

Springfield Water and Sewer Commission

Revised June 30, 2011

June 1, 2011 Tornado Recovery – Water and sanitary service to temporary trailers, which will provide temporary residential housing to those impacted by the federally declared disaster, will be eligible for the procedures and requirements described below.

Placement of temporary trailers not associated with tornado damage are not part of this program and will be required to meet all standard requirements of the Commission's Rules and Regulations, Guidelines and Policies.

Temporary Trailers Water and Sewer Use Fees – If a temporary trailer is to be placed on a lot and needs temporary water and sanitary services, the Commission will not charge for water and sewer use to the trailer from the time it is placed and temporary services are active until the trailer is removed and those services are discontinued. This free water and sewer use will end no later than June 30, 2012. After that time, if the trailer is still in place, the Commission will charge for water and sewer use based upon metered water usage or estimated water usage as determined by the Commission.

Other fees will be required associated with temporary water and sanitary service. Service installation options and related fees are described below.

Water and Sewer Services for Temporary Trailers – The following is the procedure to obtain temporary water and sanitary services, if a home is being demolished and the foundation is being removed.

Apply for Water and Sanitary Service:

Fill out Application: at Commission's Field Services Office, 71 Colton St., Springfield MA

Submit Plan: sketch of lot and the following-

- Existing building footprint, future building footprint (if known),
- Trailer location,
- Existing water and sewer services,
- Temporary water and sewer services
- Future water and sewer services to reconstructed building (if known).

Pay Application Fees: \$50 for water, + \$50 for sanitary = \$100 Application Fees

Commission reviews application and makes comments. When the review is complete, the Commission issues a memo describing the work and describing any fees which are due to the Commission.

**Fees may include: Commission Inspections \$150/site visit,
Tapping Main \$310, Discontinuance of water service \$250**

Once Fees are paid at the Commission Field Services Office, the Contractor may schedule inspections and/or taps as needed.

The owner must hire a Commission Approved Contractor to perform any work on water or sanitary services. The Commission must inspect the Contractor's work.

Temporary Water Service - There are two options for temporary water services depending on the extent of damage to the existing home.

Option 1 – If the existing water service and meter are undamaged, the owner’s plumber may connect after the water meter to the existing plumbing to provide water for the trailer. No Application for Water Service is required.

The owner may request that the Commission provide free water service to the trailer for a period ending no later than June 30, 2012.

No Commission Fees associated with the temporary service will be required.

Option 2 – If the existing water service is damaged, or the foundation of the building is to be removed, the owner’s Commission Approved Contractor may modify the existing 1” or ¾” copper water service by connecting to the existing undamaged water service piping within the lot and install new water service piping to the trailer. The minimum size for a new water service is 1-inch copper tubing.

The contractor or owner shall provide a sketch with the proposed service location as part of the application for water service.

The Commission will provide free water use to the trailer for a period ending no later than June 30, 2012.

Application for Water Service, and Inspection Fees will be due. Tapping Main Fee and Discontinuance Fee may be due.

The Commission must inspect all work by the Contractor on the water service between the main and the trailer.

The owner is responsible to protect, insulate, and heat the water service from 4 feet below the ground up into the heated trailer. This is necessary to keep temporary water service from freezing during the fall and winter months. Installation of heat tape, insulation, or other measures may be required to keep water services from freezing.

Future Temporary Water Service Discontinuance and Water Service to Reconstructed Building:

There are two options for the future water service to the reconstructed home.

- If the Owner or Contractor knows what is planned for the future water service to the reconstructed building, they may include that work with the application for temporary water service to serve the temporary trailer. This will save them from completing a second application form and paying a second Application Fee in the future.
- If it is not known what will be constructed for the future building during the time of application for the temporary water service, the Owner or Contractor must complete a second application (including Application Fee) proposing the service to the reconstructed building.

Option 1 - If the existing water service is ¾-inch copper tubing, galvanized pipe, or any material other than 1-inch copper tubing, the service must be replaced from the water main to the building. If the new service tap is in the same location as the existing tap, a basic discontinuance of the existing water service must occur, but there will be no charge for the Commission to perform the discontinuance. If the new water service is proposed in a new location at the main, a Basic Discontinuance Fee will be required. The Contractor shall install a new water service to the reconstructed building. The Commission will install a new meter in the basement if needed.

Application for Water Service Fees, Tapping Water Main Fees, and Inspection Fees will be due. Basic Discontinuance Fees may be due.

Option 2 - If the existing water service is 1-inch copper tubing, the new water service may connect to a point at an appropriate location along the existing water service and connect to the reconstructed home. This piping must successfully pass a pressure test with the Commission observing the test. If the piping fails the pressure test, new service piping must be installed from the main to the meter in the building. This will require additional fees to be paid for tapping the main and discontinuing the existing service at the main. If the new service tap is in the same location as the existing tap, a basic discontinuance of the existing water service must occur, but there will be no charge for the Commission to perform the discontinuance. If the new water service is proposed in a new location at the main, a Basic Discontinuance Fee will be required. The Commission will install a new meter in the basement if needed.

Application for Water Service Fees, Tapping Water Main Fees, and Inspection Fees will be due. Basic Discontinuance Fees may be due.

Temporary Sanitary Service – There are three options to provide temporary sanitary service to a trailer depending on the extent of damage to the existing home.

Option 1 - If the existing sewer service is undamaged from the main into the building, the Owner's plumber may connect to the existing plumbing to provide sewer service for the trailer. No application for new sewer service is required. See insulation and protection requirement below.

The owner may request that the Commission provide free sewer service to the trailer for a period ending no later than June 30, 2012.

No Commission Fees will be required.

Option 2 - If the existing sanitary service piping was not damaged, the Contractor may install sewer piping from the existing sanitary service to a convenient location in the lot along the service to install a standard cleanout. The trailer may then connect to temporary hose or piping to empty into the cleanout.

Application for Sanitary Service Fees, and Inspection Fees will be due.

Option 3 - If trees were uprooted or there was other damage in the area of the sanitary service, and the piping was damaged, it may be necessary to replace all or a portion of the existing sanitary service piping. The Owner and their Contractor shall determine if the existing sanitary service piping was damaged or not. It may be necessary to hire a Contractor to televise the existing service piping to determine if it may be used for the temporary service or be reused for the reconstructed home.

Application for Sanitary Service Fees, and Inspection Fees will be due.

The owner is responsible to protect, insulate, or implement other measures to protect the sewer service from 4 feet below the ground up into the heated trailer. This is necessary to keep temporary sewer service from freezing during the fall and winter months.

The Commission will provide free sewer use to the trailer for a period ending no later than June 30, 2012.

The Commission must inspect all work on the sanitary service between the main and the trailer.

Future Temporary Sanitary Service Discontinuance and Sanitary Service to be Reconstructed to the Building:

If the owner or contractor knows what is planned for the future sewer service to the reconstructed building, they may include that work with the application for sewer service to the temporary trailer. This will save them from completing a second application form and paying a second application fee in the future. If they do not know what will be constructed for the future home during the time of application for the temporary sewer service, they will need to make a second application in the future proposing the service to the reconstructed building.

The Contractor shall modify the existing sanitary service to serve the reconstructed building. If, due to the layout of the temporary cleanout and service piping, there is a portion of pipe that will no longer contain flows within it, the Contractor must modify the sanitary service to remove those portions no longer needed. Inspection Fees will be required.