



**Ringwood Water Department**  
**Phone: 973-962-7037**

**APPLICATION FOR NEW CUSTOMER WATER HOOK-UP**

Applicant's Name: \_\_\_\_\_

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

Block/Lot \_\_\_\_\_

Applicant's Phone: \_\_\_\_\_

Applicant's E-Mail: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_

Contractor's Address: \_\_\_\_\_

Contractor's Phone: \_\_\_\_\_

Water Service Size Requested: \_\_\_\_\_ Is there an existing private well on the property?: \_\_\_\_\_

-----DO NOT WRITE BELOW THIS LINE-----

Water Availability Must Be Verified By Two People Before Application Can Proceed:

Date of Verification of Availability: \_\_\_\_\_ Director: \_\_\_\_\_

Date of Verification of Availability: \_\_\_\_\_ Engineer: \_\_\_\_\_

Reason for Non-Availability: \_\_\_\_\_

Street Excavation Permit is Required for New Customer Water Hook-Ups.

Street Excavation Permit Number: \_\_\_\_\_

Fee:	\$3,000.00	Water Hookup (up to 1" meter included)
	\$ 150.00	Meter Setting Fee

Fee Paid: \_\_\_\_\_

Date Meter Installed: \_\_\_\_\_ Date Meter Read: \_\_\_\_\_

Water Account Activated: \_\_\_\_\_

## **CHECKLIST FOR NEW CUSTOMER WATER HOOK-UP**

### **Submissions**

1. Building Department Plumbing Permit \_\_\_\_\_
2. Health Department - Well Driller Contract Including  
Sealing of Existing Private Well \_\_\_\_\_
3. Ringwood Street Excavation Permit (If on Municipal Road) \_\_\_\_\_
4. Passaic County Permit (If on County Road) \_\_\_\_\_

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1. Water Size Tap Requested \_\_\_\_\_
  2. Water Department Availability \_\_\_\_\_
  3. Water Department Material Availability \_\_\_\_\_
  4. Water Department Sign off for Roadway Trench Completion \_\_\_\_\_
  5. Health Department Sign Off for Sealing of Well \_\_\_\_\_

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Scheduled Date of Installation: \_\_\_\_\_

1. Coordinate all work with the water department.
2. Coordinate traffic control with the Ringwood Police Department.
3. Neatly sawcut the pavement.
4. Excavate the trench and expose by hand the full circumference of the water main, a minimum of 12" wide for the new saddle/tap. The new tap must be a minimum of 24" away from any other tap or pipe joint.
5. The trench from the water main to behind the curb shall be a minimum of 48" deep. The contractor shall then add 6" of sand to the bottom of the trench for a minimum of 42" depth.
6. The Ringwood Water Department will tap the water main, install copper piping from the water main to the curb box and install the curb box. The Water Department is responsible for these materials.
6. Contractor to expose existing service at the water main so the Ringwood Water Department can properly cap existing service.
7. Contractor will cover the copper pipe with 6" of sand, then backfill with  $\frac{3}{4}$ " quarry process material, compacted in 6" lifts, with a "Jumping Jack" style compactor. The contractor is responsible for the removal of all spoil.
8. The Contractor shall construct roadway cross section using 4" coarse/ base asphalt and 2" of finish / top coarse, properly compacted.
9. The Contractor shall supply all necessary sand,  $\frac{3}{4}$ " quarry process and asphalt. The contractor is also responsible for any dewatering that may be necessary.

10. The Ringwood water department will provide full time inspection of the compaction of the trench material and the construction of the roadway cross section.
11. The Building department is responsible for all necessary inspections of the water service from the curb box to the dwelling.