

CITY OF COLUMBIA ENGINEERING REGULATIONS

PART 12: APPLICATION FOR NEW WATER SERVICE

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CITY OF COLUMBIA ENGINEERING REGULATIONS

PART 12: APPLICATION FOR NEW WATER SERVICE

12.1 General

Application for new water service involves a contractual arrangement which requires the signature of the property owner or his legally appointed representative. See attached special power of attorney form. Application for new service must be made at the Department of Utilities and Engineering, seventh floor, 1136 Washington Street, Columbia, South Carolina. The applicant must provide the street and number where water service is desired; whether the service is to be residential or commercial and whether the building(s) is served by septic tank, City sanitary sewer system, or other sanitary sewer system.

12.2 Agencies Assigning Street Numbers

The agencies authorized to assign street numbers are:

12.2.1 Inside the Columbia City Limits: Department of Utilities and Engineering, seventh floor, 1136 Washington Street, Columbia, S.C.

12.2.2 Richland County: Planning Dept., 2020 Hampton St., Columbia, S.C.

12.2.3 Lexington County: Planning and GIS Dept., 212 Southlake Road, Lexington, S.C.

12.3 Required Verifications

A department staff member verifies the following:

12.3.1 That service is available and adequate.

12.3.2 That the location to be served is inside/outside the City limits. If outside but contiguous to city limits, applicant is informed that the property owner must petition to be annexed or execute a Declaration of Covenant for contiguous properties, prior to being served

12.3.3 That the location of service will be within a private easement, City street, Highway Department right-of-way, or County road. This is done to determine what type permit, if any is required.

12.3.4 That the customer is aware that he will be responsible for having a plumber install all piping, and in some cases, a backflow prevention device on the building side of the meter. See Paragraph 12.9.

12.3.5 That the customer is aware that he will be responsible for having his plumber or building contractor construct the meter box for all meters 4" in diameter or larger. Construction shall be in accordance with plans and specifications contained in the City's standard details and shall be completed prior to meter installation.

12.4 Procedures for Resumption of Water Service

- 12.4.1 If the meter has not been removed, applicant may make request for service resumption to the Customer Service Division, First Floor, 1136 Washington Street, Columbia, S.C. Payment of all back service charges and a fee as specified in Section 5-4002 of the City Code of Ordinances for turning on water is required prior to resumption of service.
- 12.4.2 If the meter has been removed, applicant may make request for service resumption to the Water Customer Service Division, First Floor, 1136 Washington Street, Columbia, S.C. A determination will be made at that time to reinstate the service or treat the request as a new service. If the service is to be reinstated, payment of all back service charges and a fee as specified in Section 23-62 and 23-144 of the City Code of Ordinances for replacing the meter shall be made prior to resumption of service.

12.5 Fire Protection Systems

- 12.5.1 When the application for service is for a private fire protection system, the pertinent portions of the requirements stated above shall apply. Fees for fire protection system meters are specified in Section 23-147. Installation shall be by a city approved contractor hired by the owner at the owner's expense. A list of approved contractors shall be provided by the Utilities and Engineering Department prior to the purchase and installation of a water meter to serve a fire protection sprinkler system. Installation including service and connection, must be coordinated with the City of Columbia inspector and approved prior to operation.

12.6 Long Line Service

- 12.6.1 In some instances water service is not available to the property, but service can be provided by a service line across adjoining property. The City does not recommend such service and cannot accept any responsibility for service beyond the meter. No long line service will be approved which is longer than 1,500 lineal feet. When the property owner so requests, this type service will be reviewed by the Director of Utilities and Engineering or City Engineer and may be approved subject to the following conditions:
- 12.6.1.1 The property to be served is single family residential only. This type service cannot be approved for commercial or other uses.
- 12.6.1.2 The property owner shall accept in writing, all responsibility for the level of service beyond the meter.
- 12.6.1.3 The property owner must acquire any easements required, size, install and maintain the service line from the meter to his residence.
- 12.6.1.4 Only one residence can be connected to each meter.

12.6.2 The Property Owner Shall Sign an Acknowledgement as Shown on the Attached Sample.

DATE

Re: Water Service Availability; Property Shown on
[County Tax Map Sheet #[

OWNER'S NAME

ADDRESS

Dear [:

This is in response to your request for water service availability to the referenced property.

Water service is not presently available to your property. However, your request to have a water meter installed from the City's existing [" water main within an easement along [is approved provided it is understood and agreed that:

- a. Water service is for residential use only.
- b. The City cannot accept any responsibility for the level of service past the meter.
- c. You will retain responsibility for proper sizing, installation, operation and maintenance of the service line from the water meter to your residence.
- d. You will be responsible for obtaining easements required for installation of your service line. **A copy of the recorded easement(s) must be presented at the time of application and payment for water service.**
- e. No more than one residence may be connected to each meter or service line.
- f. Service to properties contiguous to the City limits shall not be provided until a Declaration of Covenant for contiguous property, in such form as approved by the City of Columbia Legal Department, has been filed for all contiguous property of the owner in the area and has been properly executed for public recording. Service to property outside the City limits which is not contiguous shall not be provided until a Declaration of Covenant, in such form as shall not be provided until a Declaration of Covenant, in such form as approved by the City of Columbia Legal Department, has been properly executed for public recording. The Declaration of Covenant must include, as an exhibit, **a current copy of the recorded deed** for the property and shall run with the land. Water service to all properties outside of the corporate limits of Columbia is provided subject to approval by Columbia City Council and such rules, regulations and policies as City Council may from time to time establish or amend. Please contact Special Services at 803-545-3400 for more information regarding the Declaration of Covenant.
- g. A **recorded deed** of the property to be served must be provided **prior to** the property owner's application for the water meter.

h. A fire service charge will be included in your monthly water bill. Adequate fire protection may not presently be available to serve this property.

If you desire to proceed on the basis stated above, please indicate your agreement by your signature below and return the original to this office for file. The duplicate is for your file.

The meter will be installed after application and payment of appropriate fees.

Yours very truly,

Engineering Technician III, Supervisor

Date _____

Property Owner's Signature _____

12.7 Cross Connection Control/ Backflow Prevention

- 12.7.1 Each consumer connection to the City's water system is required to be protected by a backflow prevention device appropriate for the proposed use. See Section 23-144 and 23-145 of the City of Columbia code of Ordinances. Dual check valve devices 1" in diameter and smaller are installed by City Forces at the time of meter installation. Appropriate fees are assessed and collected at the time of application for service. All other devices must be purchased and installed by the person requesting service. Installation must be made by a plumber certified to install and test such devices.
- 12.7.1.1 The Cross Connection Control Section, Water Maintenance Division, will determine the degree of hazard and the device appropriate for each specific application. Any question or controversy not resolved by the general guidelines herein will be referred to the Cross Connection Control Section for resolution. Call 803-545-3923.
- 12.7.1.2 Definition of Terms. The devices referred to herein are:
- 12.7.1.2.1 The reduced pressure type is a reduced pressure backflow preventer which is used in applications that have the potential to present a high degree of hazard to the public health. These devices must be installed in a water-free vault or above ground. They must be inspected and certified annually.
- 12.7.1.2.2 The double check valve assembly (D.C.V.A.) consists of two single check valves housed in separate bodies, mounted in tandem with a gate valve on each end. These units are used for lesser hazards that involve potential contamination, but no hazard to the public health. They must be inspected and certified annually.
- 12.7.1.2.3 The dual check valve device consists of two check valves housed in a single body. It is installed in line on the building side of the meter. It is used in relatively low hazard applications, such as private residences.
- 12.7.2 Backflow prevention devices usually appropriate for the various uses are shown below.
- 12.7.2.1 Residential Devices
Domestic use, dual check valve device in sized ¾", 1", 1 ½" and 2"
Irrigation use, D.C.V.A. double-type device in sizes 1 ½" and 2"
- 12.7.2.2 Commercial Irrigation
All sizes to be D.C.V.A. double-type device
- 12.7.2.3 Interconnections Between Water Systems
In the event there is a second source of water serving the property, it must be physically separate from the system served by City water, or the property owner must protect the safety of the City's water system by the installation of a double check valve assembly backflow preventer on the building side of the water meter. A reduced pressure backflow preventer may be required in certain applications as determined by the Cross Connection Control Section.

12.8 Main Line Water Taps

- 12.8.1 The cost for the installation of main lines taps as established by the City Engineer shall include all materials, labor, equipment and road repair required for the installation of a tapping sleeve, valve and box. This cost also includes extending the water main to the edge of the road right-of-way when the existing water main is located within the same right-of-way or within an easement contiguous to the road right-of-way. In the event that the existing water main is within an easement not contiguous to the road right-of-way, the main will be extended to the edge of that easement. The City Engineer reserves the right to amend this practice upon review of construction plans.

12.9 Special Power of Attorney Form

INSTRUCTIONS FOR EXECUTION OF SPECIAL POWER OF ATTORNEY FORM

- The **property owner(s)** must sign the instrument for it to be valid in the presence of two (2) witnesses.
- The **property owner(s)** sign(s) on the signature line(s) to the right of the page.
- The **witnesses** sign on the signature lines to the left of the page.
- The **second witness** can also be a **Notary Public** for your state.
- The **Notary Public** should sign his/her name where designated; insert the State and County where the document is executed; fill in the date his/her commission expires; and affix his/her seal if the document is executed outside of the State of South Carolina.

BRING THE ORIGINAL SIGNED SPECIAL POWER OF ATTORNEY FORM INTO OUR OFFICE WHEN APPLYING/ PAYING FOR METER/ TAP INSTALLATION FEES.

BRING A COPY OF THE **RECORDED** DEED IF THIS PROPERTY IS OUTSIDE OF THE CITY OF COLUMBIA'S CITY LIMITS. YOU MAY OBTAIN A COPY OF THE RECORDED DEED AT THE COUNTY COURTHOUSE (where the property is located).

THIS INSTRUMENT WILL NEED TO BE RECORDED AT THE COURTHOUSE IN THE COUNTY WHERE THE OWNER RESIDES.

If you are unclear on these instructions, please call our office at 803-545-3400 and ask for Special Services.

PLEASE MAKE SURE THAT THE NAME(S) OF THE OWNER(S) OR BUSINESS(ES) LISTED ON THE DEED MATCHES UP WITH THE NAME(S) OF THE OWNER(S) OR BUSINESS(ES) ON THE SPECIAL POWER OF ATTORNEY, AS WELL AS WHO IS SIGNING THE DOCUMENT AND THEIR TITLE.

WITNESS:

(WITNESS #1 SIGNATURE)

(OWNER'S SIGNATURE AND TITLE)

(WITNESS #2 SIGNATURE)

(OWNER'S SIGNATURE AND TITLE)

STATE OF _____)
COUNTY OF _____)

ACKNOWLEDGEMENT

The foregoing instrument was acknowledge before me this _____ day of _____,
_____ by the within-named Grantor(s).

(NOTARY PUBLIC)

NOTARY PUBLIC FOR _____
(STATE)

MY COMMISSION EXPIRES _____