

# Alpine Lakes Ranch Water Company

## Water Meter Installation Procedures & Guidelines

1. The property owner must submit a signed Water Tap Acknowledgement, a Water Tap Invoice, and the prescribed payment to the Alpine Lakes Ranch Water Company.
  - i) Water Tap documents are available from the WATCO Treasurer or on the WATCO website, [www.alrwatco.com](http://www.alrwatco.com).
  - ii) All forms and payment must be received by the WATCO Treasurer before meter installation can begin.
  - iii) The property owner should contact WATCO to obtain information regarding cisterns if one is planned to be installed.
  - iv) The property owner should contact WATCO to obtain information regarding Cross Connection Control information.
2. The water tap season on the ranch is from May 1 through October 31. No excavation of the water main for a water tap is allowed outside of the tap season
3. The property owner is responsible for the excavation and exposing of the water main and any damage caused in that effort.
  - i) Prior to excavation, line locating services for public utilities should be notified at 811.
  - ii) Allow 72 for the utility companies to locate and mark their lines.
4. When payment is received, a WATCO representative will meet with the property owner or contractor to determine the location of the meter.
  - i) Notification is required 48 hours prior to excavation so that the WATCO representative can be on-site.
  - ii) The WATCO representative is not responsible for any damage during excavation or backfill of the water meter installation.
5. It is strongly recommended that an insured excavating contractor be used to properly expose the water line so that a saddle tap can be installed.
6. In the event damage occurs to the water main, repairs must be made immediately.
  - i) The property owner will be liable for the cost of the lost water, any required water hauling, and all costs incurred to restore the service and permanently repair the line.
7. Only a WATCO representative will tap the water line and install the meter setup. The meter setup will be located as close to the water main as is feasible. Any required road crossings will be the responsibility of the homeowner.
8. All plumbing connections from the outlet of the meter setup are the responsibility of the property owner.
  - i) The WATCO representative may assist in the connection but will not be held liable in the event of a leak.
9. Backfill of the excavated area should be done within 24 hours.
  - i) A WATCO representative should be present during the backfill process.
  - ii) If not done immediately after meter installation, completion should be scheduled with 24 hours.
  - iii) The meter pit and lid should be placed in a manner that provides proper drainage and access, with a marker T-post placed behind the lid.