owner Signature	Date
		Applicant Signature	Date



## WATER AND SEWER HOOK-UP PERMIT

Customer Name:	Phone:
Unit:	Lot #:
Platted Street:	
Mailing Address:	
City:	
Number of Bathrooms:	Square Footage:
Excavating Contractor:	
<small>(Must post Certificate of Insurance for \$1,000,000 liability with underground hazard rider)</small>	
<b>Commercial Toilet On Site:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> PENDING Company Delivered From: _____ Date Delivered: _____	
<b>POA/EAC Approval:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> PENDING POA/EAC Approval Date: _____	
<b>Asphalt Cut:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> PENDING	
<b>County Road Permit:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> PENDING	

**Operations AOS Confirmation:** Water \_\_\_\_\_ Sewer \_\_\_\_\_ Signature \_\_\_\_\_

\_\_\_\_\_  
**BGWS District Manager Approval**

\_\_\_\_\_  
**Date**

**Permit Date:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_

### Operations Check List

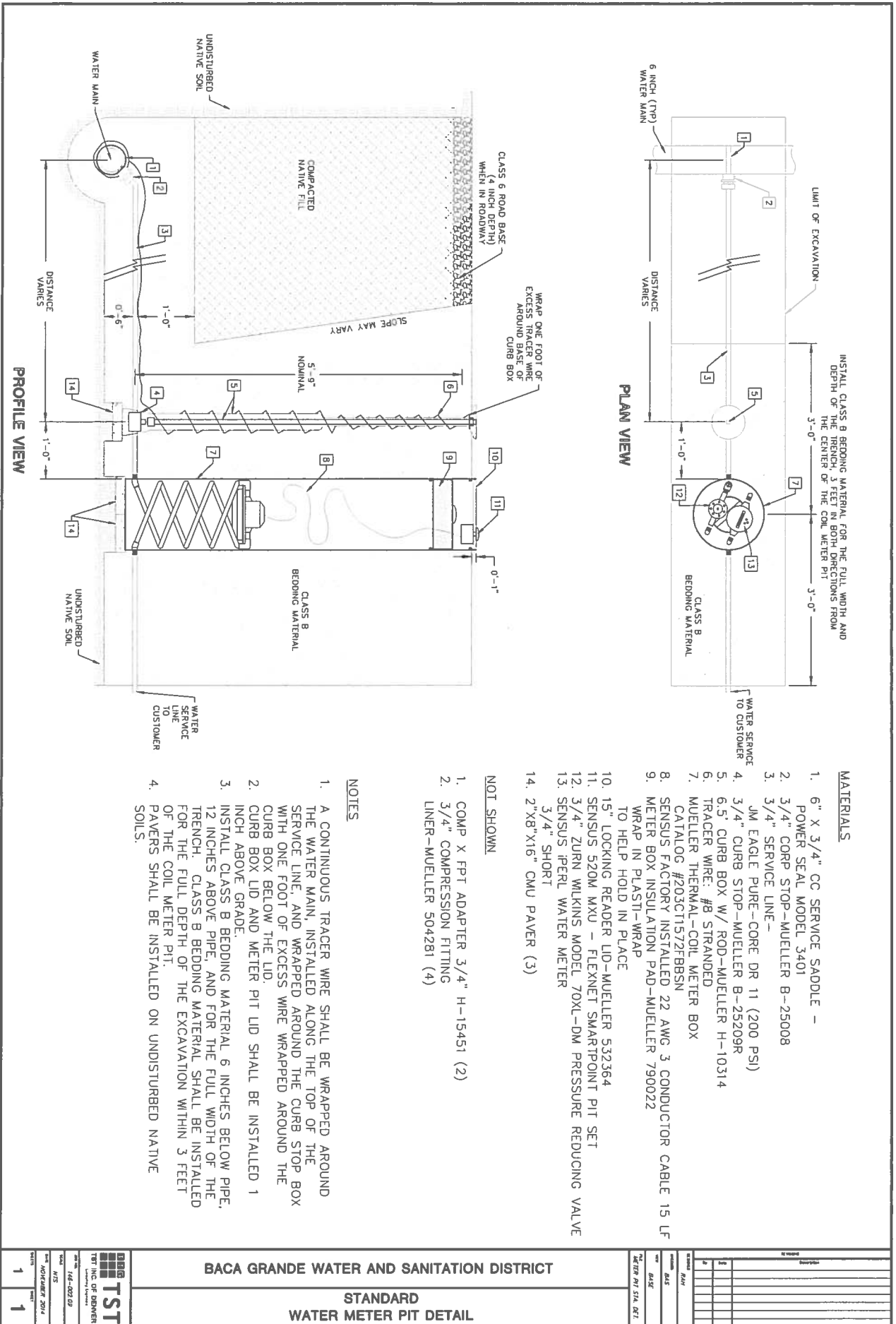
<b>Operator:</b>	<b>Date:</b>
<b>Water System:</b> <input type="checkbox"/> S. Crestone <input type="checkbox"/> Fallen Tree <input type="checkbox"/> Moonlight <input type="checkbox"/> Brookview <input type="checkbox"/> Cottonwood <input type="checkbox"/> Other	<b>Photos:</b> Tap: <input type="checkbox"/> Sewer: <input type="checkbox"/> Water: <input type="checkbox"/> Tracer Wire Installed: <input type="checkbox"/> GIS/GPS Taps & Curb Stops: <input type="checkbox"/> Water Main Size: _____

## Contractor List

EXCAVATORS	PHONE	
Gardner Excavating Inc 7075 Rodeo Ln Alamosa, CO 81101	719-589-9389	
Mark Potter PO Box 523 Crestone, CO 81131	719-256-4063	
Robins Construction 38767 Hwy 17 Antonito, CO 81120	719-376-2351	
Rocky Mountain Septic 6349 CR 106.65 S Alamosa, CO 81101	719-589-4263	
Skoglund Excavating Inc PO Box 209 Moffat, CO 81143	719-256-4447	
Weaver's Level Best Septic & Excavation	719-580-3300	719-589-3484

PLUMBERS	PHONE	
Jerry's Plumbing and Heating	719-589-2204	719-589-2204
Steffens Plumbing and Heating	719-589-0257	
Vendola	719-589-5811	

PORTABLE TOILETS	PHONE	
Brian's Septic	719-274-5350	
Brown's Septic	719-657-3022	
Mondragon Porta-potties	719-580-8796	
Rocky Mountain Septic	719-589-4263	
Waste Management	719-852-2672	
Weaver's Level Best Septic & Excavation	719-580-3300	719-589-3484



INSTALL CLASS B BEDDING MATERIAL FOR THE FULL WIDTH AND DEPTH OF THE BEDDING 3 FEET IN BOTH DIRECTIONS FROM THE CENTER OF THE COIL METER PIT

**PLAN VIEW**

**PROFILE VIEW**

**MATERIALS**

1. 6" X 3/4" CC SERVICE SADDLE - POWER SEAL MODEL 3401
2. 3/4" CORP STOP-MUELLER B-25008
3. 3/4" SERVICE LINE - JM EAGLE PURE-CORE DR 11 (200 PSI)
4. 3/4" CURB STOP-MUELLER B-25209R
5. 6.5" CURB BOX W/ ROD-MUELLER H-10314
6. TRACER WIRE: #8 STRANDED MUELLER THERMAL-COIL METER BOX CATALOG #203C11572FBSSN
7. SENSUS FACTORY INSTALLED 22 AWG 3 CONDUCTOR CABLE 15 LF METER BOX INSULATION PAD-MUELLER 790022
8. WRAP IN PLASTI-WRAP TO HELP HOLD IN PLACE
9. 10. 15" LOCKING READER LID-MUELLER 532364
11. SENSUS 520M MXU - FLEXNET SMARTPOINT PIT SET
12. 3/4" ZURN WILKINS MODEL 70XL-DM PRESSURE REDUCING VALVE
13. SENSUS PERL WATER METER 3/4" SHORT
14. 2"X8"X16" CMU PAVER (3)

**NOT SHOWN**

1. COMP X FPT ADAPTER 3/4" H-15451 (2)
2. 3/4" COMPRESSION FITTING LINER-MUELLER 504281 (4)

**NOTES**

1. A CONTINUOUS TRACER WIRE SHALL BE WRAPPED AROUND THE WATER MAIN, INSTALLED ALONG THE TOP OF THE SERVICE LINE, AND WRAPPED AROUND THE CURB STOP BOX WITH ONE FOOT OF EXCESS WIRE WRAPPED AROUND THE CURB BOX BELOW THE LID.
2. CURB BOX LID AND METER PIT LID SHALL BE INSTALLED 1 INCH ABOVE GRADE.
3. INSTALL CLASS B BEDDING MATERIAL 6 INCHES BELOW PIPE, 12 INCHES ABOVE PIPE, AND FOR THE FULL WIDTH OF THE TRENCH. CLASS B BEDDING MATERIAL SHALL BE INSTALLED FOR THE FULL DEPTH OF THE EXCAVATION WITHIN 3 FEET OF THE COIL METER PIT.
4. PAVERS SHALL BE INSTALLED ON UNDISTURBED NATIVE SOILS.

**BACA GRANDE WATER AND SANITATION DISTRICT**  
**STANDARD**  
**WATER METER PIT DETAIL**

**TST**  
 TST INC. OF DENVER  
 166-0002 02  
 11/14/2014  
 1 1

# Announcing...

## The Easiest Way to Pay Your Bill

Our new online bill pay option saves you time and gives you more flexibility in how you pay your bill.

If you have an Internet connection and an email address, you can now pay your bill online. You are also able to "opt in" to paperless billing and receive an email notification when your bill is ready to view. It's fast, it's easy, and you no longer have to write a check each month or find a stamp when it's time to send in your payment.

## How It Works

We have partnered with **Xpress Bill Pay**, the premier provider for online bill payment.

When you sign up for online bill payment you get a unique password that you use to access your personal account at **www.xpressbillpay.com**. Every month we'll send you a reminder email to let you know when your bill is online.

Then, just log in through your Web browser and view your bill, which will look like the paper statement you're familiar with. Select a payment type — credit card, debit card, or electronic funds transfer — enter the information, and you're done!

It's that easy, and it only takes you a few minutes each month.

We're offering this service at the request of customers like you. Sign up today and see why so many people consider this the best way to pay their bills.

## Online Bill Payment Facts

- It's free to sign up for online bill payment at **www.xpressbillpay.com**.
- You can pay your bills with a credit or debit card, or you can transfer funds directly from your checking account.
- You can pay your bill from anywhere. Users outside the U.S. can contact our Payment Center anytime to make a payment or to set up an Auto Pay.
- No need to worry about late payments if you're out of town when your bill is due.



- After you complete the transaction, you can receive an email receipt to confirm that the payment went through.
- You can view up to a year's history of your account online, so you can compare your current bill to a year ago.
- If you'd like, you can select the Auto Pay option and your bill will be paid automatically each month.

## What To Do Next

If you're ready to get started with the convenience of online bill payment, here's what to do:

1. Go to **www.xpressbillpay.com**. We have partnered with Xpress Bill Pay to provide you with online bill payment service.
2. Click on the "Go" button below "New to Xpress Bill Pay?" and complete the short registration form including email address and password.
3. Select your billing organization and follow the prompts for linking your bill.
4. Once your bill is added to your account, you can view and pay your bill online, or setup a recurring auto payment schedule.

## And There's More!

Along with being able to make a payment online at any time you can also call the payment assistance center to make a payment over the phone. Call 1-800-720-6847 or 1-385-218-0338 (from outside the U.S.) to speak with an agent and make your payment today! A phone payment fee may apply.

# xpress BILL PAY