

SCHUYLerville/VICTORY  
BOARD OF WATER MANAGEMENT

**APPLICATION FOR WATER HOOK-UP**

Name of Property Owner \_\_\_\_\_

Address of Property Owner \_\_\_\_\_

Telephone Number \_\_\_\_\_

Address of Hook-up Location \_\_\_\_\_

\$300.00 Application Fee Due with Application                      Check # \_\_\_\_\_                      Cash \_\_\_\_\_

Contractor Information:      Name \_\_\_\_\_                      Phone # \_\_\_\_\_

Certificate of Insurance from Contractor Naming the SVBOWM as Additionally Insured      Yes      No

Is There an Existing Hook-up \_\_\_\_\_

Is Location of Requested Hook-Up a Building Under Construction \_\_\_\_\_

Is the Foundation Completed \_\_\_\_\_

Anticipated Date of Occupancy \_\_\_\_\_

Is Structure Under Renovation      Yes      No      Intended Purpose of Renovation \_\_\_\_\_

Is this a Residential Unit/s      Yes      No                      Number of Families \_\_\_\_\_

Number of Bathrooms \_\_\_\_\_

Number of Apartments or Living Units \_\_\_\_\_      Is this a Commercial Structure      Yes      No

Type of Business \_\_\_\_\_                      Fire Suppression      Yes      No

Is Water Used as Part of a Commercial Process      Yes      No

Where Water is Used as Part of a Commercial Process,  
What is the Estimated Use in Gallons Per Day \_\_\_\_\_

**MUST NOTIFY SCHUYLerville VICTORY WATER DEPARTMENT FOR FINAL INSPECTION  
PRIOR TO BACK-FILL - (518) 888-4454**

Signature of Applicant \_\_\_\_\_                      Date \_\_\_\_\_

**THIS SECTION FOR WATER COMMISSION USE ONLY**

Date Application Received \_\_\_\_\_

Location of Nearest Main \_\_\_\_\_

Size of Main \_\_\_\_\_

Location of Nearest Shut-Off \_\_\_\_\_

Location of Adjacent Hydrants \_\_\_\_\_

Is Building Permit Approved \_\_\_\_\_

Estimated New Materials Required \_\_\_\_\_

Tap on Main \$ \_\_\_\_\_

Copper Tubing: \_\_\_\_\_ \$ \_\_\_\_\_  
Feet Size

Curb Cock \$ \_\_\_\_\_

Contractual Expense \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Estimated Number of Men Required \_\_\_\_\_

Estimated Number of Man-Hours Required \_\_\_\_\_

Cost of Manpower \$ \_\_\_\_\_

Total Cost Estimate \$ \_\_\_\_\_

## **SCHUYLERVILLE/VICTORY BOARD OF WATER MANAGEMENT RULES AND REGULATIONS**

1. **New Service** - All requests for new water service must be approved by the Board of Water Management (“BOWM”). Applications for new water services are available at the Village Office and must be submitted in writing. All service installations by the BOWM shall be performed beginning the month of April and ending October 31<sup>st</sup>. It will be the responsibility of the customer to reimburse the BOWM for the cost of the new service installation, a minimum of \$1,500.00.
2. **Service and Repair** - The BOWM is responsible for service and repairs from the water main to the curbside. The customer is responsible for service and repairs from the curbside to the structure or service end point. The customer is responsible for all landscaping, blacktop repair etc. if the curbside is located on the customer's property. Any work on the water line (customer side) shall be reported to the BOWM before work begins.
3. **Request for water turn off** - Requests to turn water off must be timely. Quarterly billings will not be adjusted if request is made after the issuance of the water rent bill. There will be no charge for turning water off.
4. **Request for water turn on** - A fee of \$50.00 will be charged for all requests for water turn on. All requests shall be submitted in writing to the Village Clerk on the water turn on application form. The customer shall be present at the service address when the water service is activated. All turn on requests shall be completed within seven business days. The water rent bill will be pro-rated to reflect the period of water use. This fee will be waived if water is turned off temporarily to repair water lines.
5. **Authorized use of water distribution equipment** - Curb cocks, valves, fire hydrants etc. shall be operated by BOWM personnel only. Authorization may be granted to outside parties by the Water Supervisor only. Tampering with any distribution equipment by an unauthorized individual shall result in a \$ 250.00 fine.
6. **Water Use Ban** - Water use ban is defined as the use of water beyond health, safety and business purposes limited to the use of hand held hoses during the hours to be established by the Water Supervisor. The Water Supervisor shall notify the BOWM Chairperson when the ban shall be in effect. Violation of a water use ban shall result in a \$100.00 fine per incident.
7. **Swimming Pools** - The filling/re-filling of swimming pools using village water is strictly prohibited. Village water may be used to “top off” swimming pools provided

that anti-siphoning devices have been installed on all outside water spigots. Anti-siphoning devices shall be installed for all residential homes that have existing pools and for all new installations. Violation of this rule shall result in a \$250.00 fine. **Exception:** Non-Permit required pools (24" or less) may be filled by village water, provided that anti-siphoning devices have been installed.

8. **¾" Service** - The customer shall be responsible for paying the BOWM for all of the costs of installing a ¾" water service. The service shall consist of a shut off valve on the main (corporation), copper pipe to the curb cock, curb cock, curb box, fill material, blacktop (if needed) and labor. The curb box shall be installed at a location to be determined by the BOWM's Water Supervisor. A minimum ¾" line shall be the service provided to a single family residence.
9. **1"-2" Service** - Same requirements as for ¾" service. The size of the line shall be determined by reference to the NYS Plumbing Code.
10. **Service greater than 2"** - Fee shall be determined by the BOWM upon recommendation by the Water Supervisor.
11. **Water Installations by Outside Contractors** - All installations that cannot be performed by the BOWM shall be contracted to approved outside contractors. All work shall meet the requirements of the BOWM and NYS Dept. of Health. A water installation permit shall be required by the contractor or customer and proof of workers compensation and liability coverage shall be provided. The Villages of Schuylerville and Victory shall be named as additional insureds. The permit fee shall be \$300.00. The customer shall be responsible for the hiring and payment to the contractor. All installations shall be inspected by the Water Supervisor prior to backfill. A 24 hr. notice shall be required for all inspections. Any materials that are required shall be the customer's responsibility.
12. **Service for New Developments** – All installations, materials, etc., shall be the responsibility of the contractor. All work shall meet the approval of the BOWM and NYS Dept. of Health, State and local building codes. All inspections of the infrastructure shall be inspected by a NYS licensed engineer and selected by the BOWM. All engineering fees shall be the responsibility of the contractor. All service installations shall be inspected by the Water Supervisor or Building Inspector.
13. **New Development Turn On Fees** – Water turn on activations shall be completed by authorized personnel only. There shall be a fee of \$300.00 for all requests. All indoor plumbing shall be air tested per NYS Plumbing Code requirements and approved by the Building Inspector prior to water service activation.

14. **Late Payment** – A late payment fee of 10% will be assessed 30 days after the water rent billing date.

15. **Exempt Properties** – The following properties or groups are exempt from water rents:

- Schuylerville Wastewater Treatment Plant
- Schuylerville DPW Garage
- Schuylerville Village Municipal Building/Firehouse
- General Schuyler Emergency Squad
- Village Cemeteries
- Victory Village Municipal Building/Firehouse
- Victory DPW Garage
- Schuylerville/Victory Water Filtration Plants
- Fort Hardy Park Youth Center

**Outside Water Users** – Outside water users are defined as those water customer/properties located outside either Village boundaries. Outside users shall be required to sign a contract with the Village that bills the account. This contract shall be in place prior to providing service to new outside users.

All request for new service outside of either Village boundary must be approved by the BOWM, and will be the responsibility of the customer to reimburse the BOWM for the cost of the new service installation.

The collection procedures for outside water users will be as follows: a late fee of 10% will be assessed on the outstanding balance 30 days after the billing date. All delinquent outside water user accounts will be mailed a certified letter allowing 10 days from date of receipt to pay the balance in full. Failure to bring the account current at that time will result in immediate discontinued water service. A \$75.00 water turn on fee will be assessed on delinquent accounts requiring water service termination.

Adopted by B.O. W. M. on 01-22-2018  
Revised by B.O.W.M. on 09-23-2019