

# INFORMATION FOR NEW WATER HOOKUPS

TOWN OF ULYSSES DEPARTMENT OF PUBLIC WORKS

## Water District 3

A copy of this form and additional information about the Water Department and Water District 3 can be found at:

<https://townofulyssesny.gov/departments/water-district/>

See [§200-4](#) for the complete Town Code section describing installation and maintenance requirements.

## 1. Applications

**Incomplete applications will not be accepted. A complete application includes:**

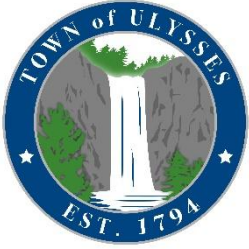
1. Application form
  2. Application fee (reference annual fee schedule)
  3. Site Plan: A sample site plan sketch/drawing of the project must be submitted and must include the following:
    - Location of existing buildings
    - Dimensions and materials of proposed work
    - Location of your well, septic system, driveway, other structures, and notable landmarks (like trees).
    - The desired location of your new meter
    - The distance (in feet) from the water hookup on your property to the tap into the town's main line.
- **Additional permits are required** from NYSDOT or Tompkins County Highway Division to work in their right-of way.
  - Permits are valid for one year.

## 2. Construction

- Please refer to the [Ulysses' Standard Specifications guide](#) for specs
- Only town-approved contractors may perform construction.
  - Check the town's **Approved Contractor List** or complete the **New Contractor Application** if necessary.
- The following **MUST** be coordinated with the DPW Director.
  - Any work on taps and curb valves
  - If a water line needs to go under the road, applicable permits will need to be secured from the Ulysses DPW, Tompkins County Highway Division, or NYSDOT
- The Town will install the water meter and remote reader and bill the property owner for the cost of the equipment.

## 3. Inspections

- No piping of any kind may be covered until it has been inspected by the Code Enforcement Officer.
- **If piping is covered before inspection, it will be the full responsibility of the property owner to uncover it.**
- Please plan to schedule your inspection with the town **at least 72 hours in advance**.
- Commercial properties will need a cross-connection inspection to determine if backflow prevention is needed.



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## Water Fees

### Plumbing Permit Fees - Includes the following:

- Up to 5 inspections
- Determination of whether service will require backflow prevention device
- Internal inspections for pressure regulator, temperature and pressure valve, boiler backflow preventers, vacuum breakers on hose bibs, proper disconnection of well supply
- Inspection of water service line from curb box to house
- Flushing of water service line
- Installation of water meter and remote reader (cost of equipment billed to customer)
- Field measurements of curb box and water service line after installation

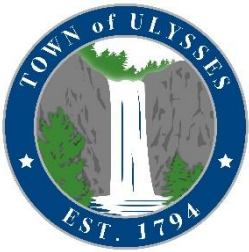
### Other Fees:

- The Property Owner is responsible for any additional equipment charges that will be required to complete the project.
- These additional charges may include but are not limited to items such as meters, main taps, curb boxes, etc.
- Additional charges will be added to the property owner's water billing account.

### Further Questions?

Please contact the Department of Public Works Director  
during business hours at (607) 387-6230.

For questions about billing please contact the Town Clerk at  
(607) 387-5767 ext. 221.



# APPLICATION FOR NEW WATER HOOKUPS

TOWN OF ULYSSES DEPARTMENT OF PUBLIC WORKS

## Office Use Only

Permit Fee	
Permit #	
Check #	

### APPLICATION INSTRUCTIONS

1. A site plan must be submitted with this form. Incomplete applications will not be accepted.
2. Contractors must be pre-approved or complete the Town registration process.
3. Visit <https://townofulyssesny.gov/departments/water-district/water-hook-ups/> for further information about the hookup process.
4. Reference the Town's annual fee schedule for current fees.

CONTACT INFORMATION					
OWNER					
ADDRESS					
CITY		STATE		ZIP	
PHONE		EMAIL			
CONTRACTOR					
ADDRESS					
CITY		STATE		ZIP	
PHONE		EMAIL			
PRIMARY CONTACT:    APPLICANT            OWNER            OTHER, PLEASE SPECIFY BELOW					
NAME					
PHONE		EMAIL			
BILLING INFORMATION					
<i>*If different from owner address listed above, provide the address where quarterly bills will be sent after work is complete.</i>					
NAME					
ADDRESS					
CITY		STATE		ZIP	
PROPERTY INFORMATION					
ADDRESS					
PARCEL NO.:					
<i>If unknown, Parcel # can be found using the search tool at <a href="https://www.tompkinscountyny.gov/assessment/online">https://www.tompkinscountyny.gov/assessment/online</a></i>					
BUILDING TYPE (Check all that apply)	<div><input type="checkbox"/> Residential                      <input type="checkbox"/> New Building                      <input type="checkbox"/> Single Family                      <input type="checkbox"/> Apartments <input type="checkbox"/> Commercial:                      <input type="checkbox"/> Existing Building                      <input type="checkbox"/> 2- Family Home                      <input type="checkbox"/> Mobile Home Park _____ <input type="checkbox"/> Residential Accessory Building</div>				
PROPOSED SERVICE LINE INFORMATION	Main to Curb Box		Curb Box to House		
SIZE					
MATERIAL					

**Attach a site plan** showing the location of the entire service line from the main to the house. Include dimensions in feet. Include any other relevant information including well, septic system, driveway, accessory buildings, etc.

#### AGREEMENT & SIGNATURE

The following section of the application must be completed by both the contractor and the property owner.

Contractor Initials	Owner Initials	Please read and initial each statement below, then sign and date at the end of the form.
		I will ensure proper plumbing work under this permit in accordance with the New York State Uniform Fire Prevention and Building Code (1-84), rules and regulations, the laws of the municipality, and the Ulysses Standard Specifications and Details for Water Facilities.
		I understand that the property owner is responsible for additional fees and charges related to the work.
		I understand that inspections need to be scheduled at least 72 hours in advance.
		I understand that water bills will be generated quarterly on active services and that those bills are the sole responsibility of the property owner.
		I understand that no plumbing may be covered until it has been inspected by the town.
		I understand that if plumbing is covered before an inspection is completed by the town, it will be the full responsibility of the property owner to uncover plumbing.
		I am the property owner or an authorized agent.
Contractor's Signature		
Name (printed)		
Owner's Signature		
Name (printed)		
Submitted by		
Date		

#### Office Use Only

Date Received	
Permit Number	
Contractor Insurance Current?	
Water Account Number	
Building Department Approval	
Zoning Department Approval	
Water Department Approval	

Office Use Only				
Service Location				
Permit Number				
Inspections				
Date	Inspection	Notes		
	Water service			
	Tap only			
	Boiler back flow			
	Underslab			
	Hose Bib/ASD			
	Well Cross-Connection			
	PRV			
	Backflow Preventer			
	Basement Wall Sleeve			
Basic Information				
Main size		Depth		
Tap size		Side of Main		
Meter Pit Location				
Curb Box				
Style	With rod? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Location				
Meter Head #		Serial #		
Initial Meter Reading				
	Main to curb box	Meter pit	Curb box to house	
Date installed				
By whom				
Material				
Size				
Additional Charges to Customer				
Date	Item	Quantity	Cost	Invoice Date
		TOTAL	\$	