

# Greater St. Joseph Water System

Serving the City of St. Joseph, Lincoln Charter Township, Royalton Township and St. Joseph Charter Township

## Operating Rules and Regulations

Adopted by: St. Joseph City Commission – October 23, 2023  
Adopted by: Lincoln Charter Township Board - October 10, 2023  
Adopted by: Royalton Township Board – June 12, 2023  
Adopted by: St. Joseph Charter Township Board – June 5, 2023

**TABLE OF CONTENTS**

Section 1 –Introduction .....2  
Section 2 - Definitions.....3  
Section 3 – New Service Connection Permits .....4  
Section 4 – New Service Construction Requirements .....6  
Section 5 - Service Operating Policies .....8  
Section 6 - Water Meters .....9  
Section 7 - Service Connections -- General Issues ..... 12  
Section 8 - Billing..... 14  
Section 9 - Water Distribution -- General Issues..... 17  
Section 10 - Miss Dig ..... 18  
Section 11 – Application & Permits ..... 23  
Section 12 – Service Details ..... 31  
Water Service Agreement ..... 42  
Application for Adjustment to Water/Sewer Billing..... 43  
Application for Temporary Service ..... 44  
Connection Permit..... 45

Reference Documents:

## SECTION 1 - INTRODUCTION

This policy manual was developed to be used as a guide by personnel of both the City and Township Water Systems and to provide each customer the greatest practicable latitude in the use of service consistent with reliable, economical and safe service to all customers. The Municipal Water System Policy is on file at the St. Joseph Finance/Clerk's office, 700 Broad Street, St. Joseph, MI 49085. Copies are obtainable by any customer upon request made in person, telephone, or by mail at the St. Joseph City Hall. The result of using this manual should be consistent, logical and fair treatment of Municipal Water System customers in regard to water issues.

## SECTION 2 - DEFINITIONS

1. Authority Area
2. Building Official
3. City
4. Customer
5. Meter
6. New Water Service Connection Application
7. Notice
8. Operating Policy
9. Public Water System
10. Service Lead
11. Service Provider
12. Service Agreement
13. WSJOB
14. Water Department
15. Water Service Line

### DEFINITIONS

The following terms when used in these Rules and Regulations, in Rate Schedules and in Service Agreements, shall, unless otherwise indicated, have the meanings given below:

1. **Authority Area** - Municipalities within the Southwest Michigan Regional Sanitary Sewer and Water Authority (SMRSSWA).
2. **Building Official** - The Chief Building Official of the local municipality
3. **City** - The City of St. Joseph
4. **Customer** - Any individual, partnership, association, firm, public or private company or governmental agency having the water service provided by the City of St. Joseph at any location.
5. **Meter** - Meter and auxiliary devices, constituting the complete installation needed to measure the water supplied to any Customer at a single point of delivery.
6. **Municipal Water System** - All facilities for connection, pumping, treating, storage, and distribution.
7. **New Water Service Connection Application** - Application to make a connection to the local Municipal Water Main, including watermain tap, inspection and meter.
8. **Notice** - Unless otherwise specified, a written notification delivered personally or mailed by one party to the other at such other party's last known address.
9. **Operating Policy** - The set of rules contained herein governing the sale and distribution of water.
10. **Service Lead** - That portion of the water service line from the curb stop to the watermain.

11. **Service Provider** - The City of St. Joseph and/or the Southwest Michigan Regional Sanitary Sewer and Water Authority.
12. **Service Agreement** - Agreement or contract between the City of St. Joseph and the Customer pursuant to the water service supplied and received.
13. **WSJOB** – The Water Services Joint Operating Board
14. **Water Department** – St. Joseph Water Department
15. **Water Service Line** - The water service extension from the building to the water main.

### **SECTION 3 – NEW SERVICE LEAD CONNECTION Requirements-EXISTING WATERMAIN**

#### 3.1 Scope

The policies enumerated in this Section are limited to that portion of a water service line that is located on a public right-of-way (service lead). That portion of a service located on private property is addressed by the applicable Municipality’s Building Code. This section applies to existing watermain only.

#### 3.2 Application Procedure

- a. A new water service lead connection in the Authority Area must be approved by the local Township prior to completion of the New Water Service Lead Connection Application.
- b. A customer applying for a new water service lead connection must use the application form furnished by the Water Department. This form must be filled out and submitted to the Water Department with the applicable connection fees.
- c. The Water Service Lead Connection Permit DOES NOT include a Right-of-Way Permit. If a Right-of-Way permit or any other permit is required, the City will obtain and include in the fee the appropriate permit(s) through the applicable municipal jurisdiction.
- d. Only the Water Department shall make a water service connection to an existing watermain that is 2 inches or less. Special exceptions may be granted at the discretion of the Water Department.
- e. In any case, no water service construction or connection to the watermain shall be started without an approved New Water Service Lead Connection Application.
- f. All curb stops & connections to the main shall be GPS located by the municipality.

#### 3.3 New Service Application/Permit Fees – Individual Services to Existing Main

New Water Service Connection Application – The New Service Application will include the following fees:

- a. Water System Connection Fee – The benefit fee associated with connecting to the Municipal Water System for the purpose of maintaining the water system capacity. See local municipality fee schedule.
- b. Tap/Inspection Fee – The Tap/Inspection Fee reflects the actual average cost of installing a new water tap. In those cases where a private contractor has been authorized to make the water service lead connection, an inspection fee will be charged in lieu of the tap fee. Normally, water taps are installed in the order the applications are received. See City of St. Joseph fee schedule.

- c. Meters Fee– The meter fee covers the perpetual maintenance of the water meter. Meters for a new service connection must be installed at the time the plumbing is installed. Additional meters may be installed for sprinkler/irrigation use. Please refer to the SJC/SMRSSWA Standard Details and Specifications. See City of St. Joseph fee schedule.

**Tap and Inspection fees DO NOT INCLUDE the following:**

*This list is not necessarily all-inclusive*

- 1. Connection of the private service to the curb box
- 2. Local plumbing permit

**3.4 Service Construction or Connection Permit Procedures**

- a. Water service lines shall have not less than four (4) feet, but not more than five (5) feet of cover.
- b. New water service lines shall be installed at least five (5) feet from any existing sanitary service lines. Variations from this shall only be by approval of the Water Department.

Upon completion of the work by an outside contractor, the permit must be signed by Water Department personnel and the customer and returned to the Finance Department for accounting purpose.

**SECTION 4 – NEW SERVICE LEAD CONSTRUCTION REQUIREMENTS –NEW WATERMAIN**

**4.1 Scope**

The policies enumerated in this Section are limited to that portion of a water service that is located within a public right-of-way (service lead). That portion of a service located on private property is addressed by the applicable Municipality’s Building Code. This section applies to new watermain only.

**4.2 New Watermain**

- a. New watermain will be constructed in accordance with the SJC/SMRSSWA Standard Details and Specifications for new watermain.
- b. For new developments requiring the installation of multiple service lines, the standard practice shall be that the developer is responsible for all taps and the installation of all service leads.
- c. After 10 years any undeveloped lots will begin to pay the minimum Ready to Serve Fee. If after 10 years the developer would like to discontinue the Ready to Serve Fee, they must follow the requirements in Sec 5.4 for Abandonment.

**4.3 Application Procedure**

- a. Each new water service lead will require submittal of a New Water Service Lead Connection Application.
- b. Each new water service lead connection in the Authority area must be approved by the local Township prior completion of the New Water Service Lead Connection Application.
- c. A developer applying for a new water service lead connection must use the application form furnished by the Water Department for each service lead connection.

- d. Once the application is submitted, the Water Department will review and approve or disapprove the application within 5 business days.
- e. Once approved, a permit will be mailed to the developer for the entire development. Connection applications that are not approved will be returned to the applicant with an explanation of the disapproval.
- f. All curb stops, connections to the main, fittings, valves & hydrants shall be GPS located by the municipality.

#### 4.4 New Service Application/Permit Fees – Connections to New Watermain

Application to Connect to the Watermain shall in accordance with SJC/SMRSSWA Standard Details and Specifications, shall include one application for each connection and shall include the following fees:

- a. Water System Connection Fees – The benefit fee associated with connecting to the Municipal Water System for the purpose of maintaining water system capacity. See local municipality fee schedule.
- b. Inspection Fees – Fee associated with the inspection of each water service lead connection. See City of St. Joseph fee schedule.
- c. Meters Fee– The meter fee covers the perpetual maintenance of the water meter. Meters for a new service connection must be installed at the time the plumbing is installed. Additional meters may be installed for sprinkler/irrigation use. See City of St. Joseph fee schedule.

#### Service Construction

- a. A copy of the approved permit must be available at the work site whenever work is progressing.
- b. Construction of such services must be done in accordance with the SJC/ SMRSSWA Standard Details and Specifications.
- c. In those instances, a contractor or licensed plumber is required to perform or supervise all work associated with the tap and service lead connection construction.
- d. No work shall be backfilled until inspected and approved by Water Department personnel.
- e. An inspection fee will be charged in lieu of the tap fee. See City of St. Joseph fee schedule.
- f. Water services will remain turned off until such time as a meter has been installed and a service contract has been executed.

#### 4.5 Material Requirements for Water Services

- a. Water service leads 2 inches in diameter or smaller are to be ASTM B88, Type K copper tubing. Or approved material as per the SJC/SMRSSWA Standard Details & Specifications.
- b. Water service leads over 2 inches in diameter are to be Class 52 ductile iron pipe (AWWA C150). Or approved material as per the SJC/SMRSSWA Standard Details & Specifications.

- c. Corporation Stops at the main are to be cast brass as manufactured by Mueller Company number H-15209 or approved equivalent.
- d. Curb stops are to be cast brass as manufactured by Mueller Mark II Oriseal or approved equivalent.
- e. All fittings and connections on copper services are to be compressed.

#### 4.6 General Construction Requirements

- a. Water service leads (except fire suppression lines) are to be constructed, as per the SJC/SMRSSWA Standard Details and Specifications.
- b. The backfilling of water service lead excavations and restoration of disturbed surface improvements are to be as required by the local Municipality Right-of-Way Permit.
- c. All water service leads shall be electrically conductive.

### **SECTION 5 – SERVICE OPERATING POLICIES**

#### Separate Services Required

- a. It is the intent of the Water Department to limit the existence of water service lines that serve more than one building located on a single parcel.
- b. In no event shall a water service line serve more than one parcel of property.
- c. If an existing, single parcel of property with multiple buildings served by a single water service line is subsequently subdivided, additional services must be constructed so that each parcel is served by separate water service lines. Please refer to SJC/SMRSSWA Standard Details and Specifications.
- d. Condominiums or buildings with multiple individually owned units shall have a separate water service line for each individual unit. Where multiple lines serving each unit are deemed impractical by the Water Department, a single line may be used only with the written approval of the Water Department.
- e. In such instances, a separate meter closet must be provided and made accessible to the Water Department OR only one water account will be created with the billing going to the Condominium Association.

#### Ownership of Water Service Lines

- a. Generally, the local municipality will own the water main, valves, hydrants, service lines and other similar appurtenances that have been constructed by or conveyed to and accepted by the local municipality for public utility purposes. With the exception of water meters and related appurtenances, all water system components after the curb-box shall be owned by the property owners.
- b. Public mains are typically located within the Right-of-Way; however, some public mains are located within recorded utility easements. Note that not all water infrastructure within the Right-of-Way is publicly owned and conversely water infrastructure on private property may be publicly owned if located in a recorded utility easement and accepted by the local municipality. (See Standards Details and Specifications SD-3)
- c. Nothing in the Rules and Regulations will restrict individual municipalities from

defining ownership in more explicit terms, providing that the definitions do not conflict with the general rules established herein. Should a municipality desire to define ownership in more detailed terms, the respective Water Services Joint Operating Board (WSJOB) representative will bring the items before the WSJOB for approval.

#### Maintenance, Repair and Replacement of Service Lines

- a. The Local Municipality will maintain, repair and replace (at its own cost) those portions of water service lines (service lead) that are owned by that municipality.
- b. Property owners will maintain, repair and replace (at their cost) those portions of service lines that they own.
- c. Demolition Reuse of lead or steel water service lines will not be permitted. If the water service line is copper it may be left but the property owner will be responsible to pay the Ready to Serve (RTS) fee. If the property owner would like to retire the service, they must complete a water service abandonment application with the City. Water meter removals shall be performed by City staff unless the property condition does not allow that to safely happen.

### SECTION 6 - WATER SERVICE METERS

#### 6.1 Installation

- a. Water meters will be installed inside the premises in a location readily available.
- b. It is the intention of the Water Department to eliminate meter pits. At such time that it becomes desirable to upgrade or replace a water service with a meter pit, the service will be relocated inside the premises at the owner's expense. Water meters will be installed in meter pits only at the discretion of the Water Department and only in accordance with SJC/SMRSSWA Standard Details and Specifications.
- c. The Water Department shall furnish all meters; a 5/8- inch meter will normally be furnished as part of the new service application process.
- d. Any and all cost above the cost of a 5/8 - inch meter associated with the furnishing of a larger meter will be added to meter fee and will be the responsibility of the applicant.
- e. Meters and remote meter devices are to be installed, repaired and/or removed by St. Joseph Water Department personnel ONLY.
- f. Meters will be installed per manufacturer recommendation.
- g. The remote reading device where installed must be kept free from obstruction and accessible to Water Department personnel; this device shall not be removed or relocated by unauthorized personnel.
- h. No tees or faucets shall be installed before the meter; unless installed as part of secondary system (irrigation). If an irrigation service is eliminated the tee shall be eliminated before the meter. Please refer to the SJC/SMRSSWA Standard Details and Specifications.
- i. The meter installation shall be complete before the water is turned on.
- j. It is unlawful for any person to remove a water meter or remote reading device, or to tamper with a meter installation in such a way as to interfere with the proper



functioning of the metering device. Any such tampering or interfering with any portion of the metering device will result in the immediate discontinuance of water service to the premises, without notice, water services shall not be restored until such time as the Water Department personnel has replaced all metering devices and full payment for such service has been remitted to the Water Department.

#### 6.2 Ownership of and Access to Water Meters and Other Devices

- a. The Water Department will retain ownership of all water meters.
- b. The meter and remote reading device must be readily accessible to the Water Department for reading as well as for repair or replacement.
- c. A representative of the Water Department shall have the right, upon reasonable notice and at any reasonable time, to enter any building or premises/property served by a connection to the Municipal Water System for the purpose of inspecting or repairing any devices or things connected to the system.
- d. In those instances where the shut-off valve is located on private property, the Water Department shall have the right, upon prior notification and at any reasonable time, to enter any building or property served by a connection to the Municipal Water System for the purpose of shutting off the water.
- e. If a customer denies access to any Water Department personnel at any reasonable time, the Water Department may shut-off the water supply; the water supply will remain shut-off until access is provided and the water reconnection fee has been paid.

#### 6.3 Meter Repair

- a. It is the responsibility of the customer to ensure that meters are protected from freezing and vandalism; the Water Department may require the relocation or protection of the water meter in a manner that will prevent future damage.
- b. The Water Department will regularly remove and replace meters for seasonal water users or unoccupied properties where it is likely the meter may freeze, if not removed. Such removal and re-installation shall be at the property owner's expense.
- c. Only Water Department personnel will repair, maintain, replace or remove water meters; normal maintenance or repair costs will be paid by the Water Department.
- d. Costs incurred by the Water Department for maintenance or repair due to negligence, such as freezing, will be billed to the customer. In such cases, the customer will be charged the full cost of repair, maintenance or replacement as determined by the Water Department.

#### 6.4 Meter Testing

- a. Any customer may request that a water meter be tested by the Water Department.
- b. If meter testing shows that the meter is accurate to within +/- 5%, the customer shall pay all testing costs including removal and reinstallation.
- c. If a meter is more than +5% inaccurate, the customer will not be charged for the meter accuracy test and may receive an appropriate adjustment to the latest water bill.

#### 6.5 Meter Replacement

- a. If a customer requests a different size meter, the Water Department will supply the new meter; the customer will be charged the current cost difference for the new meter.
- b. The customer will not be refunded when requesting a smaller size meter.
- c. If a meter is replaced with a same sized meter by the Water Department due to obsolescence, the customer will not be charged for the new meter.
- d. The Water Department will, at its' sole discretion, determine if and when a meter is obsolete.

6.6 Sprinkler/Irrigation Meters

- a. A sprinkler/irrigation meter may be installed on an irrigation system; sprinkler meters shall not be less than ¾ inches.
- b. No sewer charges will be associated with a sprinkler/irrigation meter.
- c. All necessary plumbing for the meter installation including an appropriate cross-connection control device must be completed and approved prior to installation.
- d. Sprinkler/irrigation meters will be installed or removed by St. Joseph Water Department Personnel only.
- e. No sprinkler meter shall be removed unless a licensed plumber shall redirect the irrigation plumbing through the domestic meter and the re-plumbing is inspected by the local inspector.

**SECTION 7 - SERVICE CONNECTIONS/GENERAL ISSUES**

7.1 Water Rates

- a. Water consumption will be based on the volume of water used.
- b. Rates will be set annually as determined by the Water Services Joint Operating Board.
- c. Water customers connected to the Municipal Water System, whether the water is turned on or off, shall be responsible for the Ready-to-Serve water fee.
- d. The Ready-to-Serve rate is applicable for all meters whether or not the service is being used.

7.2 Fire Service Line

- a. If a building is served by a "fire line", a separate service line (located in the public right-of-way) and meter for domestic water use will be required.
- b. Connections or taps on a fire line must be for fire suppression purposes only.
- c. No domestic or process water uses can be served through a fire line.
- d. Special exceptions may be granted at the discretion of the Water Department.

*The purposes of this requirement are: 1) to ensure that all domestic and process uses are metered; and 2) to ensure that domestic and process use can be shut-off [for example, for non-payment] without affecting fire safety.*

### 7.3 Seasonal Water Use

- a. Seasonal water users can request that water service be shut-off for any length of time; water meters are not typically removed during seasonal shut-offs.
- b. When the user requests discontinuance of water service, normal shut-off and restoration fees will be added to the next water billing. See water service agreement for additional information.

### 7.4 Temporary Shut-off

- a. Water users may request that water service be temporarily shut-off for reasons other than seasonal use. (For example, household plumbing repairs may require a temporary shutoff.
- b. There will be no charge by the Water Department for this service if the shut-off and restoration can be scheduled into the normal work plan.
- c. If for any reason, the customer requires an immediate (unscheduled) shut-off or restoration an "After Hours or Holiday Fee" will be billed to the customer.

### 7.5 Cross Connections

- a. Cross connections are strictly prohibited; cross connection programs are enforced by the local municipality.
- b. It is the responsibility of each water user to control and prevent cross connections on his/her property or premises.
- c. The Water Department reserves the right to inspect any premise where a cross connection is suspected to exist.
- d. If a cross connection is found, the Water Department will shut-off water service immediately and service will not be restored until the Water Department or their designee certifies that the cross connection has been eliminated.
- e. A restoration fee will be billed to the customer.

### 7.6 Backflow Prevention

- a. Backflow prevention devices are required by the Michigan Department of Environment, Great Lakes, and Energy (EGLE). and local ordinances.
- b. Whenever, an approved backflow device is deemed necessary for the safety of the public water system, the local municipality will give notice to the customer to install such an approved device.
- c. The device will be installed at the expense of the customer in a manner approved by the local municipality.
- d. A thorough inspection and operational test is required of all backflow prevention devices annually at the expense of the customer.
- e. Test results of the backflow prevention device shall be sent to the local municipality and a current copy of the certification shall be kept on file.
- f. Water Service may be discontinued to those customers who fail to comply.

## **SECTION 8 - BILLING**

### **8.1 Application for Water Service:**

- a. All customers applying for water service must complete and sign the Application for Water Service.
- b. The information gathered by the Application for Water Service is necessary for billing records and for emergency services notifications.
- c. The signed Application must be on file in the offices of the Water Department.

### **8.2 Red Flag Rules**

- a. In accordance with the Federal Trade Commission's Red Flag Rules, beginning December 31, 2010, the Water Department is required to verify the true identity of a person establishing a new account or making changes to an existing utility account.
- b. To set up a new account or transfer the name on a current account, customers must present valid photo identification.
- c. Applications must be filed in person.

### **8.3 Lien of the Property**

- a. A lien on the property shall become effective immediately upon the distribution of water to the property supplied.

### **8.4 Meter Reading and Billing:**

- a. Meter readers read customer's water meters quarterly and statements are mailed out to Customers, according to established billing cycles.
- b. Meter reads are based on the actual meter and not the remote meter device.
- c. Non-receipt of bills does not release or diminish the obligation of the customer with respect to timely payment.
- d. Customers who have questions about their bill may call the City Finance Office.

### **8.5 Payment of Utility Bills:**

- a. Bill payments may be mailed to the St. Joseph Water Department, or in person at the City Finance Office located in the St. Joseph City Hall 700 Broad St.
- b. Two payment drop boxes are located at St. Joseph City Hall one at the Broad Street entrance and one in the alley.
- c. Customers may also choose to have their bills automatically paid from their checking or savings accounts through the Direct Payment Plan; authorization forms for this service are available through the City Finance Office.
- d. The Water Department will not accept payment by mail without an account number.
- e. Whenever a wrong account number has been identified on a payment, a copy of the cancelled check identifying the payment will be required before a refund will be issued.

8.6 Delinquent Bills/Late Payment Charges:

- a. Utility bills not paid in full by the due date stated on the bill statement will become delinquent and the total amount of the balance due on the statement shall be subject to a late payment charge of 10% of the current Water and Sewer Charge.
- b. The Water Department will notify customers/property owners by a Delinquent Notice billing of the delinquency and the amount of the late charge.
- c. Water bills and other charges that have not been paid within fifteen (15) days of the due date, are considered to be delinquent, and may result in a scheduled shut-off.
- d. Charges for water usage shall constitute a lien effective immediately upon the distribution of the water to the property.
- e. Water bills and other charges that have been unpaid for six months may be transferred to the property tax bill for collections, as provided by local ordinance.

8.7 Disconnection and Reconnection of Services

- a. If a customer's service is shut-off for nonpayment, the amount stated on the Shut-Off Notice must be paid in full, along with a reconnection charge, before service will be reconnected.
- b. Shut-off and Reconnection charges are established by the Water Department.

8.8 Disputed Utility Billings

- a. Should a utility customer dispute, as being unjustified, their utility billing or subsequent notice of delinquency, the customer must notify the Water Department of the dispute within ten (10) days from the date of the billing.

8.9 Adjustment for Inaccurate Meter Registration

- a. In the event that any routine or special test of a meter discloses its average accuracy of registration to be in error by more than +/- 5%, the Water Department will refund the overcharge for a fast meter.
- b. The refund for a fast meter will be based on corrected meter readings for a period equal to one billing quarter.
- c. Whenever any bill or bills have been adjusted or corrected as provided above, the Water Department will refund to existing Customer any amount due when the amount due exceeds one (\$1) dollar or to previous Customer any amount due when the amount due exceeds two (\$2) dollars.
- d. Whenever a discrepancy exists between the water meter and the remote reading device, the Water Department reserves the right to collect for previously unbilled water usage as reflected on the actual water meter.

8.10 Adjustment for Water Leaks

- a. In the event that a customer receives a water bill for any given billing period that is at least 200% more than the average bill for the same period and the high billing is the result of a leak which was discovered and repaired, the customer may request an adjustment of the bill.
  - i. The customer must file an Application for Adjustment of Water/Sewer Bill on the form furnished by the Water Department within ten (10) days of the billing date.
  - ii. The application must include a copy of a licensed plumber's itemized paid receipt fully documenting the repair of the leak.
  - iii. The application form shall contain a statement setting forth an understanding that the application is a government record subject to criminal prosecution for false statements.
- b. Each metered service shall only be allowed one adjustment during the life of the metered service.
- c. Upon approval by the Water Department, the customer will receive a credit to their utility account in the amount of 50% of the usage which is above the normal average usage for the same period during the prior five years.

8.11 Unlawful Use of Service

- a. In any case whereby any person removes a water meter or remote reading device or tampers with meter installation or in any way interferes with the proper functioning of, or any other unlawful use or diversion of service by any person, or evidence of any such removal, tampering, interfering, unlawful use or service diversion, the Customer will be subject to immediate discontinuance of service, without notice, and to prosecution under applicable civil laws.
- b. Any illicit unmetered connection the customer will be subject to immediate discontinuance of service, without notice, and to prosecution under applicable civil laws.
- c. The Water Department shall recover all costs involved in the repair and/or replacement of the meter, estimated cost for illegal water use and all other costs involved in the civil action.

## SECTION 9 - WATER DISTRIBUTION/GENERAL ISSUES

### 9.1 Unauthorized Use of Water System and/or Auxiliary Devices

No person other than Water Department employees shall operate any valve or hydrant without the written approval of the local municipality. The State of Michigan will be notified if the actions of a licensed plumber result in the unauthorized use of water from the Municipal Water System.

### 9.2 Warranty

The Water Department makes no warranty to its customers regarding continuous service, water quality, constant water pressure or any other condition except as otherwise required by Federal or State law.

### 9.3 Construction Use

Upon written request from a contractor and at its sole discretion, the City and/or local municipality may supply water for construction purposes. Construction water will normally be supplied from a hydrant and will be metered. The charge for this service will be a hydrant meter installation charge plus the normal volume charges for the water used. Before any water will be provided from a fire hydrant a Temporary Water Service Application must be submitted to the Water Department. Other options for supplying "construction water" will be evaluated on a case-by-case basis. Evaluation of such options will include consideration of service charges.

### 9.4 Hydrant Use

Other infrequent uses of large amounts of water (such as filling a swimming pool) will be treated in the same manner as construction water. That is, the charge for water provided will be a hydrant meter installation charge plus the normal volume charges for the water used. The City and SW discourages the use of fire hydrants for any use other than fire-fighting.

### 9.5 Watermain Damage

Any damage done to watermain, valves, valve boxes, hydrants or any other component of the water distribution system will be repaired by the Water Department (with its own or hired forces). The cost of such repair will be billed to the party or parties responsible for the damage.

### 9.6 Repair of Leaks

It is the responsibility of the customer or owner to maintain the service line from the curb stop to the building. In case of failure upon the part of any customer or owner to repair any leak occurring in his service pipe within twenty-four (24) hours after oral or written notice has been given the owner or occupant of the premises, the water may be shut-off and will not be turned on until the appropriate charge has been paid and the water service repaired. At its' discretion the Water Department may shut-off water service if it is determined that damage is likely to result from the leak or if there is a threat to public safety.

### 9.7 Emergency

The Water Department may prohibit water use by declaring water emergency measures.

## SECTION 10 - WATER DISTRIBUTION UNDERGROUND UTILITY LOCATIONS – MISS DIG

### 10.1 General

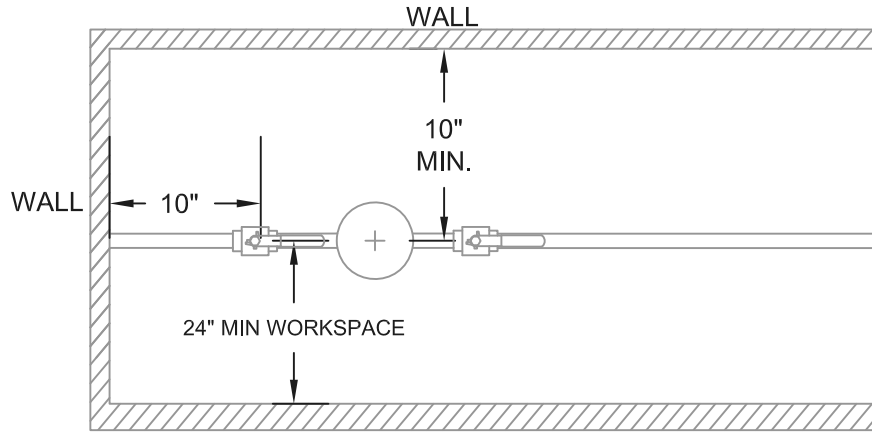
- a. All requests for locations of underground facilities shall be channeled through the MISS DIG Program in accordance with Public Act 53 1974.
- b. A 72-hour notice is required.
- c. The Water Department will not accept walk-in or telephone calls for locates, with the exception of emergency locates.
- d. Emergency location is defined as a situation involving danger to life, health or property, or which requires immediate correction in order to continue the operation of a major industrial plant or to assure the continuity of public utility service.
- e. The Water Department will locate its water service lead as a service to the person or company requesting the location.

### 10.2 Water Utility Locations

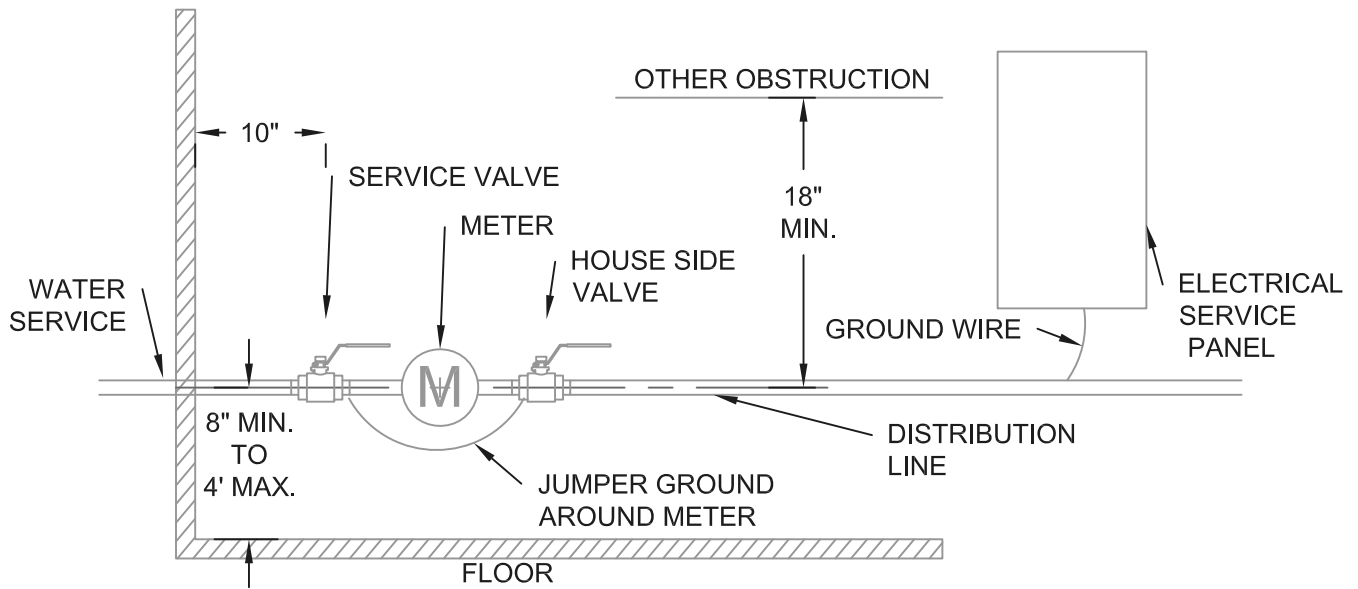
- a. The Water Department will locate and paint with blue, water mains and water service lines.
- b. Since the Water Department's locating equipment can be used only for locating metallic piping, only metallic mains and services or those that are electrically conductive will be located.
- c. Water main valves and curb boxes will be marked with blue paint and they may be marked with a blue flag in dirt or gravel areas.
- d. Should the utility line not be found after a reasonable amount of digging by the person or contractor, the Water Department will return to the site as soon as possible to relocate the utility.
- e. Repairs for damages to any Water Department owned facility for which no request to be located by the Water Department will be repaired by the Water Department. Persons or companies that cause damage to municipally owned infrastructure as a result of not requesting the Water Department to locate those services will be held responsible for the cost of the repairs for those damaged services. The Water Department will arrange for the repairs and the total amount due to the local municipality will include all labor, material, equipment and overhead plus any contract time and equipment (including overhead) required in repairing the damages.



# PLAN VIEW



# PROFILE VIEW



STANDARD DETAIL: TYPICAL WATER CONNECTION

SCALE:  
NOT TO SCALE

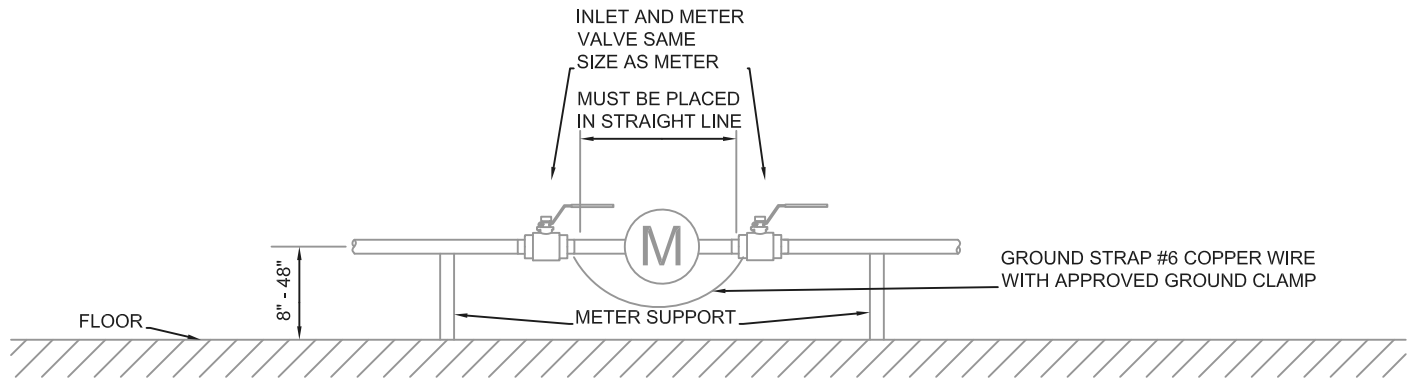
CITY OF ST. JOSEPH/SWMRSSWA  
700 BROAD STREET  
ST. JOSEPH, MI 49085  
T: 269-983-6324 - F: 269-985-0347

DATE:  
February 2023

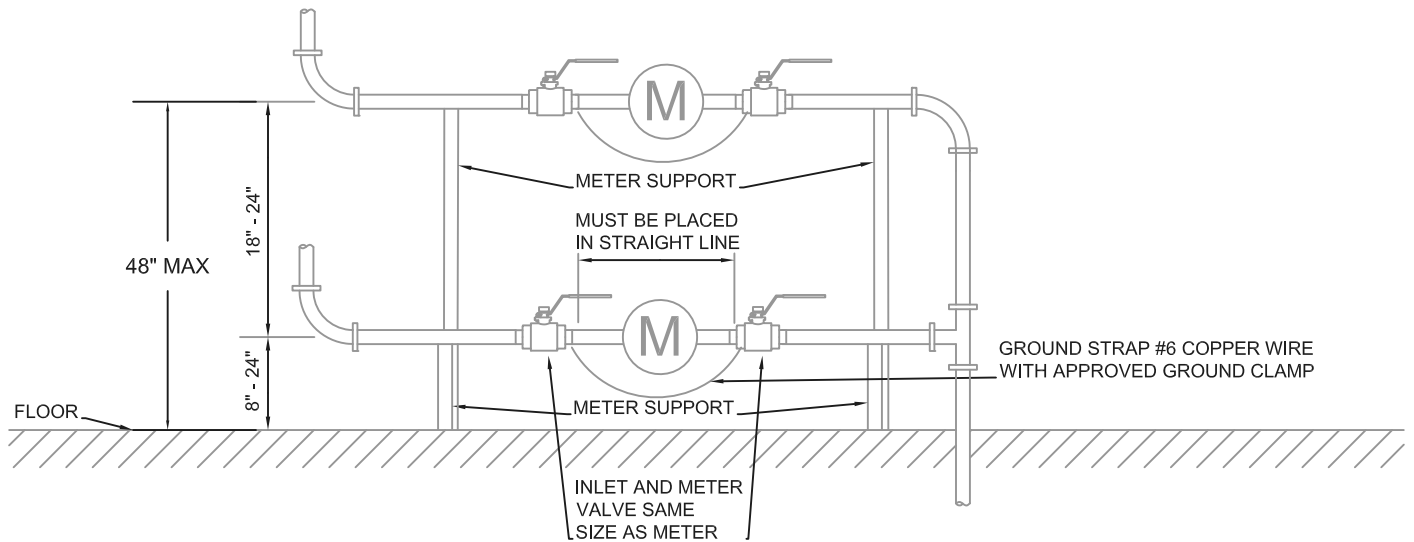
SD-1



Water Services  
Joint Operating Board



SINGLE METER INSTALLATION  
PROFILE VIEW



DUAL METER INSTALLATION  
PROFILE VIEW

STANDARD DETAIL: METER SETTING DETAIL

SCALE:  
NOT TO SCALE

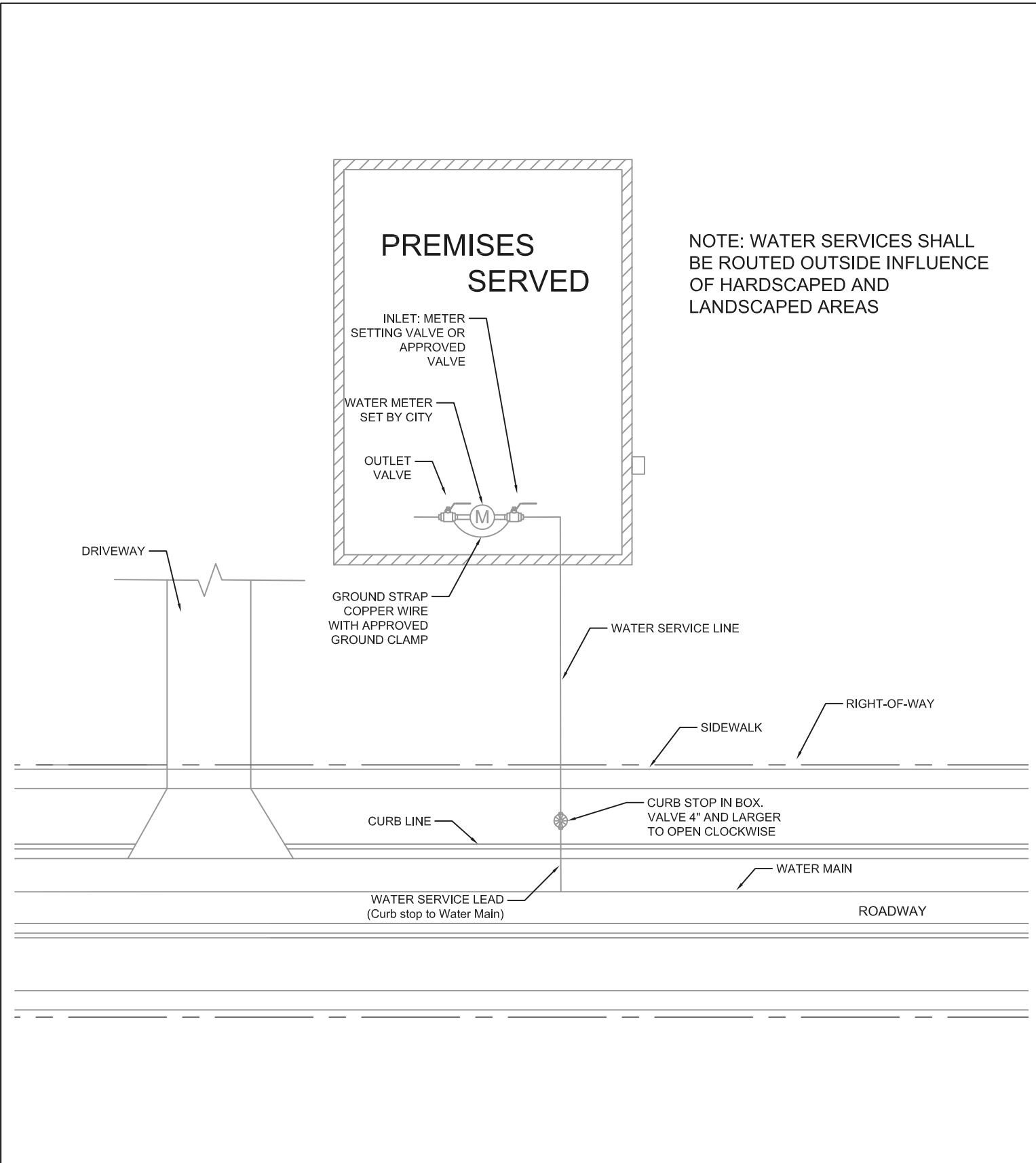
CITY OF ST. JOSEPH/SWMRSSWA  
700 BROAD STREET  
ST. JOSEPH, MI 49085  
T: 269-983-6324 - F: 269-985-0347

DATE:  
February 2023

SD-2



Water Services  
Joint Operating Board



NOTE: WATER SERVICES SHALL BE ROUTED OUTSIDE INFLUENCE OF HARDSCAPED AND LANDSCAPED AREAS

STANDARD DETAIL: TYPICAL WATER SERVICE LINE AND TERMINOLOGY

SCALE: NOT TO SCALE

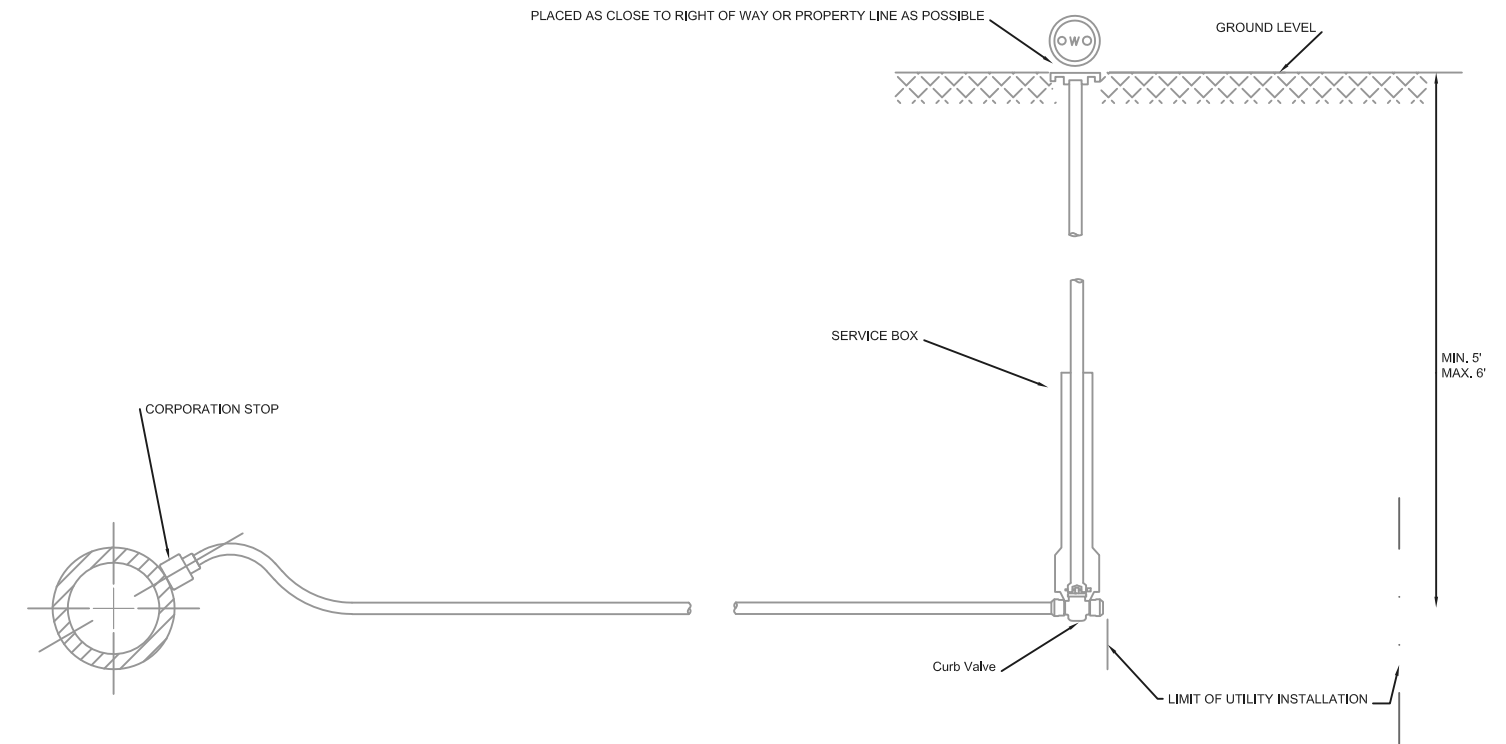
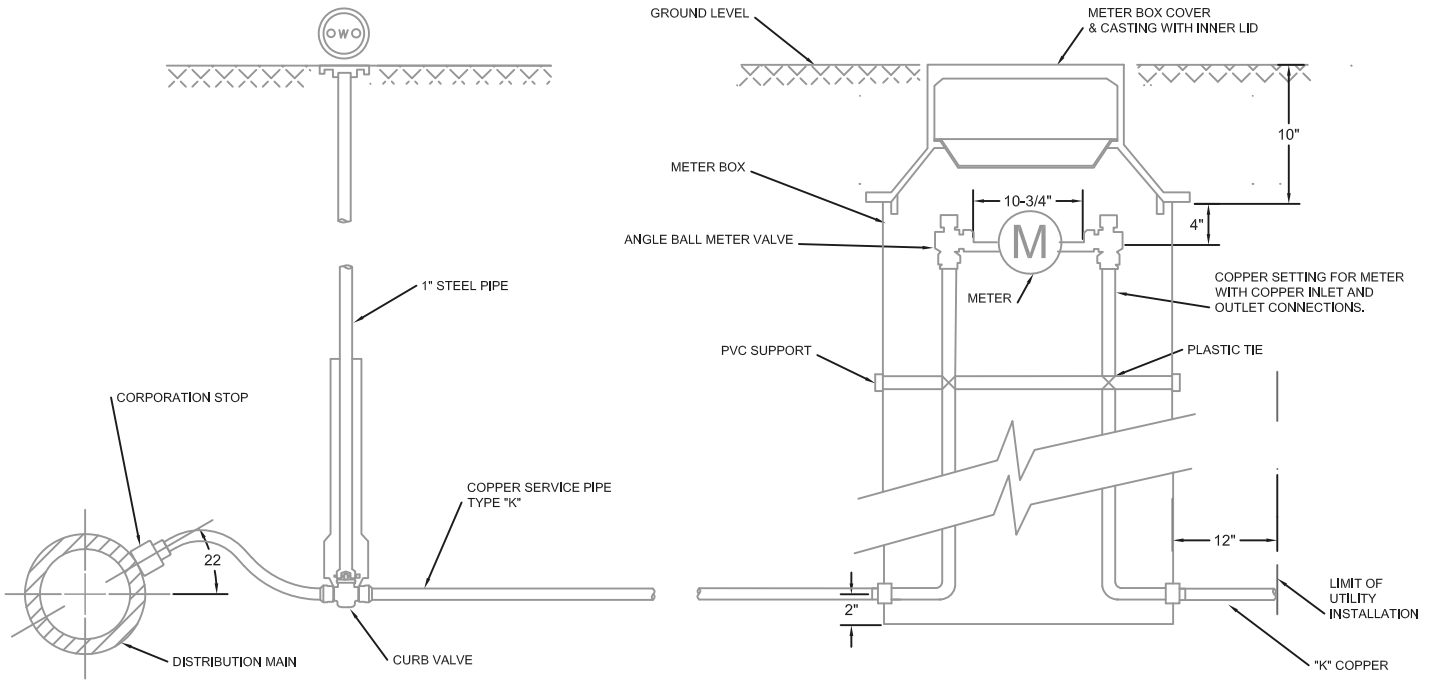
CITY OF ST. JOSEPH/SWMRSSWA  
 700 BROAD STREET  
 ST. JOSEPH, MI 49085  
 T: 269-983-6324 - F: 269-985-0347

DATE: February 2023

SD-3



Water Services  
 Joint Operating Board



STANDARD DETAIL: TYPICAL SERVICE LINE AND METER BOX INSTALLATIONS

SCALE: NOT TO SCALE

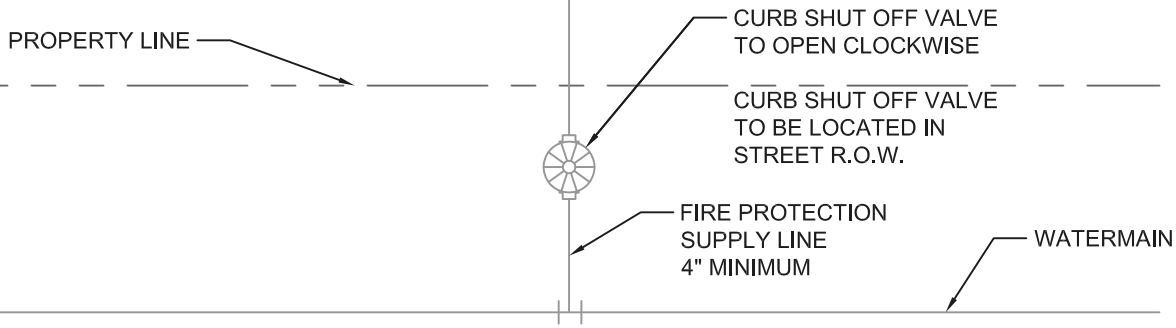
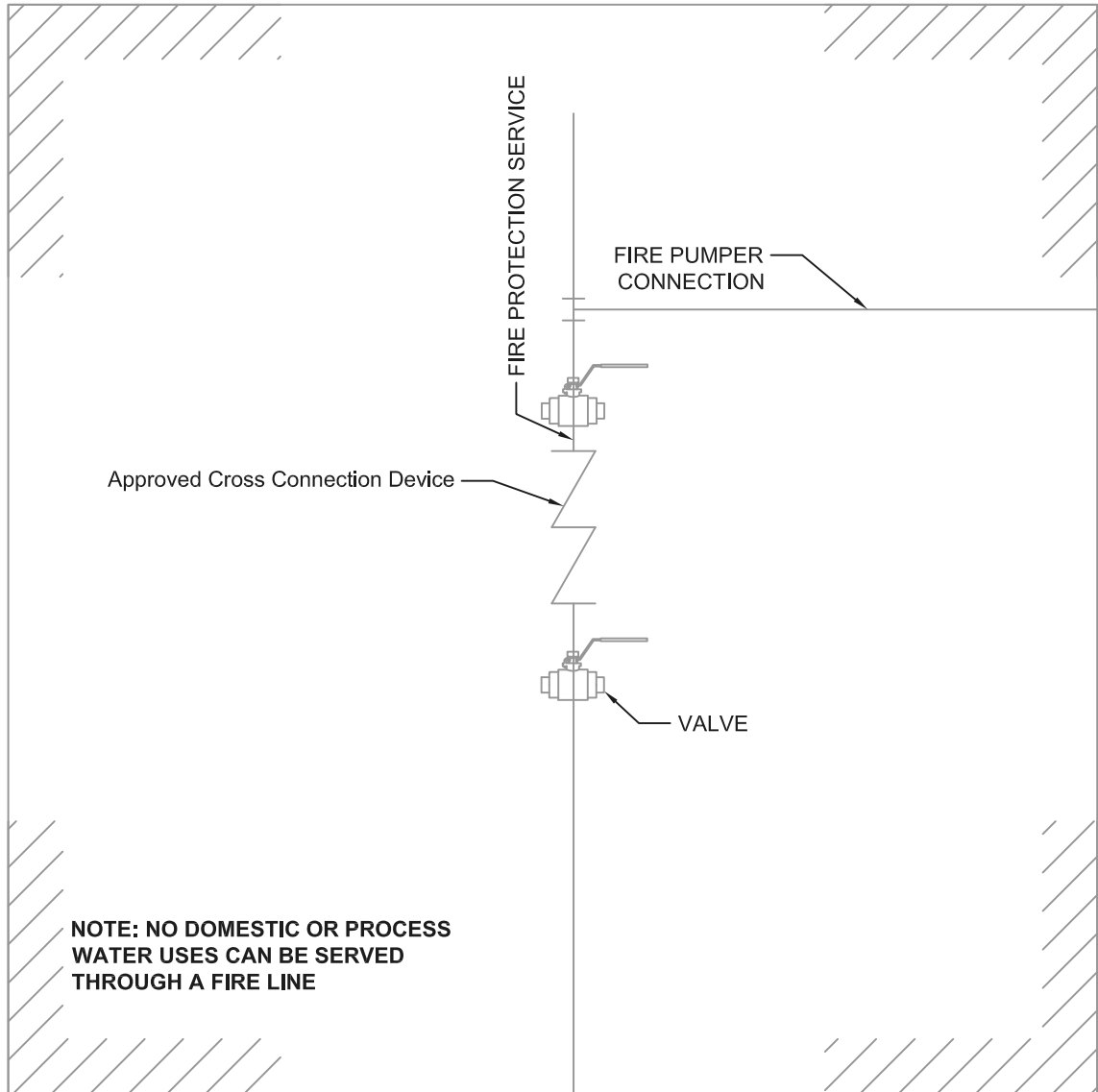
CITY OF ST. JOSEPH/SWMRSSWA  
 700 BROAD STREET  
 ST. JOSEPH, MI 49085  
 T: 269-983-6324 - F: 269-985-0347

DATE: February 2023



Water Services  
 Joint Operating Board

SD-4



STANDARD DETAIL: FIRE PROTECTION SYSTEMS SCALE: NOT TO SCALE

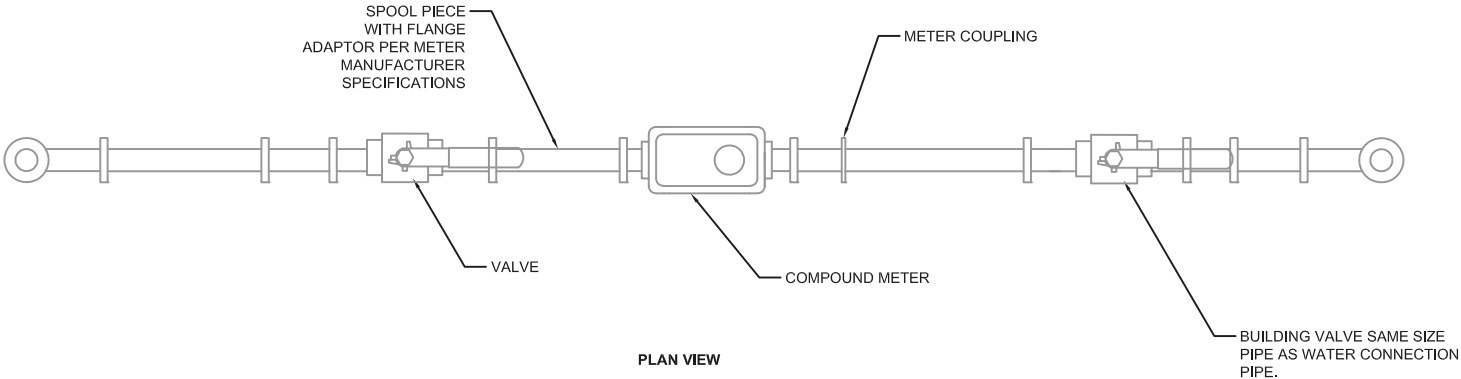
CITY OF ST. JOSEPH/SWMRSSWA  
 700 BROAD STREET  
 ST. JOSEPH, MI 49085  
 T: 269-983-6324 - F: 269-985-0347

DATE: February 2023

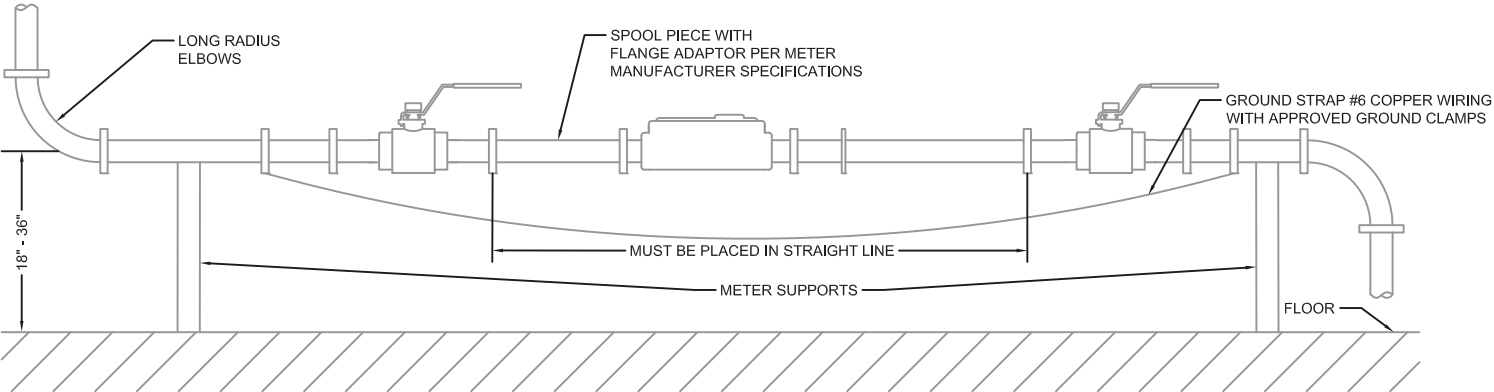
SD-5



**NOTE: CROSS CONNECTION CONTROL MAY BE REQUIRED**

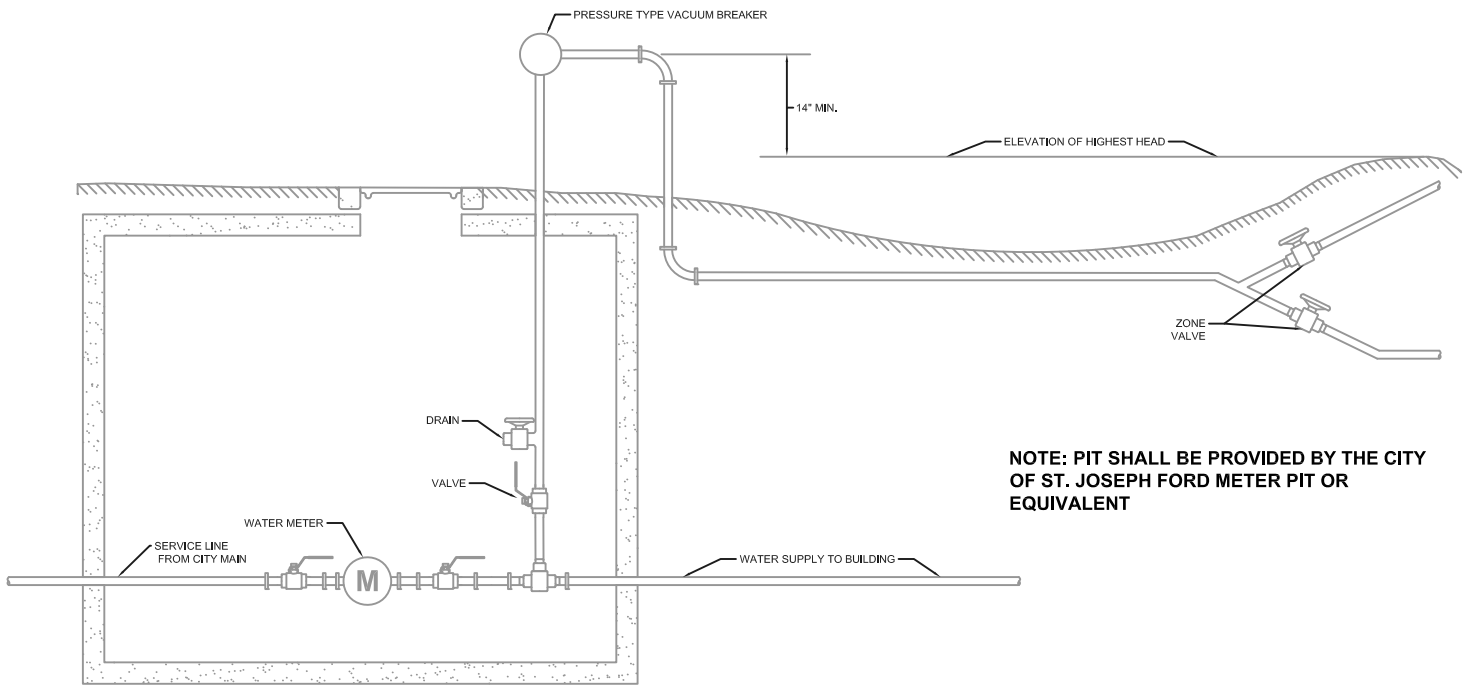


**PLAN VIEW**

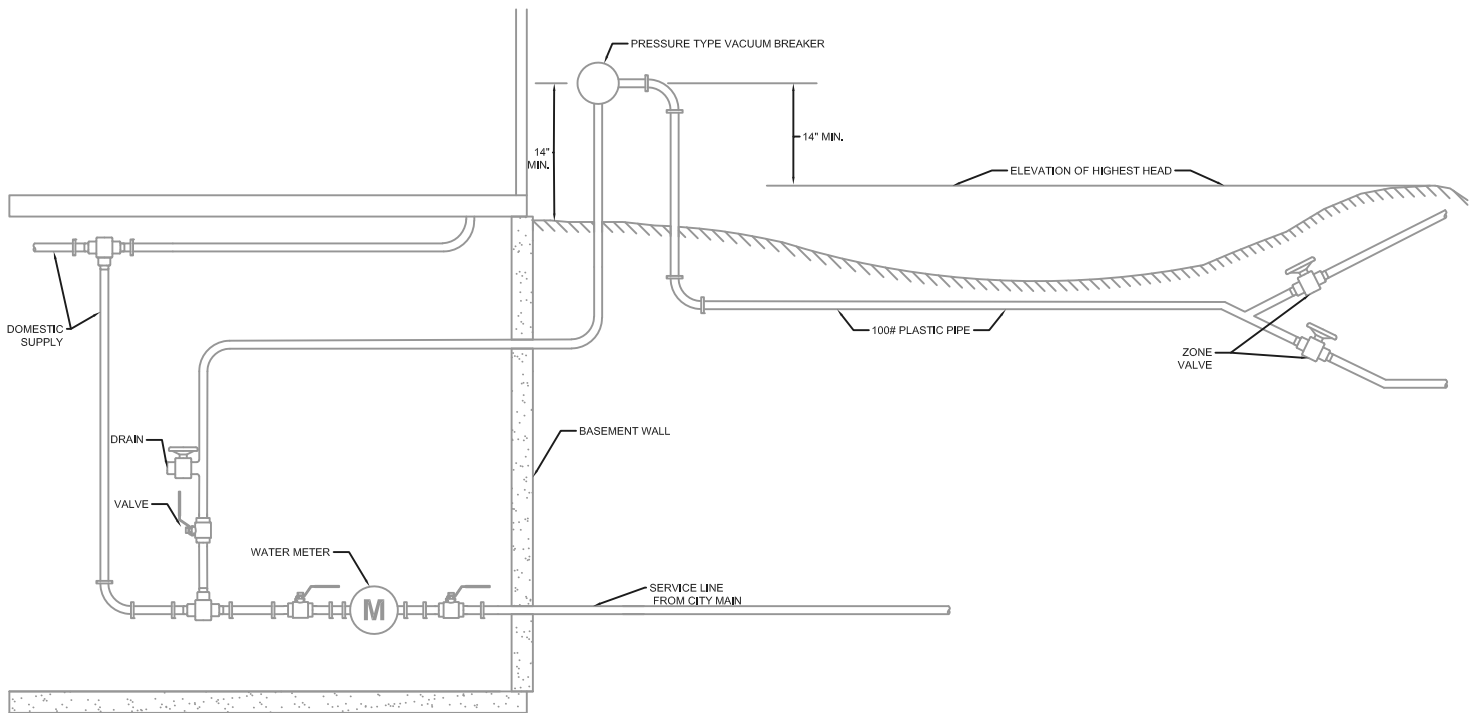


**ELEVATION**

 Water Services Joint Operating Board	<b>STANDARD DETAIL:</b> <b>METER SETTING DETAIL FOR          4 INCH OR 6 INCH METERS</b>	<b>SCALE:</b> NOT TO SCALE
	CITY OF ST. JOSEPH/SWMRSSWA 700 BROAD STREET ST. JOSEPH, MI 49085 T: 269-983-6324 - F: 269-985-0347	<b>DATE:</b> February 2023
		<b>SD-6</b>



**NOTE: PIT SHALL BE PROVIDED BY THE CITY OF ST. JOSEPH FORD METER PIT OR EQUIVALENT**



**STANDARD DETAIL: SINGLE METER IRRIGATION SYSTEM SETUP WITH AND WITHOUT METER**

**SCALE: NOT TO SCALE**

CITY OF ST. JOSEPH/SWMRSSWA  
 700 BROAD STREET  
 ST. JOSEPH, MI 49085  
 T: 269-983-6324 - F: 269-985-0347

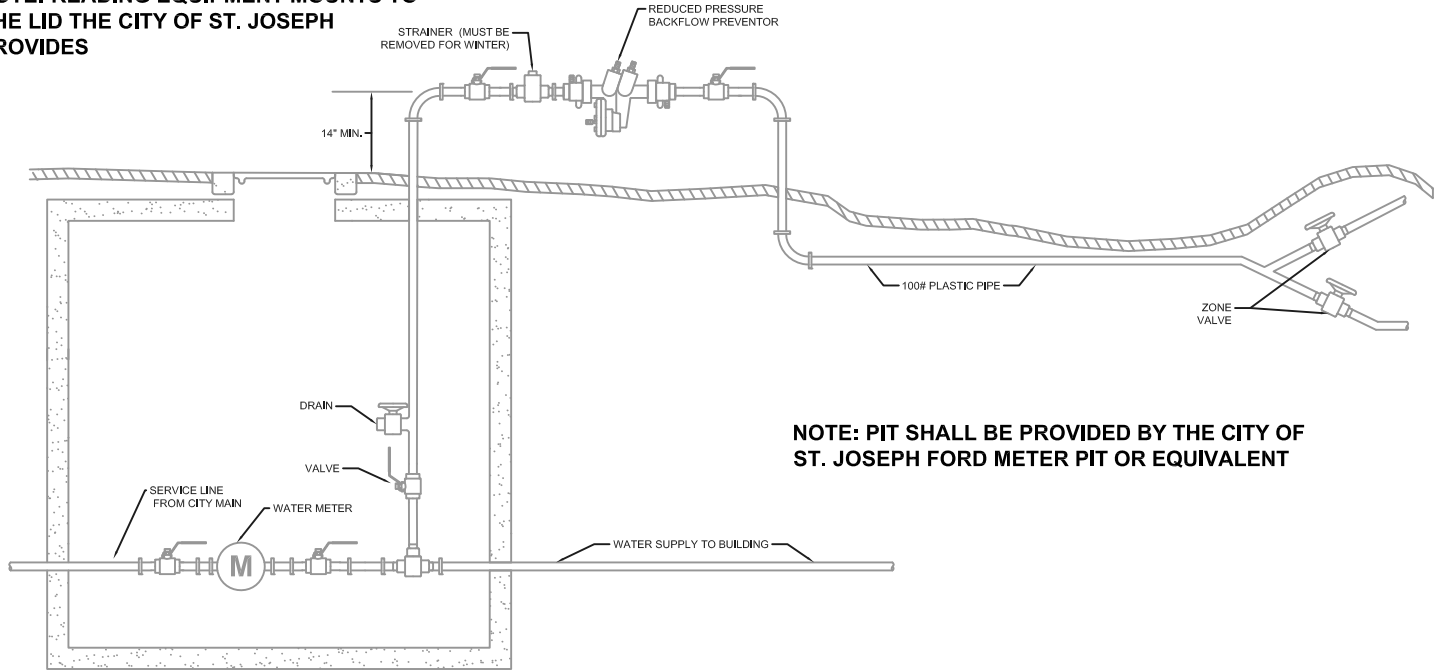
**DATE: February 2023**

**SD-7**

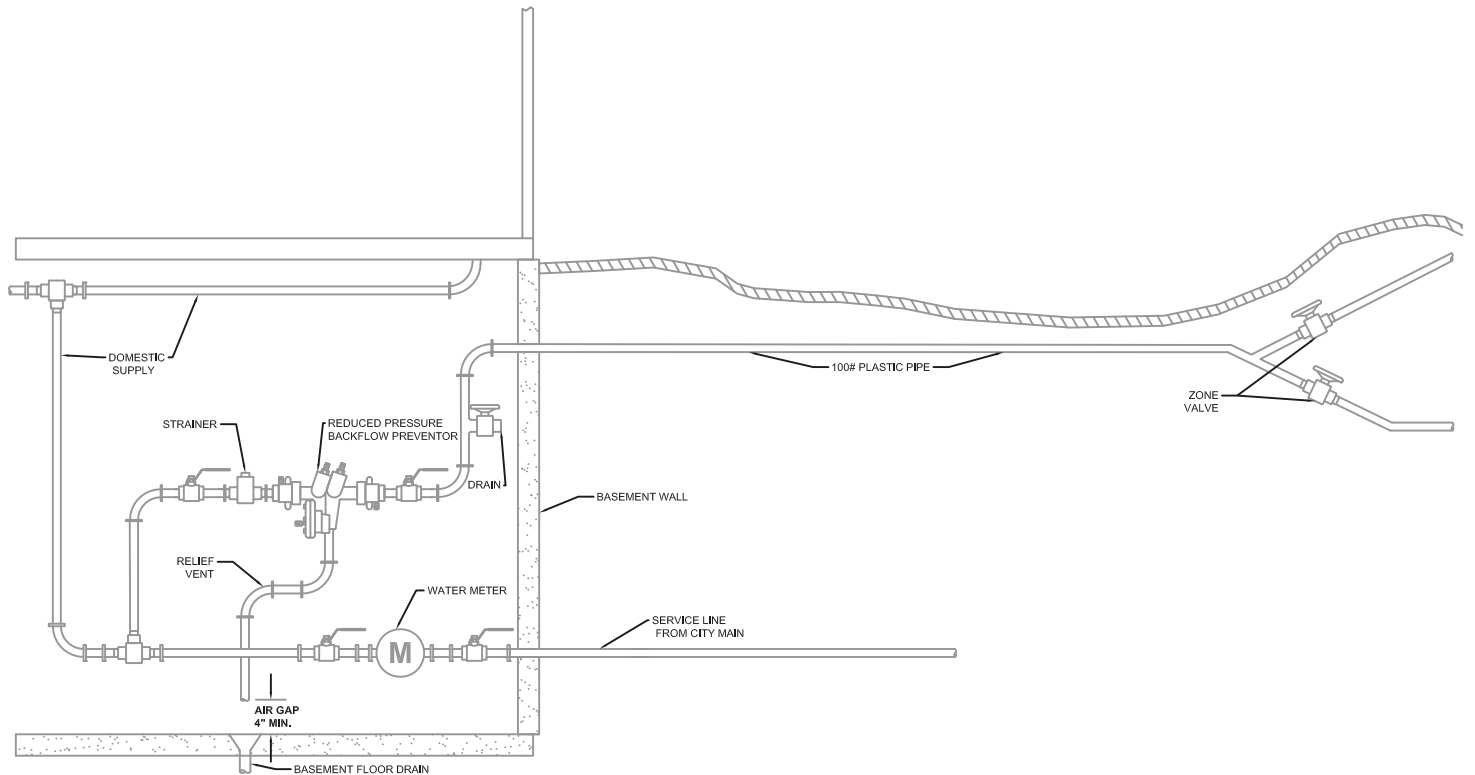


Water Services  
 Joint Operating Board

**NOTE: READING EQUIPMENT MOUNTS TO THE LID THE CITY OF ST. JOSEPH PROVIDES**



**NOTE: PIT SHALL BE PROVIDED BY THE CITY OF ST. JOSEPH FORD METER PIT OR EQUIVALENT**



**STANDARD DETAIL: IRRIGATION SYSTEM REDUCED PRESSURE BACKFLOW PREVENTER**

**SCALE: NOT TO SCALE**



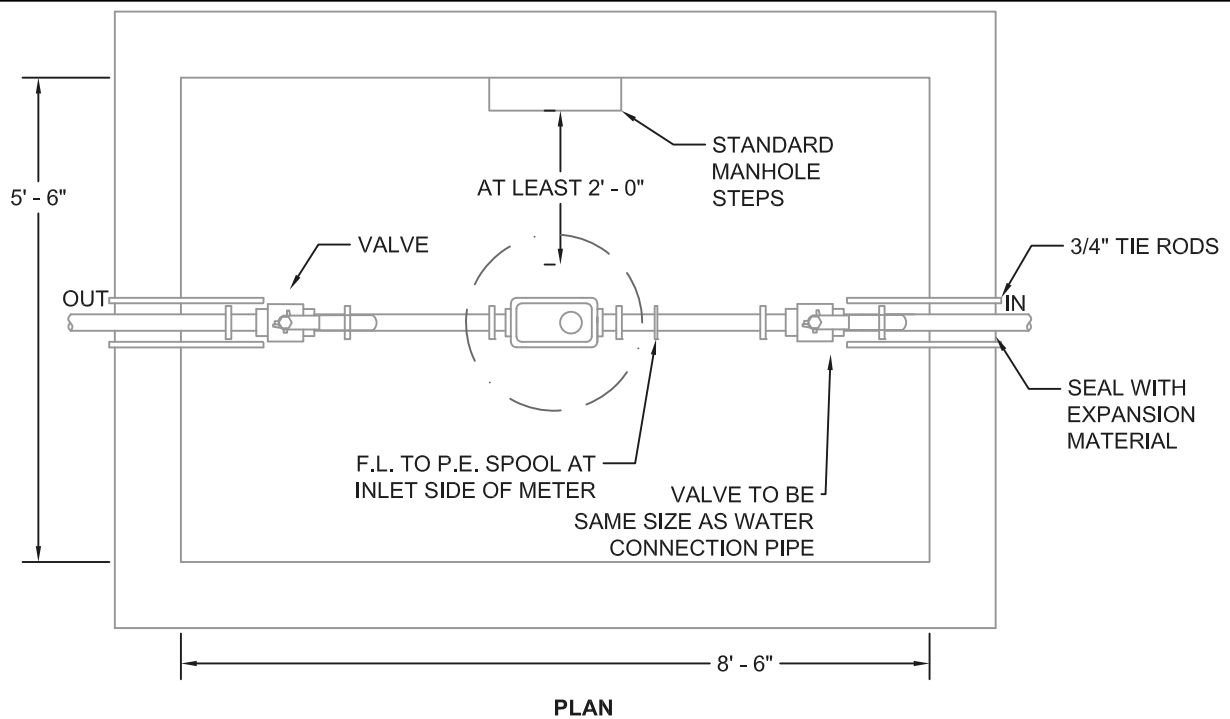
Water Services  
Joint Operating Board

CITY OF ST. JOSEPH/SWMRSSWA  
700 BROAD STREET  
ST. JOSEPH, MI 49085  
T: 269-983-6324 - F: 269-985-0347

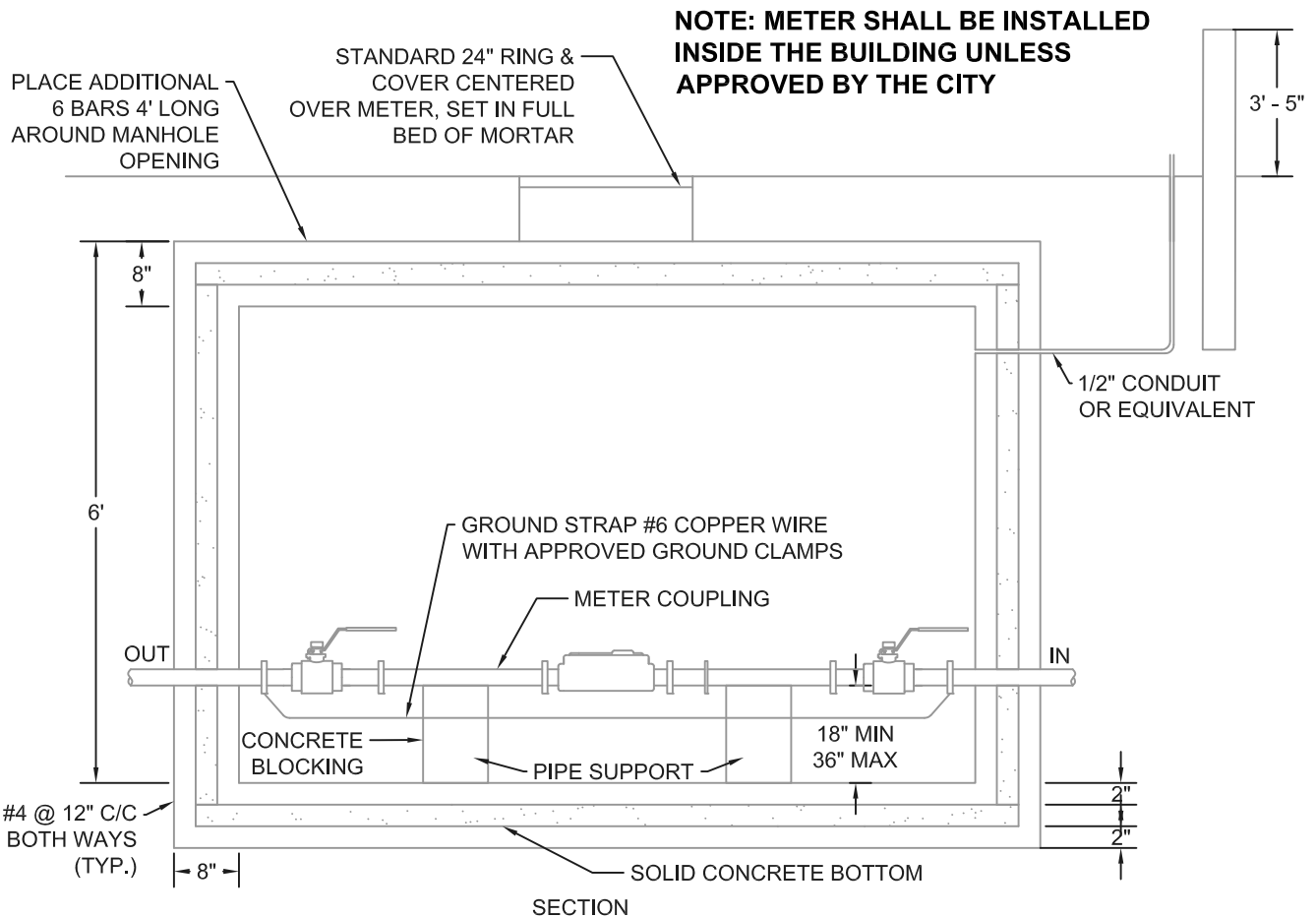
**DATE: February 2023**

**SD-8**





PLAN



SECTION

STANDARD DETAIL: PRECAST METER PIT AND METER SETTING ARRANGEMENT FOR 4" OR 6" METER

SCALE: NOT TO SCALE



Water Services  
Joint Operating Board

CITY OF ST. JOSEPH/SWMRSSWA  
700 BROAD STREET  
ST. JOSEPH, MI 49085  
T: 269-983-6324 - F: 269-985-0347

DATE: February 2023

SD-9

# NEW WATER TAP WORKSHEET

ADDRESS: \_\_\_\_\_ CYCLE \_\_\_\_\_

## CONSTRUCTION COST DETAILS:

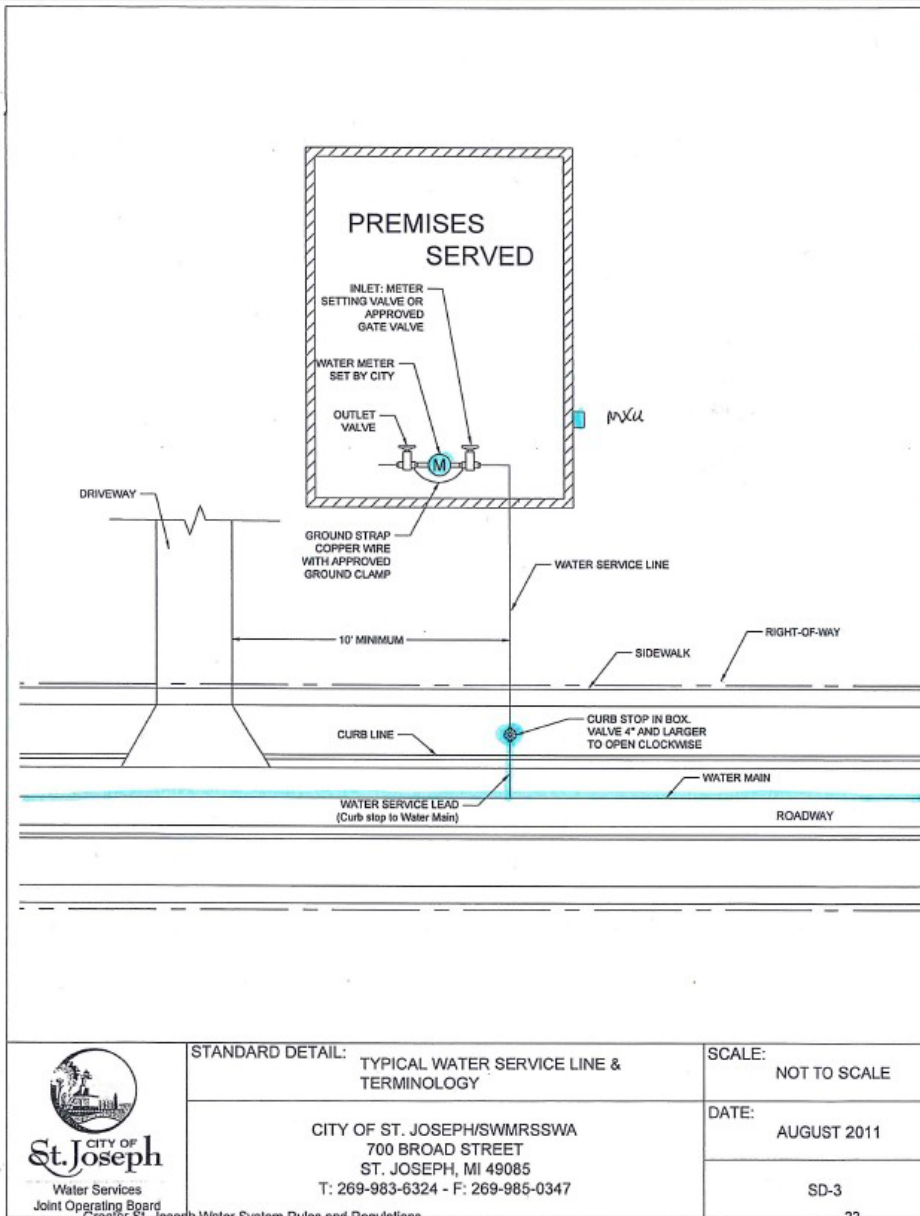
ITEM	COST
<b>SJC System Connect Fee</b>	
___ " TAP	
___ " DOM METER	
___ " SPKL METER	
1 MXU	
<b>TOTAL TO SJC WATER</b>	

## PAPERWORK REQUIRED

- \_\_\_ LETTER OF AUTHORIZATION FROM THE TOWNSHIP
- \_\_\_ TWP PLUMBING PERMIT (must have backflow preventer if SPKL)
- \_\_\_ PAYMENT IN FULL TO WATER DEPARTMENT

## TYPICAL PROCESS & TIME LINE

- \_\_\_ TAP APPLICATION COMPLETE AND PAYMENT RECEIVED
- \_\_\_ TYPICAL 4 TO 6 WEEKS LAG TIME FROM APPLICATION TO INSTALLATION
- \_\_\_ 1<sup>ST</sup> MISSDIG FLAGS TO GO UP
- \_\_\_ 2<sup>ND</sup> WATER CREW CONTACTS APPLICANT REGARDING TAP LOCATION RELATIVE TO PROPERTY FRONTAGE AND A STAKE IS PLANTED
- \_\_\_ 3<sup>RD</sup> WATER CREW TAPS INTO WATER MAIN, INSTALLS SERVICE LEAD TO R.O.W. & INSTALLS A CURB STOP BOX
- \_\_\_ 4<sup>TH</sup> ONCE THE PRIVATE PLUMBING IS APPROVED, APPLICANT CALLS THE WATER DEPT TO SCHEDULE A METER INSTALLATION
- \_\_\_ 5<sup>TH</sup> BILLING BEGINS THE DATE THE METER IS INSTALLED, CUSTOMER IS BILLED QUARTERLY (Based on flat fees and usage, by Twp/City fee schedule)
- \_\_\_ 6<sup>TH</sup> CUSTOMER MUST ALSO COMPLETE A WATER SERVICE AGREEMENT



STANDARD DETAIL: TYPICAL WATER SERVICE LINE & TERMINOLOGY

CITY OF ST. JOSEPH/SWMRSSWA  
700 BROAD STREET  
ST. JOSEPH, MI 49085  
T: 269-983-6324 - F: 269-985-0347

SCALE: NOT TO SCALE

DATE: AUGUST 2011

SD-3



# St. Joseph Water System New Water Service Connection Application - Tap & Meter

Application # \_\_\_\_\_

Field \_\_\_\_\_

Office 1. \_\_ 2. \_\_\_\_\_

Application Date: \_\_\_\_\_ All Necessary Authorizations Provided: Yes \_\_\_\_\_

Connection to St. Joseph water main will be in accordance with local ordinances and with the existing Water System Rules and Regulations, as adopted by the Water Services Joint Operating Board. Please view Rules and Regulations at [www.sjcity.com](http://www.sjcity.com)

**A. Location**

Service Address \_\_\_\_\_

SJC      LCT      RTWP      SJCT      Property Tax Code \_\_\_\_\_

**B. Applicant**

Classification    R    C    I                    W    WS    WSI

Name \_\_\_\_\_ Contact Name \_\_\_\_\_

Best Phone \_\_\_\_\_ Contact Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ City/State/ Zip \_\_\_\_\_

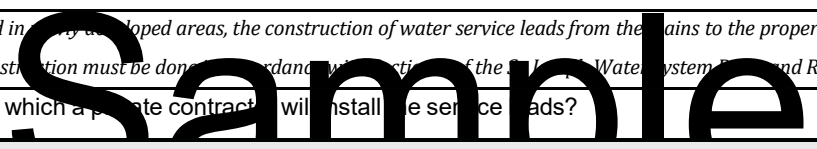
What is the reason for the new service? \_\_\_\_\_

Will this service supply:    House \_\_\_\_    Business \_\_\_\_    Irrigation \_\_\_\_    Fire Service \_\_\_\_    Duplex \_\_\_\_    Condo \_\_\_\_

Will an irrigation system be installed? \_\_\_\_\_ Will it have a separate water meter? \_\_\_\_\_

*When water mains are constructed in newly developed areas, the construction of water service leads from the mains to the property lines is required as part of the main construction project. Construction must be done in accordance with the City of St. Joseph Water System Rules and Regulations.*

Is this a new development in which a private contractor will install the service leads? \_\_\_\_\_



NOTE: Water Service will remain turned off until such time as a meter has been installed and a service agreement has been executed.

I hereby make application for a water service connection to the St. Joseph Water System at the above address. I agree to abide by the rules and regulations of the Water Department and furthermore agree to pay all fees associated with this connection. I understand that a water meter must be installed and a Water Service Agreement must be executed before the water will be turned on at the curb box.

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

\_\_\_\_\_  
Date

Account Information		
Account # _____ Cycle _____		
Location ID: _____		
Meter Info.	1 - Domestic	2 - Irrigation
Size		
Serial Number		
Auto Meter ID		
Date Installed		
Lat & Long		
Meter Location		
MXU Location		

**Payment Info:** Pd Ck # \_\_\_\_\_ Cash \_\_\_\_\_

Local Connection Fee: \_\_\_\_\_

System Connection Fee: \_\_\_\_\_

Tap/Inspection Fee: \_\_\_\_\_

Meter 1 \_\_\_\_\_

Meter 2 \_\_\_\_\_

MXU Fee: \_\_\_\_\_

Total Due: \_\_\_\_\_



**Water Billing – Finance Department**

700 Broad Street  
St. Joseph, MI 49085  
Phone: 269.983.6324  
Fax: 269.985.0347  
[www.sjcity.com](http://www.sjcity.com)

**Water Service Agreement Application**

email: [water@sjcity.com](mailto:water@sjcity.com)

**THIS IS A CONTRACT, PLEASE READ DOCUMENT CAREFULLY.** In accordance with federal regulations, this form must be completed and returned with a copy of a government issued photo id to the above Department by either the property owner or approved tenant requesting water service from the City of St. Joseph. Moving or adding an additional property requires identification to be provided. Please print legibly.

Service Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Government issued Photo Id attached?: \_\_\_\_\_

Email: \_\_\_\_\_ 2<sup>nd</sup> Name for Account: \_\_\_\_\_

Mailing Address if different: \_\_\_\_\_

Please chose one of the following options: Property Owner \_\_\_\_\_ Tenant renting the property \_\_\_\_\_

How would you like to receive the quarterly bill (chosed one)? Email: \_\_\_\_\_ USPS: \_\_\_\_\_

*I, the undersigned property owner/tenant hereby apply for water service from the City of St. Joseph, Michigan for the address indicated above and hereby agree to the following terms and conditions:*

1. To pay all charges for such water services as fixed from time to time by the Water Services Joint Operating Board.
2. To be bound by the rules, regulations, resolutions and/or ordinances enacted or adopted by the City and the Townships applicable to the water system and Michigan Statute PA 178. Rules are available on website.
  - a. The applicant agrees, that failure to pay the water charges within 45 days of the billing date, or fails to conform to the ordinances and regulations established by the City and the Townships regulating the use of the water system, the City shall have the right to discontinue water service immediately with written Notice of Discontinuation of Water Service (i.e. Shut Off Notice).
  - b. Such notice shall be mailed or delivered to the address on the Application for Water Service and notice shall be deemed effective upon the date affixed to the Notice.
3. Once water service has been discontinued, service will not be reconnected until payment in full of all delinquent charges and reconnection fees have been receipted and/or elimination of the failure to conform with the ordinances and regulations has been accomplished.
4. In the event water service is discontinued, the City shall have the right to charge a water reconnection fee in the amount specified in the City of St. Joseph Fee Schedule. In the case of water remaining off for a period of more than 48 hours due to non-payment, the building shall be considered uninhabitable and will be subject to having the Certificate of Occupancy revoked.
5. The owner of any property or premises connected to the City water system, regardless of whether the water is turned on or off, shall be responsible for the base water fee in addition to all other service fees including sewer and capital improvement charges. Rates/fees are applicable whether or not the services are being used (i.e. seasonal use or sprinkler accounts).
6. In the event two of the applicant's checks are returned to the City for non-sufficient funds (NSF) within a twelve-month period, the applicant shall be required to pay for service in cash for the next twelve-month period.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use:**    **Account Number:** \_\_\_\_\_    **Cycle:** \_\_\_\_\_    **Final Date:** \_\_\_\_\_



**Water Billing – Finance Department**

700 Broad Street  
St. Joseph, MI 49085  
Phone: 269.983.6324  
Fax: 269.985.0347  
[www.sjcity.com](http://www.sjcity.com)

**Water Bill Adjustment Application**

email: [water@sjcity.com](mailto:water@sjcity.com)

To be considered, this application must be completed and returned with supplemental information within two (2) weeks of the receipt of the bill for which the adjustment is be requested. Should an adjust be granted, a credit will be posted to your water account within one (1) week of the filling date.

Account Number: \_\_\_\_\_ Date: \_\_\_\_\_

Service Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Account Holder Name: \_\_\_\_\_ Email: \_\_\_\_\_

Date Leak was Discovered: \_\_\_\_\_

Explain the nature of the leak and the measures taken to eliminate the leak:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has a leak adjustment been made by the City of St. Joseph Finance Department for this account/service address on any previous occasion? No: \_\_\_\_ Yes: \_\_\_\_, Section 8.10(b) of the Water Department Rules and Regulations, “each metered service shall only be allowed on adjustment during the life of that metered service.”

In accordance with Section 8.10(a)(i) of the Water Department Rules and Regulations, the application must include a copy of a licensed plumber’s itemized paid receipt which fully documents that the leak has been identified and repaired.

Plumber or Plumbing Company responsible for repair: \_\_\_\_\_

Plumber Mailing Address: \_\_\_\_\_

Plumber Phone Number: \_\_\_\_\_

Date of Repair: \_\_\_\_\_

Signature of Account Holder: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use: Cycle: \_\_\_\_\_

Average Usage: \_\_\_\_\_ Current Usage: \_\_\_\_\_ Adjusted Usage: \_\_\_\_\_

Adjustments: \_\_\_\_\_ Sewer \$: \_\_\_\_\_ Water \$: \_\_\_\_\_ Other \$: \_\_\_\_\_



City of St. Joseph  
Temporary Water Service Application & Permit

**HYDRANT INFORMATION:**

Location: \_\_\_\_\_ Municipality: \_\_\_\_\_

**APPLICANT INFORMATION:**

Project Name & Description: \_\_\_\_\_

Applicant: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Best Phone Number: \_\_\_\_\_ Alternative Phone Number: \_\_\_\_\_

**METER INSTALLATION**

Meter Size: \_\_\_\_\_ Meter S/N: \_\_\_\_\_ Meter Read: \_\_\_\_\_

Installation Date: \_\_\_\_\_ Installed by: \_\_\_\_\_

**SERVICE TERMINATION**

Request to terminate received by: \_\_\_\_\_ Date: \_\_\_\_\_

Meter Size: \_\_\_\_\_ Meter S/N: \_\_\_\_\_ Meter Read: \_\_\_\_\_

Termination Date: \_\_\_\_\_ Terminated by: \_\_\_\_\_

**APPLICATION FEES**

Meter Deposit - \$500 - Fully refundable \* \_\_\_\_\_ \$

Backflow Preventor Test Fee - \$170 \_\_\_\_\_ \$

Check Number: \_\_\_\_\_ Date: \_\_\_\_\_ Amount Paid: \$ \_\_\_\_\_

\*Deposits will be refunded with next regular A/P check run, provided meter is undamaged and rental and usage fees have been paid.

**RENTAL AND USAGE FEES**

Meter Installation- \$100 \_\_\_\_\_ \$

Water Usage - Current Rates \_\_\_\_\_

Stand by Charge: \_\_\_\_\_ \$ \* 4/365 \$ \_\_\_\_\_  
# of service days quarterly base rate

Water Usage Charge: \_\_\_\_\_ \* \$ \_\_\_\_\_ \$  
usage (ccf) rate

**Invoice Number: \_\_\_\_\_ Date: \_\_\_\_\_ Amount Due: \$ \_\_\_\_\_**



3000 Washington Avenue
P.O. Box 147
St. Joseph, MI 49085
Telephone: 269-429-7703
Fax: 269-429-207

Clerk, City of St. Joseph
St. Joseph City Hall
700 Broad Street
St. Joseph, MI 49085

RE: Parcel Number: 11-\_\_\_\_\_

Address: \_\_\_\_\_

VERIFICATION OF PAYMENT

WATER IMPROVEMENT FEE \$1,000.00: Date of Payment: \_\_\_\_\_

Authorization for: WATER HOOKUP \_\_\_\_\_ and/or Issuance of SPRINKLER METER \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_

BILLING TO: \_\_\_\_\_

DAYTIME TELEPHONE NUMBER: \_\_\_\_\_ or Cell: \_\_\_\_\_

This is to advise that the person named above has property located in the water district of St. Joseph Charter Township, and has met all Township requirements to hook into the water system or be issued a water meter for exterior property use. St. Joseph Charter Township therefore authorizes the City of St. Joseph to proceed with a water hookup and/or meter installation at the location specified on this application, PENDING WRITTEN APPROVAL BY ANY OF THE FOLLOWING: ST. JOSEPH TOWNSHIP PUBLIC WORKS DIRECTOR, BUILDING INSPECTOR, OR PLUMBING INSPECTOR.

ST. JOSEPH CHARER TOWNSHIP

Authorized Signature

Date

Application No.



Permit Number \_\_\_\_\_

**AUTHORIZATION TO HOOK UP TO CITY WATER**

PROPERTY OWNER \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

Location of property to be served by City Water \_\_\_\_\_

\_\_\_\_\_

WATER SERVICE BILLING TO: \_\_\_\_\_

This is to advise that the person named above has property located in the Water District of Royalton Township, and after checking the water assessment records of the Township, we hereby give the City of St. Joseph authorization to proceed with a water hook up and meter installation at the location above specified.

ROYALTON TOWNSHIP

\_\_\_\_\_  
AUTHORIZED SIGNATURE

DATE: \_\_\_\_\_

TAX CODE: \_\_\_\_\_





# LINCOLN CHARTER TOWNSHIP

2055 West John Beers Road • P.O. Box 279 • Stevensville, MI 49127-0279 • (269) 429-1589 • FAX (269) 429-0880

## WATER AND/OR SEWER PERMIT APPLICATION

Inspector: Kevin Gebhard/Jim Pheifer (For inspections call – (269) 429-1589 x 107)

Lincoln Charter Township will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, handicap, or political beliefs.

### JOB LOCATION

Township LINCOLN County BERRIEN

Name of Owner/Agent \_\_\_\_\_

Address of Job Location \_\_\_\_\_

### CONTRACTOR/HOMEOWNER INFORMATION

Contractor \_\_\_\_\_ Homeowner \_\_\_\_\_ Name \_\_\_\_\_ State License Number \_\_\_\_\_ Exp Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Master's License Number \_\_\_\_\_ Exp Date \_\_\_\_\_ Telephone Number \_\_\_\_\_

Cell Phone \_\_\_\_\_ Federal ID # (or reason for exemption) \_\_\_\_\_

Worker's Compensation Insurance # (or reason for exemption) \_\_\_\_\_ MESC Number (or reason for exemption) \_\_\_\_\_

### Applicant Signature

Section 23a of the State Construction Act of 1972, 1972 PA, MCL125, 1523A, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of Section 23a are subject to civil fines.

Signature of Licensee or Homeowner \_\_\_\_\_ date \_\_\_\_\_

(Homeowner must also sign affidavit below)

### Homeowner Affidavit

I hereby certify the plumbing work described on this permit application shall be installed by myself in my own home in which I am living or about to occupy. All work shall be installed in accordance with the State Plumbing Code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the Township Plumbing Inspector. I will cooperate with the Township Plumbing inspector and assume responsibility to arrange for the necessary inspections.

Signature of the Homeowner \_\_\_\_\_ date \_\_\_\_\_

Water Service \_\_\_\_\_ Sewer Service \_\_\_\_\_ Both Water and Sewer Service \_\_\_\_\_

**Fee chart** – Enter the number of items being installed, multiply by the unit price for the total fee.

Description	Fee	# of items	Total
Application Fee(non-refundable)	\$75	1	\$75
Connection (bldg. drain-bldg. sewers)	\$0		\$0

MAKE CHECKS PAYABLE TO: LINCOLN CHARTER TOWNSHIP

Mail to: Lincoln Charter Township

PO Box 279

Stevensville, MI 49127

Type of payment: Cash \_\_\_\_\_ Check # \_\_\_\_\_

### Instructions for Completing Application

**General:** Plumbing work shall not be started until the application for permit has been filed with Lincoln Charter Township. All installations shall be in conformance with the State Plumbing Code. No work shall be concealed until it has been inspected.

The name of the inspector and the telephone number will be provided on the permit form. When ready for an inspection, call the inspector providing as much advance notice as possible. The inspector will need the job location, type of inspection and permit number.

**Expiration of Permit:** a permit remains valid as long as work is progressing and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work. A PERMIT WILL BE CANCELLED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN SIX MONTHS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CANCELLED PERMITS CANNOT BE REINSTATED.



LINCOLN CHARTER TOWNSHIP

2055 West John Beers Road • P.O. Box 279 • Stevensville, MI 49127-0279 • (269) 429-1589 • FAX (269) 429-0880

Permit # \_\_\_\_\_
Receipt # \_\_\_\_\_
inkler: Yes [ ] No [ ]

Authorization for new connection to public water and/or sewer

The undersigned applicant makes this application for connection with the Municipal Water/Sewer Systems and agrees to observe all the regulations prescribed by the ordinances of Lincoln Charter Township and codes/laws of the State of Michigan relating to water/sewer, and pay the rates established for the uses mentioned below. Further, all the rules and regulations of Lincoln Charter Township are hereby accepted by the undersigned, his heirs, and assigns, as the conditions of this application.

NOTE: A SEPARATE plumbing permit will have to be pulled for a sprinkler meter.

PROPERTY OWNER/S: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

TAX CODE NUMBER: 11-\_\_-\_\_\_\_\_

PROPERTY TO BE OCCUPIED OR USED AS:

Table with 2 columns: Residential/Duplex/Commercial/Industrial/Other and corresponding fees for Water and Sewer (Assessment, Benefit Fee, Lateral Benefit Fee, Application Fee).

GRAND TOTAL DUE \$ \_\_\_\_\_

HOOKED UP \_\_\_\_\_ CITY NOTIFIED \_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_ Date \_\_\_\_\_

APPLICANT PRINT NAME \_\_\_\_\_

(City of Saint Joseph Clerk's office will retain bottom half for their records)



LINCOLN CHARTER TOWNSHIP

2055 West John Beers Road • P.O. Box 279 • Stevensville, MI 49127-0279 • (269) 429-1589 • FAX (269) 429-0880

Saint Joseph City Hall, City Clerk
700 Broad St
Saint Joseph MI 49085
269-983-6325

Tax Code 11-\_\_\_\_\_

AUTHORIZATION FOR CONNECTION TO CITY WATER

Name \_\_\_\_\_

Address \_\_\_\_\_

This is to advise that the person named above has property located in the water district of Lincoln Charter Township and, after checking the water records of the township, we hereby give the City of Saint Joseph authorization to proceed with a water connection and meter installation at the location above specified.

Check if this is a Water ONLY acct.
Check if this is "G" billing code.
(City of St. Joseph)

LINCOLN CHARTER TOWNSHIP

Township Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_



## LINCOLN CHARTER TOWNSHIP

---

2055 West John Beers Road • P.O. Box 279 • Stevensville, MI 49127-0279 • (269) 429-1589 • FAX (269) 429-0880

### **Notice on Water and Sewer Line Inspections**

Please plan ahead to schedule any sewer or water line inspections.

If you have an emergency, please call Lincoln Charter Township Building Department at  
(269) 429-1589 EXT 107

The Building Department will determine if they will allow you to take pictures and cover the trench if he cannot be there to inspect the site.

## IMPORTANT PUBLIC WATER INFORMATION

Attached is your letter authorizing the City of St. Joseph to install a tap from the public water system to your property line in Lincoln Charter Township. This **letter of authorization** should be taken to the St. Joseph City Clerk's office, 700 Broad Street, St. Joseph, on the southeast corner of Broad Street and Main Street.

When you make application for the public water **tap and meter**, it will be necessary for you to pay the amount in full, directly to the City of St. Joseph. There is a charge for a standard residential 1" tap, or 2" tap. There is a fee for the standard residential 5/8" meter, 3/4" meter, 1" meter, 1 1/2" meter, and 2" meter. See the City of St. Joseph for the fees.

**Water bills** are based on the actual number of cubic feet of water used. The City of St. Joseph issues water bills on a quarterly basis. If the amount of water you use is going to be over that amount usually considered a standard residential usage, you may want to consider a larger size meter or second meter. For example, the standard installation will not give you adequate pressure for a residential service and an **underground sprinkler system**. Please note that billing for public sewer usage is based on the amount of metered domestic water you use. Therefore, if your water usage is for gardening, lawn care, or the like, you should seriously consider a separate sprinkler meter for that use. Minimum size for a sprinkler system is 3/4".

Before installing the tap to your property, the City will make arrangements to have the road right-of-way marked with the location of buried utility lines. You must call **MISS DIG @ 811**, which is a free utility location service, before any digging is done on your property.

After receiving payment for the tap and meter, the City will bring a **tap** from the water main to within seven (7') feet of your property line, in the **location** you have designated. There is no extra charge if the water line is across the street from your property. Following the tap-in, the curb-stop will be located in the road right-of-way on your side of the street.

Please remember to call the Township office for an **inspection** of the line in the trench **before** it is covered. The inspector will also check the inside plumbing for any cross connections at this time. It is permissible to keep your well and pump for such things as garden and lawn sprinkling, but **under no circumstances is it permissible to co-mingle the public water and private well water.**

Once the plumbing is installed, contact the City and the City will install the meter in your house. Remember, taps between the street and the water meter are prohibited. The meter will have an outside reading device, which will be placed so that the meter reader will not have to enter the house.

Water received from the City of St. Joseph is **chlorinated** to protect public health, is treated with **fluoride** and is "moderately" hard water. Many customers feel that a water softener is not necessary when using public water. Complete water quality information is available from the city at [www.sjcity.com](http://www.sjcity.com).

We hope this letter will answer some of your questions regarding the water system. If not, please feel free to call the City of St. Joseph water department at 269-983-6324.



# LINCOLN CHARTER TOWNSHIP

2055 West John Beers Road • P.O. Box 279 • Stevensville, MI 49127-0279 • (269) 429-1589 • FAX (269) 429-0880

## Application for Sanitary Sewer Tap-in

### DRAWING OF SERVICE LINE FROM TAP TO BUILDING AT:

OWNERS/NAME \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

### **IMPORTANT!**

THIS DRAWING IS TO BE COMPLETED BY THE **INSTALLER** AND GIVEN TO THE INSPECTOR WHEN THE FINAL INSPECTION IS MADE. PLEASE PHONE (269) 429- 1589 EXT 107 FOR THE SEWER LINE INSTALLATION INSPECTION.

CHECK TYPE OF PIPE INSTALLED:

\_\_\_\_\_ VITRIFIED CLAY \_\_\_\_\_ PVC \_\_\_\_\_ CAST IRON

NOTE:

**SDR 35 PLASTIC SEWER PIPE IS ALLOWED PROVIDED ASTM STANDARDS AND MANUFACTURERS RECOMMENDATIONS ARE FOLLOWED. (7/11/00) RESIDENTIAL: 4" COMMERCIAL: 6".**

Installed by \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Sketch location of building, sewer lines, cleanouts, and all dimensions below:** Use back side or additional paper if more room is necessary.