



**ROXBOROUGH WATER AND SANITATION DISTRICT**

6222 North Roxborough Park Road

Littleton, Colorado 80125

Ph: (303) 979-7286 Fax: (303) 933-3649

www.roxwater.org

**Water and Sewer Connection Instructions:**

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**A Water and Sewer Connection Permit is required before any digging can take place.**

Utility locates are required by law – call Utility Notification Center of Colorado at 1-800-922-1987

**Rules and Regulations of the Roxborough Water and Sanitation District:**

Purchase of a Water and Sewer Connection Permit obligates the Owner to strictly adhere to all of the District's Rules and Regulations that pertain to water and sewer service line connections. Exceptions to the District's Rules and Regulations may be made only upon application in writing to the District Manager.

The information needed is covered in:

- Rules and Regulations, Part I, Administrative Policies and Procedures
- Rules and Regulations, Part II, Technical Standards and Specifications

They are available on the District's website at [www.roxwater.org](http://www.roxwater.org), in the District office to read, or they may be purchased for \$25 per volume.

**Insurance Requirements:**

The contractor and or subcontractor shall not commence work pursuant to any permit until he has obtained all insurance required by Part 2, Article 1, Section 1.1.12 of the District’s Rules and Regulations. Prior to the commencement of any work under the permit, the contractor and or subcontractor shall furnish to the District certificates of insurance to prove that all required insurance is in force. The District shall be listed as an additional insured on the contractor’s and on each subcontractor’s, comprehensive general liability insurance policy and auto liability insurance policy. Each additional insured endorsement shall contain a primary insurance clause providing that the coverage afforded to the District as an additional insured is a primary and that any other insurance or self-insurance available to the district is non-contributing.

**Commercial General Liability:**

General Aggregate	\$2,000,000
Products and Completed Operations	\$1,000,000
Personal & Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000

**Comprehensive Automobile Liability:**

Coverage shall include all motor vehicles owned, hired, leased, or borrowed with a minimum combined single limit for bodily injury and property damage of not less than \$1,000,000 each occurrence, \$1,000,000 aggregate.

**Umbrella Policy:** \$1,000,000

Coverage to be in excess of the commercial general liability and automobile liability limits.

**Installers General Water and Sewer Connection Instructions:**

The following instructions will help you and the District in getting your water and sewer connections made with a minimum of difficulty and are not intended to replace or supersede any information in the District's Rules and Regulations. These instructions are general in nature and will not cover all situations that may arise during the connection process. If at any time a problem or question occurs, please be sure to contact the District for instructions before proceeding with a connection. Conflicts will be governed by the Rules and Regulations. Contact Roxborough Water and Sanitation District at 303-979-7286 and the Utility Notification Center of Colorado at 1-800- 922-1987 at least 48 hours prior to any kind of water and sewer excavation in order for the District to locate water and sewer lines.

**1. Water Line Installation and Connection:**

- a. A Water and Sewer Connection Permit must be obtained before any excavation takes place.
- b. Contractor must give the District twenty-four (24) hours' notice prior to inspection.
- c. The owner shall supply all materials except the water meter and radio frequency device.
- d. Water services shall be adequately sized to meet the requirements of the facility being served. The minimum water service line shall be three-quarter inch (3/4"). The service line and meter shall be sized according to AWWA Manual M22: "Sizing Water Service Lines and Meters".
- e. All three quarter inch (3/4") taps shall be wet taps. Tapping saddles shall be bronze casting with double silicone bronze straps. All corporation stops shall have a dielectric coupler installed to isolate the copper service line from the corporation stop. Water service lines shall be seamless copper tube, type K, three quarter inch (3/4"). All connection fittings shall be of the flare type. The corporation stop and the service line shall be wrapped in polyethylene extending from the main line three feet (3') up the service line. See [Drawing 2-15](#).
- f. Service taps shall have a minimum separation of eighteen inches (18") and shall be no closer than eighteen inches (18") to a coupling or bell.
- g. Curb stops shall be buried a minimum of five feet (5') and a maximum of six feet (6'). The curb stop box shall be a minimum of two inches (2") and a maximum of four inches (4") above final grade or back of sidewalk. Refer to [Drawing 2-14A](#).
- h. If any portion of the service line is to be located under a hard surface such as a driveway, then the service line shall be sleeved in C-900 pipe. If in doubt, consult the District's staff.
- i. Water service lines shall be a minimum of five feet (5') deep. The bedding shall be a minimum of four inches (4") below the water line and four inches (4") over the water line. Trenching for water lines shall be separated horizontally at least ten feet (10') from sewer lines. Common trenching is not allowed. Trenches shall remain open until District operations personnel can inspect all installations. No partial inspection for water and sewer service line installations will be permitted without prior approval by the District.

## **2. Sewer Line Installation and Connection:**

- a. A water and Sewer Connection Permit must be obtained before any excavation takes place.
- b. Contractor must give the District twenty-four (24) hours' notice prior to inspection.
- c. The owner shall supply all the materials for the sewer line connection.
- d. Sewer service lines shall be constructed in the shortest and straightest route possible, using ASTM 3034 SDR 35 plastic pipe or the equivalent. Service lines shall be installed in accordance with UBC and UPC standards. The minimum distance between service connections made along the main line pipe shall be three feet (3). The minimum distance from either the bell or spigot end of the main line pipe shall be three feet (3). The minimum distance from the center of a manhole to a service connection shall be five feet (5). A sewer cleanout shall be installed within three feet (3') of the exit point of the sewer service line from the structure and every one hundred feet (100') thereafter. Refer to [Drawing 3-7](#).
- e. When tapping into an existing sewer main, a four inch (4") sewer tapping machine shall be used. You must retrieve the "donut" or cut out and provide a four inch (4") PVC saddle for the connection. The sewer service connection shall be positioned at either the 10 o'clock or 2 o'clock position on the circumference of the sewer main. Refer to [Drawing 3-8](#).
- f. If any portion of the service line is located under a hard surface such as a driveway, the use of C-900 pipe will be required.
- g. Sewer service lines shall be a minimum of three feet (3') deep. The bedding shall be a minimum of four inches (4") below the sewer line and four inches (4") over the sewer line. Trenching for sewer lines shall be separated horizontally at least ten feet (10') from water lines. Sewer services shall be located a minimum of ten feet (10') to the low side of the water service. Common trenching is not allowed. Trenches shall remain open until District operations personnel can inspect all installations. No partial inspection for water and sewer line installations will be permitted without prior approval prior of the District.
- h. Contractor and/or Subcontractor shall provide materials for and perform a dye test for any new service connection. The dye test must be witnessed by District personnel.








## **3. Water Meter Installation:**

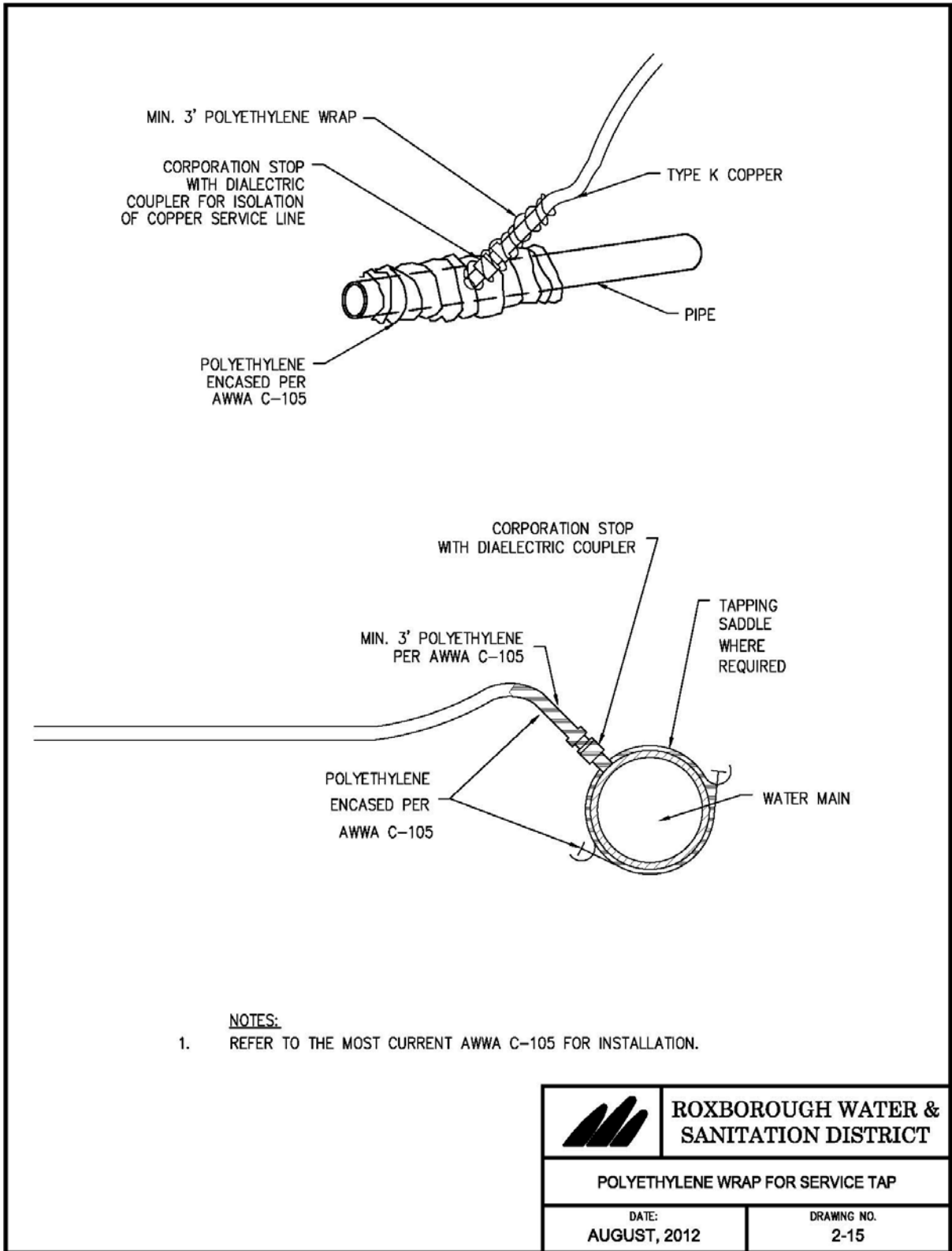
- a. Install all inside plumbing in the following order: (Refer to [Drawing 2-16](#))
  1. A three-quarter inch (3/4") stop and waste ball valve, which is readily accessible, where the water line comes in the structure.
  2. A pressure regulator- Watts Model 25AUB, between the stop and waste ball valve and the meter setter.
  3. A meter setter for a five-eighths inch (5/8") x three-quarter inch (3/4") meter, and a seven and one-half inch (7 1/2") spread. All connection fittings shall be of the flare type.
  4. A three-quarter inch (3/4") stop and waste ball valve above the meter setter.

## ***Drawing 2-15***

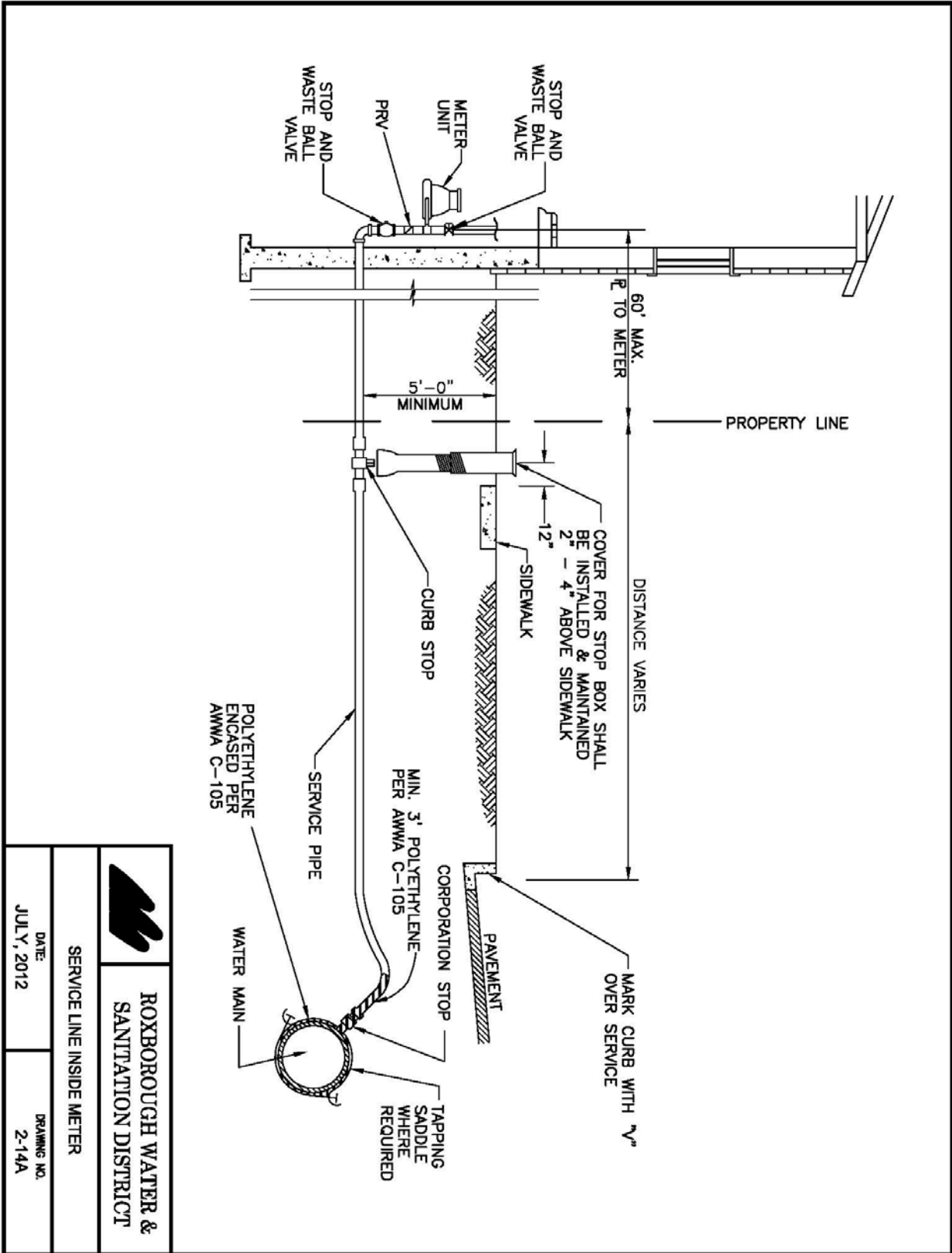
- b. Water meters shall be set when the owner requests water for the structure.  
Meter sets shall be ordered from Roxborough Water and Sanitation District (303-979-7286), at least 24 hours in advance. Note: If meter cannot be set due to improper installation, a \$50 fee shall be assessed for each return inspection. If the building is occupied prior to a meter set, a \$1,000 fine shall be assessed by the District. Meter sets in cold months must have a permanent heat source available.
- c. Jumpers are not allowed in the District. Un-metered water use is prohibited without written permission from the District. If this provision is violated, the owner of the offending service shall be immediately assessed a \$300 fine per incident.
- d. The District will supply and maintain the water meter, which was paid for when the fee for the Water and Sewer Connection Permit was collected. It is the owner's responsibility to insure that the water billing address is correct and bills are paid promptly. The owner shall notify the District of any change of ownership or of any change of billing responsibility. Owners must allow District representatives to access the water and sewer services upon request. (Please refer to District Rules and Regulations, Part I, Article 3, Section 3.3 for Right of Entry terminology)

### **REMINDERS**

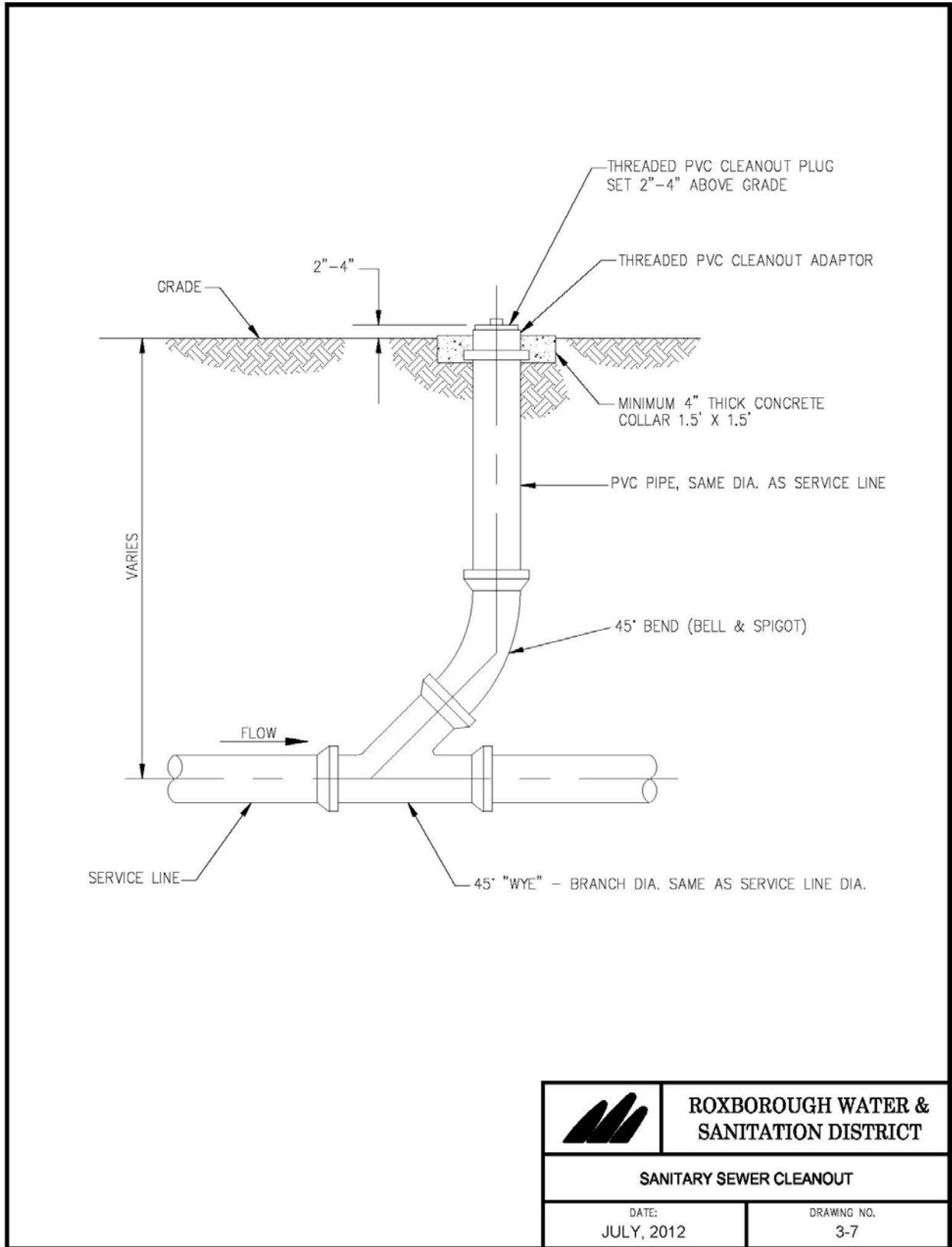
-  A Water and Sewer Connection Permit is required before any digging can take place.
-  Insurance requirements and certificates of insurance must be met and provided prior to the commencement of any work.
-  Utility locates must be requested.
-  If at any time a problem or questions occur, please be sure to contact the District for instructions before proceeding with a connection.
-  Jumpers are not allowed in this District. Un-metered water is prohibited.
-  Any variances must be requested in writing and approved by the District prior to excavation.
-  Rules and Regulations are available at [www.roxwater.com](http://www.roxwater.com), or in the District's office.



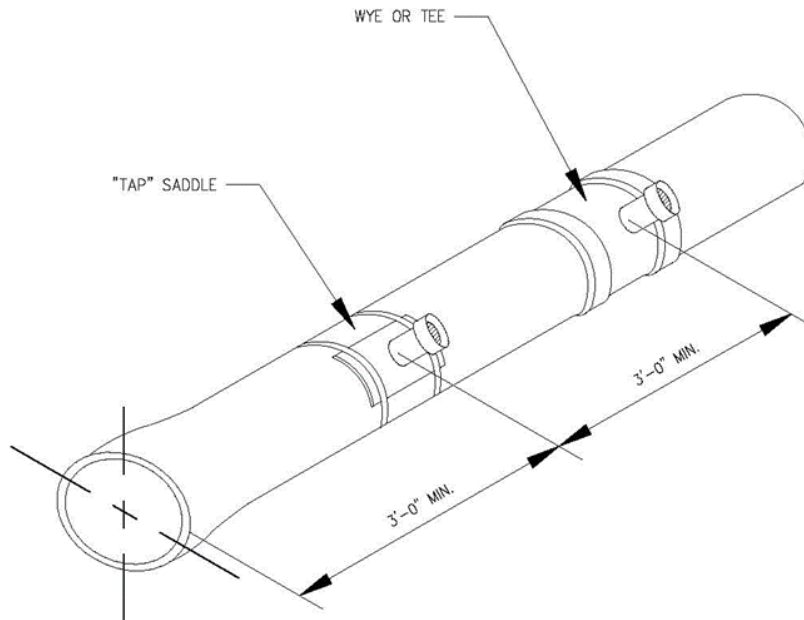
**Drawing 2-14A**




# Drawing 3-7



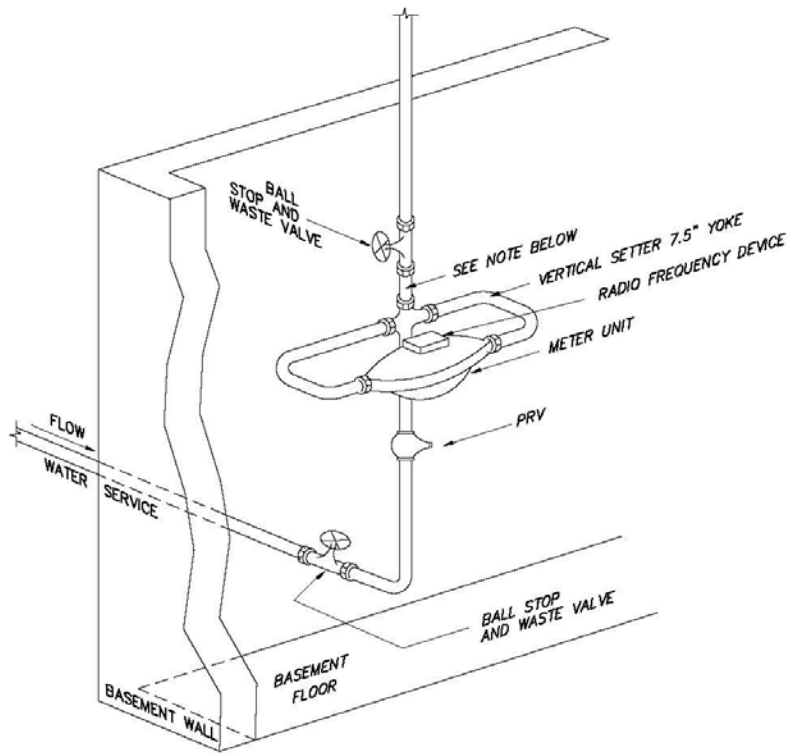
# Drawing 3-8



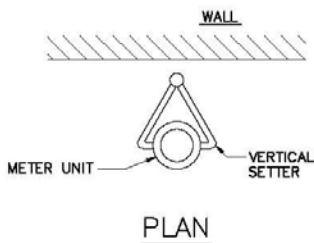
	<b>ROXBOROUGH WATER &amp; SANITATION DISTRICT</b>
<b>DOMESTIC SEWER TAPPING DETAIL</b>	
DATE: JULY, 2012	DRAWING NO. 3-8



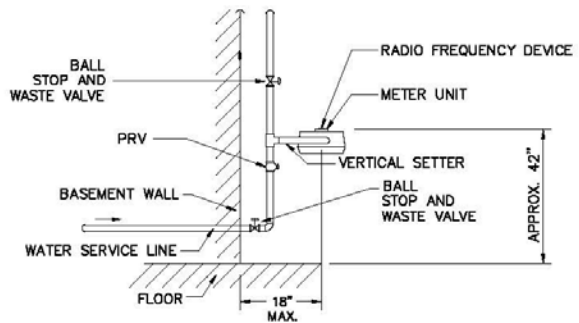
# Drawing 2-16



ISOMETRIC VIEW




PLAN



ELEVATION

NOTES:

1. ALL METER LOCATIONS TO BE IN BASEMENTS AND NOT CRAWL SPACES.
2. A FLOOR DRAIN SHALL BE PLACED NEAR THE METER INTALLATIONS FOR NEW SERVICES.
3. INSTALL METER AT 42" ABOVE FLOOR UNLESS PROHIBITED BY SERVICE LINE CONFIGURATION.  
MIN HT.=18"; MAX HT.=48"

	<b>ROXBOROUGH WATER &amp; SANITATION DISTRICT</b>	
	<b>REMOTE READING 3/4" &amp; 1" METER TYPICAL INSIDE SETTING</b>	
DATE: APRIL, 2013	DRAWING NO. 2-16	