

# **City of Litchfield**

## **Water Service Maintenance Policy**

### **Revised February 2011**

The City of Litchfield has determined it to be in the best interest of the City of Litchfield and the citizens of Litchfield to have water service lines maintained by City of Litchfield Employees at City expense. Water Service lines are to be maintained from the City owned mains to the Residential property lines or the meter, whichever comes first. It is the intent of this policy to outline procedures and responsibilities for the maintenance of the water service lines.

- The City of Litchfield shall maintain the water service line from the City owned main to the residential property line.
- The City of Litchfield shall maintain water service lines within the corporate limits of the City of Litchfield only
- The City of Litchfield shall maintain water service lines of a size up to and including three-fourths (3/4) inch only.
- No work shall be performed on private property by the City of Litchfield
- Approval of water service maintenance requests shall be the responsibility of the Superintendent of Streets or designee.
- The City of Litchfield shall supply and maintain water meters of a size, up to and including, three-fourths (3/4) inch at no cost to the property owner.
- Property owner grievances shall be filed with the proper oversight committee in writing, to be heard at the next available oversight committee meeting.
- Leaking and/or damaged water service lines between the City owned Main and the property line shall be repaired or replaced by City Employees, at the City Expense.
- Expense for all Labor and material to install and maintain the water service line from the property line or the meter copper setter to the residence shall be the cost of the property owner.
- Property owners shall purchase all meter pits, meter pit lids and meter copper setters from the City of Litchfield unless otherwise approved by the Superintendent of Streets or designee.
- Meter pits, meter pit lids and meter copper setters shall be set by the property owner, at property owner expense, as near to the property line as is practical
- Meter pits, meter pit lids and meter copper setters shall be set at the location and at a depth that is approved by the Superintendent of Streets or his designee.
- In the event it is not practical to set the meter pit, lid and copper setter at the property line for new service, the Homeowner shall set a curb stop at the property line. It shall be the property owner's responsibility and expense to connect the curb stop and the meter.
- Any meter over 3/4 inch must be purchased by the customer at their expense and must be a Badger meter.
- Meters over 2 inches purchased must be a compound Badger meter and available for inspection by the Street Superintendent before installation or his designee.

- All Meters must be placed outside the residence unless approved by the City Clerk or designee in writing.
- Leaking and/or damaged water service lines between the property line and the residence shall be repaired or replaced by the property owner and at property owner's expense.
- All water which goes through a broken line on private property is at the expense of the customer. A sewer adjustment may be made at the discretion of the City Clerk
- Water service lines for newly constructed homes, businesses and other structures shall be installed at the property owners expense, from the city owned main to the property line with a curb shut off.
- Water Meters larger than  $\frac{3}{4}$  inch shall be replaced or recalibrated, a minimum of once, every ten (10) years at the property owners expense and by a facility approved by the City of Litchfield.
- Existing basement meters shall be removed from the basement and placed in a meter pit outside the home during water service line repair and/or replacement and before water service can be resumed.
- Any and all work performed on private property shall be at the expense of the property owner and shall include all labor and materials.
- Issues not specifically resolved in this policy shall be resolved by the Superintendent of Streets or his designee.
- Opinions contrary to the resolution by the Superintendent of Streets shall be resolved through grievance procedures

# Water Service Connection Procedures

**Before water service will be approved and activated the following conditions must be met:**

- Make application for water service and pay deposit and activation fee at the City Clerk's Office  
120 East Ryder, Litchfield, IL (217) 324-2022
- Water meter and appurtenances must be of a type approved by the Litchfield Street Superintendent or designee before installation.
- Meters up to ¾ is paid for and maintained by the City, anything bigger than ¾ the customer must pay and maintain. Any meter over 2 inch purchased by customer must be a compound Badger meter.
- Water meters installation must be outside of the building and in a location that can be reached with reasonably little effort.
- Meters must be located on private property and a location approved by the Street Superintendent, City Clerk or designee. (Easily accessible for meter reader)
- All meters and curb stops must be turned off or on by the City of Litchfield
- A licensed plumber must make the tap on the City main
- Contact Street Superintendent or designee after installation complete for final approval. Contact City clerk's office for service activation.
- All Excavation permit, street bonds and boulevard bonds must be paid at the City Clerk's office and have the approval of the Street Superintendent or designee.
- The water systems shall consist of two parts, being the City's water supply system extending to the customer's property line and the customer's water system extending from the customer's property line inward. All water service line construction shall consist of a "curb stop valve" and box approved by the Street Superintendent or his designee at the property line.
- An approved backflow device shall be installed on all connections to the public water supply as described in the plumbing code, 77 Ill, Adm Code 680, or as hereafter amended. (or as approved by the Street Superintendent or designee.)

I have inspected this installation and it has my approval for water service

Address of water service activation \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_  
Street Superintendent