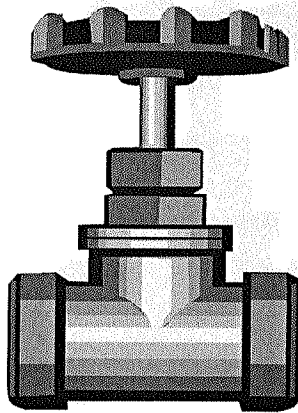


Water Service Connection Application

City of Sand Springs, Oklahoma
Sand Springs Municipal Authority

Effective February 1, 2011



This packet contains:

- ✓ Tips on navigating the water service connection process
- ✓ Agreement for Water Service Connection
- ✓ Listing of Certified Water Service Installation Contractors

Completed applications for submittal shall include:

- ✓ A completed and signed Agreement for Water Service Connection
- ✓ A correct legal description for the service location property
- ✓ A copy of a building permit or zoning clearance letter
- ✓ An approved sewage disposal system for the property
- ✓ Payment for the Water Tap Fee (see page 4)
- ✓ Payment of Sewer Tap Fee (\$200 if served by City sewer)

Attention Water Tap Purchasers

Effective Feb. 1, 2011

The City of Sand Springs (Sand Springs Municipal Authority) has initiated new procedures for purchasing and installing water taps for customers establishing water service to a new building or property. This will involve the customer selecting, scheduling and making independent payment arrangements with a private contractor certified to install water service taps by the city. Regular tap fees will still apply.

What Customers Need to Do:

- ✓ Select a certified water service installation contractor from a list provided by the City.
- ✓ If the building or property is located inside the city limits or in an unincorporated area that requires plumbing inspections, select a currently state-licensed and locally-registered plumbing contractor to perform private service work beyond the meter installation.
- ✓ Complete the "Agreement for Water Service Connection" and submit it to the Customer Service Department along with an accurate legal description and physical address for the building or property. A building permit or zoning clearance letter must accompany the application, along with acceptable documentation of an approved sewage disposal system (if the building or property will not be connected to City sewer) and directions to the property if it cannot be located easily.
- ✓ Mark the preferred location for the proposed meter pit with a stake and signage displaying the customer name and physical address of the property. You may want to discuss this location with your certified water service installation contractor. The contractor will need to call the Customer Service Department to initiate a site inspection by the City.
- ✓ Your certified water service installation contractor will install the tap equipment using supplies and methods approved by the City. Any specific questions should be directed to your contractor.
- ✓ Establish a water service account with the City once the tap is installed, inspected and approved by the City. A separate deposit and water service contract will be required for initiating service.
- ✓ Note that the Agreement for Water Service Connection is void two (2) years from the date of initiation. It is recommended that customers consider purchasing a tap shortly before the time when they will need water service to the building or property.

What the City (SSMA) Will Do:

- ✓ Review and process Agreement for Water Service Connection, and track installation process.
- ✓ Inspect the proposed tap site marked with a stake and determine whether water service can be provided there. Any adjustments will be coordinated directly with the certified water service installation contractor.
- ✓ Inspect the completed tap installation for approval. Any adjustments will be coordinated directly with the certified water service installation contractor.
- ✓ Set a water meter and calibrate it to the City's automated meter reading (AMR) system. Assign the meter into the City's routing system.
- ✓ Maintain the tap components and meter system as property of the City.

Questions? Contact the Customer Service Department at 918-246-2527

performing the private water service installation beyond components of the SSMA water service connection.

(5) For purposes of definition, the water service connection governed by this agreement shall include a tap into the SSMA water main, piping and connections (including roadway crossings) to the water meter and housing, meter setting piping and appurtenances, a backflow prevention device, and connective piping and appurtenances to the customer's private service line. All materials and procedures used in this service connection shall meet approved standards as adopted by SSMA. Such materials and installations shall be procured and performed by an individual or firm approved by SSMA at the applicant's expense. The private service piping and appurtenances shall be installed in compliance with all applicable federal, state, county or municipal laws, rules and regulations.

(6) The applicant shall mark his or her property with a stake and signage visible from the nearest public roadway identifying the applicant by name and the property address to be served. The stake and signage shall be placed at the approximate location where the applicant desires installation of the water meter and housing. Such location shall be accessible from the public street at all times, must be upon the applicant's property, and cannot be located inside a fence or other obstruction. Employees or agents of SSMA shall inspect the site to determine whether SSMA can provide service to the location, and whether the water meter and housing shall be located at the point of the stake or at another location upon the property. The determinations made by SSMA in location of the water meter and housing shall be final.

(7) Upon approval of the site inspection, SSMA shall contact the approved individual or firm making the service connection installation and authorize the installation to proceed. The approved individual or firm shall make the installation in coordination with the applicant and shall advise SSMA through its Customer Service Department when the service connection installation is complete. SSMA employees or agents shall then perform an inspection of the installation to determine if the installation workmanship and materials are acceptable to SSMA in compliance with specifications as provided by SSMA, and any federal, state, county or municipal (where applicable) law, rule or regulation. Any concealment of the service connection prior to inspection and acceptance of same by SSMA shall result, without exception, in re-excavation of the entire service connection at the applicant's or contractor's expense.

(8) Upon acceptance of the service connection installation by SSMA; the tap, all piping and appurtenances, meter equipment and housing, and backflow prevention device, from the SSMA supply line to the property or facility private service line, shall become the property of SSMA and shall thereafter become the maintenance responsibility of SSMA. The applicant and/or customer shall not tamper with or otherwise affect the equipment or operation of the service connection installation described herein.

(9) An approved service connection inspection shall become an attachment to this agreement. The agreement shall remain on file with SSMA in its Customer Service Department. The applicant shall initiate potable water service from SSMA for the service connection's property or facility within two (2) years from the date the service connection *application* and fee payment are received by SSMA. Failure by the applicant to initiate potable water service within the prescribed timeframe shall void this service connection agreement with no refund of fee.

(10) Potable water service shall be initiated by completing a contract for such with SSMA's Customer Service Department, providing all information as required by the contract, and paying all applicable deposits and fees as established by the SSMA trustees. Customer Service Department employees or agents shall establish a customer account for the property or facility and shall install a water meter which shall be the property of SSMA. Applicable rates, fees and

other charges as determined by SSMA trustees shall initiate upon execution of the contract to provide water service.

(11) In the event SSMA cannot serve potable water to the property after a service connection application has been completed and fees paid, the applicant shall be entitled to full reimbursement of said fees. Should the applicant cancel the service connection herein within two (2) years of the *application* date and fee payment, the applicant shall be entitled to reimbursement of fees paid less a \$100 administrative charge. Any tampering, contrivance or other means by the applicant, either directly or indirectly, to improperly receive potable water service from SSMA's water system shall be cause for forfeit all fees. Other administrative fees, and/or civil or criminal penalties may apply.

Acknowledgement and Acceptance:

As applicant for a potable water service connection from the Sand Springs Municipal Authority, I acknowledge that I have read and understand the provisions of this Agreement for Water Service Connection. I accept the requirements, conditions, procedures and practices established by this agreement and agree to abide by them with the understanding the failure to do so will result in voiding of this agreement, and may result in other actions or penalties as provided for by applicable federal, state, county or municipal laws, rules or regulations. I further acknowledge and accept that execution of this agreement does not represent a binding contract for connection to or provision of potable water service by the Sand Springs Municipal Authority.

Applicant's Signature Date _____

Service Location Address: _____

Directions: _____

Applicant's Name (please print): _____

Applicant's Current Mailing Address: _____

City, State, Zip: _____

Daytime Telephone: _____

E-mail address: _____

DL Number or EIN: _____

Approved Service Connection Contractor: _____

Private Installation Plumbing Contractor: _____

Meter Size _____

Inside / Outside City Limits _____

Sewer System City Sewer _____ Septic _____ Aerobic _____

Costs:

Tap Fee Inside:

5/8" meter (contractor charges additional)	750.00
1" meter (contractor charges additional)	1,000.00
2" turbine meter (contractor charges additional)	1,700.00
2" compound meter (contractor charges additional)	2,100.00
3" compound meter (contractor charges additional)	2,400.00
4" compound meter (contractor charges additional)	3,700.00
6" compound meter (contractor charges additional)	4,700.00

Tap Fee Outside:

5/8" meter (contractor charges additional)	1,250.00
1" meter (contractor charges additional)	1,500.00
2" turbine meter (contractor charges additional)	1,700.00
2" compound meter (contractor charges additional)	2,100.00
3" compound meter (contractor charges additional)	2,400.00
4" compound meter (contractor charges additional)	3,700.00
6" compound meter (contractor charges additional)	4,700.00

Sewer Fee (Inside); 200.00

If using Aerobic system attach paperwork

Sewer Outside must provide Perk Test if installing Septic System

CITY OF SAND SPRINGS
CERTIFIED WATER SERVICE INSTALLATION CONTRACTORS

Barnhart Excavating	918-827-6005
	cell 918-340-9260
Garland's Backhoe Service	918-227-4605
	cell 918-697-4605
McCulloch Excavation, Inc.	918-322-3150
Mills Truck & Tractor Service, Inc.	918-855-6233
Practical Solutions, Inc.	918-246-9049
	cell 918-439-6369
	cell 918-439-6397
Reeves Backhoe Service	918-363-8474
	cell 918-637-1330
Tulsa Utility Contractor, Inc.	918-664-2850