



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

**APPLICATION FOR EXISTING CUSTOMER WATER HOOK-UP UPGRADE**

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 Hook Up Upgrade Must Be Verified By Two People Before Application Can Proceed:

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

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

Street Excavation Permit is Required for Existing Customer Water Hook-Up Upgrades.

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

Fee: Ordinance No. 2019-#05, Section 18-9.1 (a) 2. - For existing water customers requesting to change the size of their service. This includes the installation of the tap, corporation stop, meter and meter set fee up to and including one (1) inch in diameter as set forth in Subsection 18-2.3.....\$2,150.00

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

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

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

**CHECKLIST FOR EXISTING CUSTOMER WATER HOOK-UP UPGRADE**

**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 Properly Capping Existing Water Service \_\_\_\_\_
  5. Water Department Sign off for Roadway Trench Completion \_\_\_\_\_
  6. Health Department Sign Off for Sealing of Well \_\_\_\_\_

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

THE APPLICANT IS RESPONSIBLE TO PERFORM THE FOLLOWING:

1. COORDINATE ALL WORK WITH THE WATER DEPARTMENT.
2. COORDINATE TRAFFIC CONTROL WITH THE RINGWOOD POLICE DEPARTMENT.
3. NEATLY SAWCUT PAVEMENT.
4. EXCAVATE THE TRENCH AND EXPOSE THE WATER MAIN FOR NEW SERVICE.
5. EXCAVATE AND EXPOSE THE WATER MAIN AT THE EXISTING SERVICE LOCATION SO THE WATER DEPARTMENT CAN PROPERLY CAP THE EXISTING SERVICE.
6. THE RINGWOOD WATER DEPARTMENT WILL TAP THE WATERMAIN, INSTALL COPPER PIPING FROM THE WATER MAIN TO THE CURB BOX, AND INSTALL THE CURB BOX.
7. THE RINGWOOD WATER DEPARTMENT WILL PROPERLY CAP THE EXISTING WATER SERVICE.
8. THE APPLICANT WILL BACKFILL THE TRENCH AND COMPACT EVERY SIX INCHES USING AN APPROPRIATE TRENCH COMPACTER. THE EXISTING EXCAVATED MATERIAL CAN ONLY BE USED IF APPROVED BY THE WATER DEPARTMENT. OTHERWISE THE APPLICANT MUST SUPPLY AND INSTALL DGA THE ENTIRE DEPTH OF THE TRENCH.

9. THE APPLICANT SHALL CONSTRUCT THE ROADWAY CROSS SECTION USING 6" COMPACTED DGA, 4" ASPHALT BASE MATERIAL, AND 2" ASPHALT SURFACE COARSE MATERIAL.
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.