

CITY OF LAWRENCE UTILITIES

POLICY AND PROCEDURES MANUAL

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1.0 SANITARY SEWER SERVICE CONNECTIONS

Local laws require that all structures having sanitary facilities be connected to public sanitary sewers within ninety (90) days of notification of the availability of sanitary sewer service. Listed below are the costs, material specifications, installation details and inspection procedures for connecting to City of Lawrence sanitary sewers. Per City ordinance the owner of each lot, parcel of real estate or building (“customer”) is responsible to install and maintain the building sewer and lateral connection (“lateral”) to the City sewer main.

A. COST

Prior to connecting to the City’s sanitary sewer, all tap fees; connection charges and inspection fees must be paid. The connection charge is \$1,650.00 for new single-family construction. This charge includes the assessment, tap and inspection fees. For commercial and industrial uses, the connection charge is assessed at \$1,000.00 per acre, plus \$150.00 per tap, including inspection. These fees must be paid before work begins. Under certain circumstances, a deferred payment plan is available and you should contact the Lawrence Utilities Office at (317) 542-0511 for details.

In addition, the property owner is responsible for employing a contractor licensed, bonded and insured in the City of Lawrence to connect the sewer lateral to the City sewer main.

B. MATERIALS

The customer is responsible for installation of the sewer lateral to connect to the City sewer main. The sewer lateral material may be gasketed slip-joint SDR35 pipe, Schedule 40 PVC or Schedule 80 PVC pipe. Fittings may be glued fittings, using purple primer and clear glue. “Winter” glue (Whitlam PVC Cold Weather Cement or equal) must be used from November 1 through April 1. Gasketed fittings are also acceptable, when installed to manufacturer’s specifications. Pipe size may be either 4-inch or 6-inch diameter. To connect to the sewer lateral stub, a Fernco-style neoprene rubber connector using stainless steel bands or a glued adapter may be used. If no stub exists the customer is responsible to make the connection to the City sewer main. A Fernco tapping saddle or PVC tapping sleeve (Y-connection) may be used. If SDR35 pipe is used it must be bedded and backfilled with #8 or #9 stone. Backfill shall be placed in accordance with Lawrence Utilities standard specifications. Frozen fill is not allowed. No 90-degree bends and no more than 270 degrees total bends are allowed in the line.

C. INSTALLATION

Lateral shall be a minimum of 18-inches deep at the building and 4 feet deep to within 10 feet of the building (if lateral stub depth allows), with a minimum fall of 1/8 inch per foot for 6-inch pipe and 1/4 inch per foot for 4-inch pipe. Within the City right-of-way, the minimum pipe size shall be 6-inch. Any lateral constructed in or under a driveway, sidewalk or within 5 feet of a roadway must use granular backfill conforming to City of Lawrence standards for material and installation. A clean-out shall be located between 1.5 feet and 3 feet off the building, at bends and at a minimum spacing of 100 feet

thereafter. The trench may not be backfilled until a representative of Lawrence Utilities has inspected it. The pipe shall be equipped its entire length with magnetic locating tape and/or a #10 gauge insulated locating wire. The tape shall be buried one to three feet above the pipe) and shall wrap up and around clean-outs and shall be exposed at the surface. The wire shall be attached directly to the pipe with plastic wire ties or duct tape and shall wrap up and around clean-outs.

Existing septic tanks are to be abandoned in conformance to Indiana State Board of Health and/or Marion County Health Department requirements. The following may not be connected to either the lateral or the sanitary sewer main: foundation or footing drains; sump pumps with foundation drains connected; downspouts; heat pump discharge; or other sources of clear unpolluted water. Sources of polluted water such as toilets, tubs, sinks, washing machines and floor drains shall connect to sanitary sewer.

C.1 GRINDER PUMP INSTALLATIONS (WHERE REQUIRED)

1. If a grinder pump installation is required due to lack of gravity sewer availability, the customer shall be responsible for the purchase and installation of a grinder pump system.
2. In cases where Lawrence Utilities maintains the installation, the grinder pump shall meet Lawrence Utilities specifications for materials and installation.
3. In all cases, the point of connection to the public gravity main, manhole or force main shall meet Lawrence Utilities specifications.
4. Grinder pump installations shall meet all applicable local, state and federal laws and requirements.

D. INSPECTION

The Lawrence Utilities (LU) office must be given 24 hours advance notice for a lateral inspection. A minimum of two-hours (2) notice shall be given to the LU office when a scheduled sewer inspection is to be rescheduled or cancelled. Failure to make such notification will result in a \$50.00 re-inspection charge to the contractor that must be paid prior to another inspection being performed. Call 542-0511 Monday through Friday between 8:00 am and 4:30 pm to schedule an inspection, reschedule an inspection, or cancel an inspection.

The trench may not be backfilled until a representative of Lawrence Utilities has inspected it. Lawrence Utilities reserves the right to require the pipe to be uncovered if backfilling has occurred prior to inspection.

Please contact the operations branch of Lawrence Utilities at (317) 542-0511 concerning any questions you have about installation of the building sewer or connection to the City sanitary sewer system.

Note: For construction of new public mains, manholes, lift stations and other sanitary sewer infrastructure see the Lawrence Utilities Standard Specifications for the Design and Construction of Sanitary Sewers

2.0 RESIDENTIAL WATER SERVICE CONNECTIONS

All residential meters shall be located in meter pits at the property line. All meter pits shall have a curb stop and box installed immediately upstream of the meter pit. In some areas, such as zero lot line additions, dual meters in one pit may be allowed provided the incoming line is at least 1-inch diameter and a curb stop and box are provided.

A. COST

Prior to connecting to the City's water system, all assessments, tap and inspection fees must be paid. The fees shall be assessed per City of Lawrence Ordinance No. 15, 2001, as the same may be changed by the Common Council from time to time.

In addition, the property owner is responsible for employing a Lawrence licensed, bonded and insured contractor as required to excavate for the tap and to install the service line and appurtenances into the building.

B. MATERIALS

The contractor must complete and submit a 'Plumbers Permit' at the water company office prior to performing the installation. There is no cost for this permit. After submitting the permit the contractor will be issued a voucher. This voucher will allow the contractor to pick up the meter pit, ring and lid, meter yoke bar, angled check and stop valves, curb stop and box (see appendix for list of authorized supply houses). Water lines shall be "K" Copper with brass compression fittings to the meter and through the meter pit. Water grade PE pipe meeting current AWWA standards may also be used. Plastic pipe must be class 200 PE pipe with stainless steel inserts and compression fittings. A #10 insulated copper trace wire shall be attached to the top of the pipe and looped around the outside of the curb stop box or wrapped around the supply side of the meter yoke. The wire shall be attached to the water line every 10 feet with nylon ties or duct tape. If the tap is on a PVC water main equipped with a locator wire, the service line wire shall be spliced into the main locating wire with an approved splice kit. Lawrence Utilities personnel will make the wet tap and will furnish and set each meter into service.

C. INSTALLATION

A wet tap is always required on active mains. PVC water mains may require the use of a tap saddle. Minimum cover is 4.5 feet. An approved meter shut-off valve and a backflow device (see backflow section for specific information) are required - an angled stop valve and an angled check valve unless other devices are specified. For scheduling the wet tap and inspections, call (317) 542-0511. The water line and connections in the trench must be inspected prior to backfill. Plumbing contractor may operate curb stops to turn on water. UNDER NO CIRCUMSTANCES are contractor personnel allowed to operate main line water valves. Contact the Lawrence Utilities 48 hours in advance at (317) 542-0511 to arrange for account billing and to schedule the tap.

D. INSPECTION

Lawrence Utilities must be given 24 hours notice for all required inspections.

1. Please call the Lawrence Utilities Office at (317) 542-0511 Monday through Friday between 8:00 a.m. and 5:00 p.m. to schedule all inspections.
2. A Lawrence Utilities Inspector must be present during all wet tap procedures.
3. Inspector must inspect the installation prior to backfill.

E. WATER QUALITY

Service lines from the corporation stop to the meter yoke are to be flushed clean of debris prior to setting the meter. The owner/plumbing contractor is responsible for leakage testing and disinfection of water service lines.

Please contact the operations branch of the Lawrence Utilities at (317) 542-0511 concerning any questions you have about installation of water lines and connections to the City water system.

3.0 COMMERCIAL/INDUSTRIAL WATER SERVICE CONNECTIONS

For all commercial and industrial water taps, plan review approval services are provided by Lawrence Utilities. Lawrence Utilities will provide inspection services for all water mains that will be dedicated to the City of Lawrence. Said lines must be in easements dedicated to the City. Lawrence Utilities is responsible to maintain and repair all public water mains located in easements dedicated to the City. For all other commercial/industrial domestic and fire lines, the property owner is responsible to repair and maintain the line and appurtenances, including the meter pit or vault, from the point of connection with the public main to the structure. See Private Mains and Hydrants Section later in this document.

A. COST

Prior to connecting to the City's water system, all assessments, tap and inspection fees must be paid. Fees shall be determined at the plan review and approval phase and invoices sent to the developer and the billing/accounts department of Lawrence Utilities. The fees shall be assessed per City of Lawrence Ordinance No. 15, 2001, as the same may be changed by the Common Council from time to time.

The meter cost will be determined by Lawrence Utilities and is paid with other permit fees. Meters shall be located in pits or vaults at the property line unless an inside installation is specifically approved by Lawrence Utilities. All multi-family projects, including trailer parks, are required to have a master meter. If there are two or more connections to the public main, check valves shall be installed so as to allow water serving the complex to be accurately metered. The check valves shall be configured so that whenever there is a pressure drop inside the complex, such as during a fire flow situation, the check valve will open to maintain pressure and flow.

In addition, the property owner is responsible for employing a contractor licensed, bonded and insured with the City of Lawrence to make the tap, install all pipe and appurtenances including the meter pit or vault and to install the service line into the building. Only Lawrence Utilities employees are allowed to set the meter.

B. MATERIALS

For commercial and industrial projects, the property owner/developer or their contractor is responsible for all material and labor required to provide water service, including the wet tap. All pipe and appurtenances in the public right of way or dedicated easements shall be per the approved plans and specifications as approved by Lawrence Utilities. Lawrence Utilities will provide the meters (see section A. above), provide inspection services as required, and will set each meter into service. Acceptable meter setters for pit installations are Mueller H-1427 or approved equal.

C. INSTALLATION

A wet tap is required on active mains utilizing a corporation stop and curb stop with box and lid for 2 1/2-inch or smaller service lines; or gate valve for 3-inch or larger service lines as per plans. For wet taps 3" or larger, the tapping saddle and valve must pass a pressure test per manufacturers recommendations. Minimum cover is 4.5 feet. An approved Reduced Pressure Zone backflow device is required on all commercial/industrial domestic service lines. Fire lines require the installation of an approved double detector check backflow device (see Backflow section). See project plans for details regarding specific layout and devices to be used. Plumbing contractor may operate curb stops to turn on water. UNDER NO CIRCUMSTANCES are contractor personnel allowed to operate main line water valves. Contact Lawrence Utilities 48 hours in advance at (317) 542-0511 to arrange for account billing, and to schedule inspections. Granular backfill must be used under and within five feet of pavement and under existing and proposed sidewalk areas.

D. INSPECTION

Lawrence Utilities must be given 48 hours notice for all required inspections.

1. Please call the Lawrence Utilities Office at (317) 542-0511 Monday through Friday between 8:00 a.m. and 5:00 p.m. to schedule all inspections.
2. A Lawrence Utilities Inspector must be present during all wet tap procedures.
3. Lawrence Utilities Inspector must inspect the installation prior to backfill.

E. WATER QUALITY

Service lines from the corporation stop to the meter yoke are to be flushed clean of debris prior to setting the meter. The owner/plumbing contractor is responsible for flushing, leakage testing and disinfection of all private domestic and fire lines. Lawrence Utilities is responsible for pulling any required bacteriological samples and having them tested. A Lawrence Utilities inspector shall witness all leakage tests and shall operate valves for filling and flushing operations. Contractor is responsible for all repair/replacement work required due to failure of system to pass leak test or bacteriological samples. All work to

be performed by Lawrence Utilities shall be scheduled by the Lawrence Utilities Inspector.

Please contact our Operations Center at (317) 542-0511 concerning any questions you have about installation of water lines and connections to the City water system.

The following sections address maintenance responsibility issues, tapping requirements, testing requirements, backflow, irrigation system permits, line locations, hydrant meters, and private mains.

4.0 TAPPING

A. RESIDENTIAL

1. Once a main has been cleared for tapping by Lawrence Utilities, contractors may apply for a plumbers tapping permit from the Company.
2. The office personnel will schedule the tap. Contractor must allow a 48-hour lead-time for scheduling taps.
3. Contractor shall have the tap hole prepared in advance. Minimum opening is 5' x 5'. Depths greater than 5' will require shoring per OSHA Standards. The main shall be exposed and cleaned around the entire circumference of the pipe at the tap location. Tap shall not be located within 2 feet of a bell and spigot joint, fitting or repair clamp. Pipe shall be clear of any pitting and/or corrosion in the tap area. Lawrence Utilities personnel shall reserve the right to refuse to tap in any excavation that does not meet minimum safety requirements as established by OSHA and the Company.
5. Contractor shall be responsible for the leak testing, flushing and disinfecting of the service line.
6. Owner shall be responsible to establish the account for the service and to request meter installation.
7. No meter shall be installed until an account has been established.
8. The property owner is responsible to connect to the public main. Lawrence Utilities does not provide service stubs to the property.

B. COMMERCIAL/INDUSTRIAL

1. The contractor is responsible to provide all parts and labor, per the approved plans, for all commercial/industrial installations. Lawrence Utilities, at its discretion, may perform ¾" and 1" taps if requested by the contractor. All taps require a 48-hour notice for scheduling inspections.
2. No taps will be permitted without the payment of all fees by the contractor/owner.
3. Contractor must provide copies of all required permits in order to perform the work. This includes DCAM, State Highway, and local government permits.
4. Tapping saddle and valve, for taps 3" dia. and larger, shall pass a pressure test per manufacturers recommendations prior to proceeding with the tap.

5. Contractor is responsible for flushing, disinfection* and leakage testing on all commercial/industrial service and fire lines. Lawrence Utilities shall sample the line and upon receipt of satisfactory test results, shall place the line in service.
6. No meter shall be installed until an account has been established and all required backflow device testing is performed and test results provided to Lawrence Utilities.
7. The contractor/owner is responsible to connect to the main. Lawrence Utilities does not provide service stubs to the property.

**For mains that are in dedicated easements and that will become public mains, Lawrence Utilities shall perform disinfection procedures. Contractor shall be responsible for hydrostatic pressure tests.*

5.0 HYDROSTATIC PRESSURE TESTING

1. Lawrence Utilities Inspector shall witness all hydrostatic tests on commercial/industrial service and/or fire lines. Tests shall be performed in accordance with ANSI/AWWA C600-99 or C605-94 as applicable.
2. Only Lawrence Utilities personnel are allowed to access main valves to fill and flush new water systems or extensions. Under no circumstances are contractors and their employees, agents or subcontractors allowed to operate main valves.
3. Lawrence Utilities Inspector shall document the test and a copy shall be furnished to the contractor.

6.0 DISINFECTION OF NEW MAIN EXTENSIONS

1. All new main extensions are required to be disinfected. Disinfection shall be performed in accordance with ANSI/AWWA C651-99. The contractor, per Lawrence Utilities specifications, shall provide any taps or other special fittings or devices required.
2. Lawrence Utilities shall collect the required samples and submit them for testing. Upon receipt of satisfactory test results the main will be released for taps. Under no circumstances shall a main be tapped that has not been cleared for taps by Lawrence Utilities.
4. Lawrence Utilities shall be responsible for de-chlorination and the safe and lawful disposal of water used in the disinfection process on all public mains. Contractor shall be responsible for the safe and lawful disposal of water used in the disinfection process on all private mains

7.0 HYDRANT METERS

1. Contractors or individuals may obtain hydrant meters for various tasks such as, but not limited to, filling pools and water tankers. Hydrant meters are required for all persons or entities (other than Lawrence Utilities or City of Lawrence) that desire to use Lawrence Utilities or un-metered private fire hydrants.
2. The meter shall be obtained by filing the required paperwork and paying the required fees at the Lawrence Utilities office. The meter will be read at that time

and the reading documented. When the meter is turned back in to the office the meter will be read again and the usage fee paid.

3. Security deposits shall be refunded when the meter is returned, undamaged.
4. The user of the meter shall be responsible to notify the Lawrence Utilities 24 hours prior to using the meter. The time and place of usage as well as the approximate flow rate shall be provided to the Lawrence Utilities operations branch. Lawrence Utilities reserves the right to restrict, deny or postpone usage at their discretion.

8.0 PRIVATE MAINS AND HYDRANTS

1. Hydrant laterals or fire service lines extended on to private property shall be considered private. All private hydrants shall be painted red.
2. Private hydrants/fire mains shall be assessed a yearly fee in accordance with City of Lawrence Ordinance No.15, 2001 as may be amended from time to time.
3. The property owner shall be responsible to maintain the hydrant(s) in proper working order.
4. Lawrence Utilities personnel shall have the right to enter on and about said private properties to assess the condition of the private hydrants. If Lawrence Utilities determines that the hydrant(s) are not working properly or leaking, they shall, upon notifying the property owner/manager, close the valve(s) supplying water to the hydrant, unless to do so would shut off domestic usages, and/or conspicuously mark the hydrant as being “out of service”. If repairs are not performed in a timely manner Lawrence Utilities may repair the hydrant(s) and bill the property owner.
5. Mains serving multi-family housing, commercial/industrial parks, shopping centers and the like are considered private mains unless they are located in easements dedicated to the City of Lawrence and serve more than one entity or billing account. The determination as to the status of a main shall be made at the plan review and approval stage. The property owner is responsible for all maintenance and repairs on private mains. Said mains shall be master metered and the valve at the point of connection to the public main is the end of Lawrence Utilities responsibility.
6. Un-metered usages on private mains that are not master metered are not permitted.

9.0 LINE LOCATIONS

1. Requests for water line locations must be called in to the Indiana Underground Plant Protection Services (Holey Moley).
2. Lawrence Utilities will mark service lines and mains located within the public right-of-way. Mains or service lines on private property are the responsibility of the property owner and/or contractor.

10.0 RESIDENTIAL WATER SERVICE RESPONSIBILITIES

A. OUTSIDE METER PIT INSTALLATIONS

1. Lawrence Utilities shall be responsible for the service line from the main up to, and including, the meter pit. This includes the service line, fittings, valves, access boxes, meter yoke and meter, and the meter pit with ring and lid.
2. If a project requires that a meter pit or curb stop and box be moved, raised, or lowered to facilitate new construction or remodeling the property owner is responsible to engage a Lawrence licensed and insured contractor to perform the work. A Lawrence Utilities inspector will inspect the work upon completion.
3. The homeowner or property owner shall be responsible for the service line from the point where it leaves the meter pit to the house.
4. The homeowner or property owner or their contractor shall have the right to turn off the water in the pit in the event of an emergency. If the pit or plumbing is damaged as a result of this activity the homeowner shall be responsible for the repairs.
5. Lawrence Utilities shall provide the initial meter. If the meter becomes damaged or broken as a result of property owner or contractor negligence or tampering, the cost of the replacement meter shall be charged to the property owner.
8. The curb stop shall be located at the property line with the meter pit located no more than 18 inches downstream.

B. INSIDE METER INSTALLATIONS

1. Lawrence Utilities shall be responsible for the service line from the main up to, and including, the curb stop and box on existing inside meter installations. Inside meter installations are not permitted in the City of Lawrence, except by obtaining a waiver from this rule, which may be granted at the discretion of Lawrence Utilities.
2. The homeowner or property owner shall be responsible for the service line from the curb stop to the house on all existing inside meter installations.
3. Lawrence Utilities shall not be responsible for interior plumbing including the meter setter.
4. The homeowner or property owner or their contractors are not permitted to remove or otherwise tamper with the meter.
5. In the event of remodeling the customer must contact Lawrence Utilities to have the meter removed and re-set (if required) once the new plumbing is installed and inspected.
6. The homeowner or property owner or their contractor shall have the right to turn off the water at the curb stop in the event of an emergency. If the stop or box is damaged as a result of this activity the homeowner or property owner shall be responsible for the repairs.
7. The curb stop shall be located at the property line.
8. In the event a homeowner or property owner undertakes to remodel his/her home they shall have the right to relocate the meter outside the home in a meter pit per Lawrence Utilities requirements.

9. Meters shall be at least 36-inches above the floor but no more than 48-inches above the floor and shall be at least 6-inches away from the wall. Meters shall be installed horizontally and shall not be installed vertically. Meters shall be installed so as to be easily accessible to service personnel and have sufficient room to test, repair and/or replace the meter.
10. Lawrence Utilities, at any time, and at its discretion, may install a meter pit outside the structure. Lawrence Utilities shall perform this work at no cost to the customer. Restoration shall be the responsibility of Lawrence Utilities. Adequate notice shall be provided before said work is performed.
11. Lawrence Utilities shall provide the initial meter. If the meter becomes damaged or broken as a result of property owner or contractor negligence or tampering, the cost of the replacement meter shall be charged to the property owner.

11.0 COMMERCIAL WATER SERVICE LINE RESPONSIBILITIES

A. METER PIT OR VAULT INSTALLATIONS

1. Generally, all commercial meters up to 2" are required to be installed in meter pits located at the property line. A curb stop and box shall be installed upstream of the meter pit.
2. Meters 2" and larger may be installed in a vault or pit, with the approval of Lawrence Utilities. The vault shall have a valve located outside of the vault so that the water may be shut off to the vault to make repairs. The vault shall conform to Lawrence Utilities standard specifications for construction and installation. The valve shall be located at the point of connection to the public main.
3. Dual meter setters for one service may be permitted with the approval of, and per the specifications of, Lawrence Utilities.
4. Lawrence Utilities shall specify the type and manufacturer of the meter(s).
5. Owner shall be responsible for the service from the valve, and including the valve, at the point of connection to the public main to the structure including the pit/vault and all appurtenances except the meter.
6. Lawrence Utilities service personnel shall set the meter(s).
7. Lawrence Utilities service personnel shall have access to meter pits/vaults during the normal course of their duties during normal working hours.
8. Installations shall be done per the approved plans as approved by Lawrence Utilities.

B. INSIDE METER INSTALLATIONS

1. Meters 2-inches and larger may be installed inside the structure in a utility room and shall be accessible to Lawrence Utilities service personnel during the normal course of their duties during normal working hours.
2. Lawrence Utilities shall specify the type and manufacturer of the meter(s).
3. Owner shall be responsible for the service line from the valve, and including the valve, at the point of connection to the public main to the structure, including all appurtenances except the meter.

4. In the event of remodeling the owner must contact Lawrence Utilities to have the meter removed and re-set (if required) once the new plumbing is installed and inspected. The owner or their contractors are not permitted to remove or otherwise tamper with the meter.
5. Installations shall be done per the approved plans as approved by Lawrence Utilities.
6. Meters shall be at least 36-inches above the floor but no more than 48-inches above the floor and shall be at least 6-inches away from the wall. Meters shall be installed horizontally and shall not be installed vertically. Meters shall be installed so as to be easily accessible to service personnel and have sufficient room to test, repair and/or replace the meter.
7. In the event a property/business owner undertakes to remodel his/her structure Lawrence Utilities shall have the right to require that the meter be installed outside the structure in a meter pit at owner's expense.

12.0 METER CALIBRATION AND REPLACEMENT

The property owner may, at any time during normal working hours, request that a meter be checked for calibration. Service personnel will schedule a time to perform said test and the property owner, or authorized representative, is required to be present for the test. Lawrence Utilities shall reserve the right to perform a calibration check on any meter suspected of over or under registering. If a meter is found to be under or over-registering, it shall be recalibrated or replaced by Lawrence Utilities.

13.0 FIRE SERVICE LINES

1. Fire service lines shall be installed per plans as approved by Lawrence Utilities.
2. Contractor shall be responsible to perform disinfection, leakage testing and flushing on the installation. A Lawrence Utilities Inspector shall observe the test and shall collect and submit required bacteriological samples.
3. The owner is responsible for the fire line from the valve, and including the valve, at the point of connection to the public main to the structure.
4. Fire service lines shall have a post or wall mount indicator valve installed per the approved plans and per the direction of the City of Lawrence Fire Department.
5. Fire service lines shall be equipped with a double check detector valve backflow device.
6. If the fire suppression system uses chemicals, a reduced-pressure zone backflow device shall be installed.
7. The contractor shall be responsible to provide fittings as directed by a Lawrence Utilities Inspector in order to accommodate charging, flushing, and sampling requirements.

14.0 IRRIGATION SYSTEM PERMITS

1. A permit shall be required for the installation of any irrigation system. Payment of the fees is due at the time the application is submitted.

2. Failure to obtain a permit for the installation of an irrigation system may result in the suspension of water service to the property.
3. All irrigation systems are required to have an approved backflow device installed on the system.
4. Plans shall be submitted with the permit application. Plans shall be properly scaled and drawn and shall show the entire property, right-of-way lines, existing utilities, structures, and all proposed system components. They shall also show the point of connection to the existing domestic service or public main.
5. The owner shall be responsible to pay the assessment, permit, tap & inspection and meter fees associated with his/her project. If the tap is made after the meter on an outside meter installation, or after the curb stop on an inside meter installation, no tap fee will be assessed.
6. Tapping existing service lines in the meter pit is permitted. If a tap is made inside the pit or vault, the owner shall be responsible for the maintenance and repair of the service line from the customer side of the meter to the structure.
7. Lawrence Utilities shall set the meter at the request of the contractor/owner after the installation has been inspected, the backflow device tested and a copy of the test report submitted, and all fees paid.
8. No part of the irrigation system is permitted in the public right-of-way. The City may waive this requirement at its discretion. The owner is responsible to secure the waiver from the City prior to application for permit being made. Neither Lawrence Utilities nor the City of Lawrence shall be liable for any damages to irrigation systems or other parties if the system, or parts thereof, is installed in the public right-of-way.

15.0 EMERGENCY SHUT-OFF

1. Lawrence Utilities provides a 24-hour service call program. Services provided are: emergency shut-off, leak investigation, restoration of service.
2. Service calls during regular hours are charged per City of Lawrence Ordinance No. 15, 2001 as amended from time to time.
3. For after hour's service work the phone # is (317) 524-0511.
4. Response times may vary but are generally 15-30 minutes. If the owner or his contractor determines that the water must be shut off immediately, they may access pit or curb stop to shut off the water. However, they will be liable for any damage to the pit, valves, curb stops, boxes, etc. that may be caused by their activity.
5. For homeowners requesting non-emergency after hours water shut-off, the fees shall be charged per Ordinance No. 15, 2001 as amended from time to time.

16.0 ABANDONING WATER AND SEWER SERVICES

1. Lawrence Utilities shall be responsible to perform all work associated with the abandoning of water and sewer service connections for all residential service lines.

2. For commercial/industrial service lines, fire lines or private hydrant laterals, the owner shall be responsible for the work. Lawrence Utilities shall determine and approve the location and methods of all such disconnection work.
3. Lawrence Utilities may, at its discretion, perform requested disconnection work at the owner's expense.
4. All water services smaller than 2-inches shall be excavated at the point of connection to the public main and the corporation stop turned off. Lawrence Utilities may choose to have the service abandoned at shut-off located at the property line if future service is required at the property.
5. Sewer laterals shall be cut and capped at the point of connection to the public main. Lawrence Utilities may choose to have the service abandoned at the property line if future service is required at the property.

17.0 BACKFLOW/CROSS CONNECTION CONTROL POLICY

1. All commercial/industrial and/or fire service lines are required to comply with 327 IAC 8-10 (Rule 10); and with City of Lawrence Resolution No. 1, 1996 for all projects within the City of Lawrence corporate limits (see appendix).
2. Lawrence Utilities will perform the initial testing of all backflow devices in conjunction with meter installation. The fee shall be \$45.00 per test. This requirement may be waived at the discretion of the LU service Department Manager.
3. Lawrence Utilities personnel will set the meter to allow water for the test to be used. However, if the test fails they may either lock the meter in the off position or remove the meter until another test can be performed. Under no circumstances will a service be turned on without a satisfactory test.
4. All residential installations require the installation of an angled check valve on the customer's side of the meter. The valve shall be brass, compression type and be sized for the line installed (Mueller H-14245 or approved equal).

For answers to any (non-billing) questions or situations not covered in this document, please contact the Operations Center at (317) 542-0511. Account or billing inquiries should be directed to the billing office at (317) 542-0511.