

## BGWSD: WATER – SEWER HOOK-UP PROCESS OVERVIEW

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*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.*

- a) APPLICATION FOR WATER-SEWER HOOK-UP: You must include the following when applying for a new water–sewer hook-up:
  - a. A copy of Rules and Regulations must be onsite during construction at all times.
  - b. Payment for any outstanding tap fee balance. The tap fee for the property must be paid in full for the size tap being requested.
  - c. A completed “WATER & SEWER HOOK-UP” application form.
  - d. A completed “WATER-SEWER HOOK-UP PERMIT” application form. This includes the information on the portable toilet.
  - e. 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.
  - f. 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.
  - g. 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.
  - h. For your convenience, we’ve included information on how to sign up for Xpress Bill Pay online payments & a listing of local contractors.
1. SITE VISIT: Operations Staff conducts a site visit and approves project concept.
2. PERMIT: A permit must be issued by the District before any work can begin.
3. 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



# 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.*

<i>Property Owner Information</i>		
Name:	Phone:	
Unit:	Lot #:	
Platted Street:		
Mailing Address:		
City:	State:	Zip Code:
<i>Applicant Information</i>		
Name:	Phone:	
Address:		
City:	State:	Zip Code:
<i>Building Description</i>		
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>		
<i>Commercial Toilet</i>		
Company Delivered From:	Date Delivered:	
<i>No construction shall begin without a commercial toilet onsite.</i>		
<i>Baca Grande Water and Sanitation District Requirements</i>		

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.**

The undersigned Applicant/Owner hereby agrees to abide by all of the rules and regulations of the District, as amended from time to time without notice. **Additionally, applicant understands once the Water Sewer Hookup is complete, the customer account becomes a usage account with a monthly base rate charge.**

\_\_\_\_\_  
District Manager Signature                      Date

\_\_\_\_\_  
Applicant/Owner Print Name                      Date

\_\_\_\_\_  
Utility Superintendent Signature                      Date

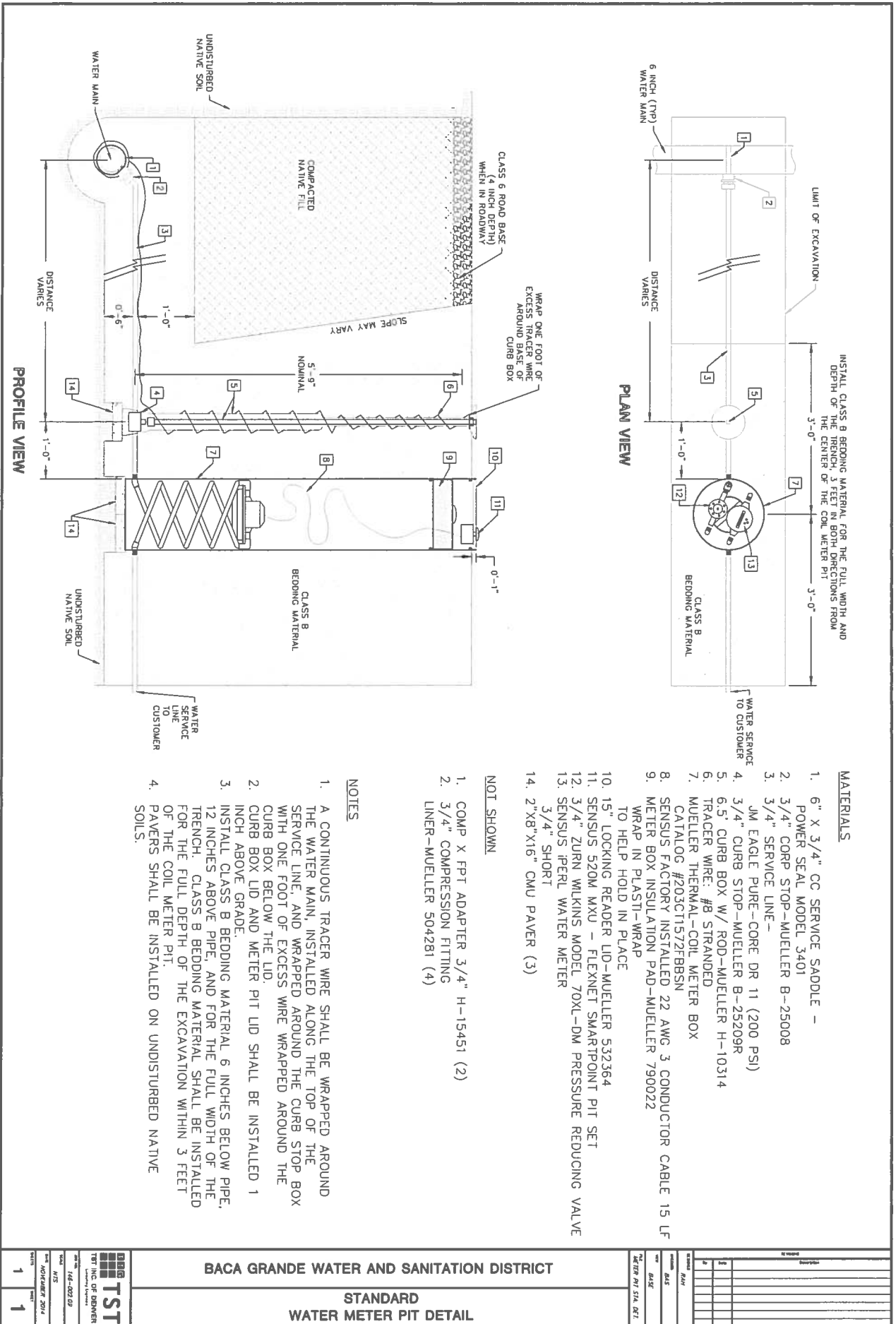
\_\_\_\_\_  
Applicant/Owner Signature                      Date

## 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

## BACA GRANDE WATER AND SANITATION DISTRICT RULES AND REGULATIONS

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serving a subdivision shall extend to the center of boundary streets, to boundary lines or to the outside of paved areas as noted on the approved plans.

- 9.13 MINIMUM DEPTH.** All pipes shall be installed with a minimum of five feet (5') and a maximum of ten feet (10') of cover from finished grade of street to the top of the pipe.
- 9.14 CORROSION PROTECTION SYSTEMS.** Polyethylene wrap shall be used on all cast iron or ductile iron pipe, fittings, rods, and appurtenances per AWWA C-105. If soil resistivity is less than one thousand (1,000 ohm-cm), a corrosion protection system shall be designed by a corrosion engineer.
- 9.15 SERVICE CONNECTIONS.** Refer to Article 12, Water Service Lines of this section for service line requirements and specifications.
- 9.16 BOOSTER PUMPS.** Booster pumps installed for private use shall be the responsibility of the Property Owner. Booster pump installations shall be designed by a Licensed Engineer and the design shall be submitted to the District for approval by the District's engineer. A backflow prevention device with a minimum two-pipe diameter air gap shall be required for all booster pump installations.

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**ARTICLE 12. SERVICE LINES**

**12.1 GENERAL PROVISIONS**

- 12.1.1 GENERAL.** A Water & Sewer Hook-up/Availability of Service Permit is required before any digging can take place.

Purchase of a Water & Sewer Hook-up/Availability of Service Permit obligates the Developer to strictly adhere to all of the District's Rules and Regulations that pertain to water service line connections. Exceptions to the District's Rules and Regulations may be made only upon application in writing to the Manager.

Jumpers are not allowed in this District. Water use is prohibited without the use of a meter or without prior written permission from the District. If this provision is violated, the Property Owner of the offending service shall be immediately assessed a fine per incident as set forth in the District's Schedule of Fees and Charges as set forth in Appendix A.

Reminders:

- A Water & Sewer Hook-up/Availability of Service Permit is required before any digging or excavation of any kind commences.
- If at any time a problem or questions occur, please be sure to contact the District for instructions before proceeding with a connection.
- Any variances from the provisions of these Rules and Regulations must be requested in writing and approved by the District.

**12.2 GENERAL REQUIREMENTS**

- 12.2.1 WATER SERVICE SIZE.** Water services shall be adequately sized to meet the requirements of the facility being served. The minimum size water service shall be three-quarters of an inch (3/4").

The service line and meter shall be sized according to AWWA manual M22: "Sizing Water Service Lines & Meters" and shall be approved by the District on the basis of:

- Number of units serviced.
- Number of fixtures.

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- Length of service line.
- Total GPM required.
- Annual consumptive demand.

The District may require the installation of a meter a size smaller than the service pipe in cases where the full capacity of a previously used service pipe is not required.

Service lines shall be of the same type material from beginning to end, unless the appropriate insulator is installed at the junctions of dissimilar metals and unless approved by the District.

Service lines shall be the same size as the corporation stop unless written permission is given by the District.

**12.2.2 WATER SERVICE LINE LOCATIONS.** District approval of service line locations is required for all services. Water service lines at the curb stop shall be no deeper than six feet (6'). Water service lines shall be a minimum of two feet (2') from the property line. If any portion of the service line is to be located under a hard surface, such as driveway, then the service line will be sleeved in SDR-35 pipe, or if joint trenching is approved by the District.

**12.2.3 METERS.** Meters will be furnished and installed by the District. The District will furnish the meter and remote reader for all services. The District will furnish and install all materials from the main to the pressure regulator, including the corporation stop, curb stop, meter, pressure regulator, meter box, curb box, and any associated valves. The charge for District furnished meters is set forth in the District's current Schedule of Fees and Charges as shown in Appendix A.

Water meters shall be set when the Property Owner requests water for the structure. Meter installation shall be requested from the District at least seven (7) days in advance. The District only provides meter sets Tuesday through Thursday, excluding holidays. If the meter cannot be installed due to improper preparation, a fee shall be assessed for each return for installation as set forth in the District's Schedule of Fees and Charges. If the building is occupied prior to a meter set, a fine shall be assessed as set forth in the District's Schedule of Fees and Charges. Meter sets in cold months must have a heat source available.

The District will supply the water meter, which is paid for when the fee for the Water & Sewer Hook-up/Availability of Service Permit is



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collected. The District may, in its discretion, agree to maintain meters at the Property Owner's expense. Once installed, meters are owned by the Property Owner, and the Property Owner shall be solely responsible for all costs of maintenance, repair, and replacement.

It is the Property Owner's responsibility to insure that the water billing address is correct and bills are paid promptly. The Property Owner shall notify the District of any change of ownership or of any change of billing responsibility.

**12.2.4 LOCATION OF METERS AND REMOTE READOUTS.** Meters for all residential services in the District shall be installed in a meter pit and shall not be located within the structure. Meters for commercial services shall not be located within a structure unless approved by the District in advance. Remote readouts shall be mounted in an approved location. All meter set and remote readouts locations will be approved by the District and will not be covered in any way at anytime as to allow the District total access for repairs.

**12.2.5 METER SIZE.** The service line shall be the same size from the corporation stop to the curb stop. Meters shall be of the same size as the corporation stop. The service line shall be one material from the corporation stop to the curb stop and the same material from the curb stop to the meter.

Meters in sizes three inches through six inches (3" - 6"), regardless of type of installation, shall be compound type meters. Compound meters shall consist of two (2) meters, one (1) to measure small flows and the other to measure large flows. The two (2) meters may be assembled in one (1) case or in separate cases coupled together.

A bypass line shall be required for all meters one and one-half inch (1½") and larger. Bypass lines shall contain an independent control valve and shall contain no tees, plugs, or other outlets through which water could be withdrawn.

**12.2.6 CURB STOPS.** Curb stops shall be installed on all service lines to provide a means to shut off the service line. The curb stop and stop box shall be located as shown on the standard details. Curb stops shall be buried a minimum of six feet (6') and a maximum of six feet six inches (6'6"). The curb stop box shall be a minimum of two inches (2") and a maximum of four inches (4") above final grade or back of sidewalk.

**12.2.7 PRESSURE REGULATORS.** A pressure regulator, adjustable from twenty-five to seventy-five (25-75) psi, shall be installed on all service

## BACA GRANDE WATER AND SANITATION DISTRICT RULES AND REGULATIONS

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lines in which normal operating pressure exceeds fifty (50) psi. For existing services with inside meter settings, the pressure regulator shall be installed between the meter yoke and downstream valve. For services with outside meter settings, the regulator shall be located in a meter pit. For meters larger than one inch (1”), the pressure regulator shall be installed as approved by the District.

**12.2.8 PRESSURE BOOSTER SYSTEMS.** In locations where the District’s water distribution system is not capable of providing a static pressure at the meter of at least forty-three (43) psi, the District may permit the private installation of pressure booster systems. The Property Owner shall be responsible for the operation and maintenance of the pressure booster system, including all costs associated therewith. Booster systems will be sized to provide adequate flow and will generally consist of a booster pump and a pressure tank. The District shall approve booster systems prior to installation in accordance with the provisions of Section 9.16. Generally, booster systems will not be allowed when the service pipeline can be at sufficient size to not impact pressure and flow.

In lieu of a pressure booster system, the District may require installation of a pipeline from a higher pressure zone to serve houses with pressure less than forty-three (43) psi.

**12.2.9 SERVICE LINE STUB-INS.** Service line stub-ins shall extend behind any other utilities, such as gas and electric lines. Water services shall be in a separate trench and shall be a minimum of ten feet (10’) from sewer service lines. Water service lines shall be a minimum of eighteen inches (18”) above any sanitary sewer crossing.

**12.2.10 WATER SERVICE LINE TAPS.** All taps shall be made by the District. A curb stop shall be installed at least two feet (2’) inside the property line and two feet (2’) off the property line.

**12.2.11 SANITARY SEWER SERVICE.** Sanitary sewer services shall be a minimum of four inches (4”) in diameter. All structures shall be served by a separate, independent sanitary sewer service line unless otherwise approved in advance by the District.

Sanitary sewer service lines shall be connected to the main a minimum of five feet (5’) clear distance from manhole walls. No direct connections of service lines to manholes shall be permitted. Service lines shall be installed a minimum of three feet (3’) from the side property line.

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Sanitary sewer service stub-outs shall extend a minimum of fifteen feet (15') beyond the sidewalk, or where no sidewalk is to be installed, a minimum of one foot (1') beyond the property line. The stubouts shall be plugged and the end marked with a green-painted T-post installed in the ground directly above the location of the plugged end.

**12.3 LIABILITIES OF PROPERTY OWNER.**

**12.3.1 WATER SERVICE LINES.** The Property Owner shall own and be liable for any and all damage resulting from the freezing, breakage, leak or other failure of any water improvements installed beyond the curb stop, including meters, and into the residence, building or other structure. In the event that such water improvements between the curb stop and the structure require repairs, replacement or removal, such work shall be the responsibility of the Property Owner and the Property Owner shall bear all costs associated therewith.

**12.3.2 SEWER SERVICE LINES.** The Property Owner shall own and be responsible for maintaining the entire length of the sewer service line regardless of whether such service line is located on the Property Owners's property or in public right-of-way. Excess infiltration leaks or breaks in the service lines shall be repaired by the Property Owner within seventy-two (72) hours from the time of notification of such condition by the District, or the Property Owner's discovery of such condition. If satisfactory progress toward repairing the leak has not been made by the time specified, the District shall have the authority to repair, or have repaired, the service line and the Developer shall be responsible for all resulting costs. The District shall be entitled to all remedies permitted under these Rules and Regulations to secure the payment of such repair costs.

**12.4 WASTEWATER SERVICE LINE BACKUPS.** The District will be responsible for wastewater flows and any backups that may occur in sewer main lines. The Property Owner shall remain solely responsible for any back-ups that may occur on service line. The District shall not be responsible for incidental damage, including property damage, as a result of wastewater service line backups. The Property Owner shall also be responsible for any maintenance, repairs, or replacement of wastewater service lines.