

## TRI-TOWN WATER DISTRICT NO. 1-TAP ON PROCEDURES

### Process for New Connections

- Step 1- A property owner requests a new water connection from Tri-Town Water
- \*Customer will be directed to the Superintendent to discuss details and specifics of tap-on request.
  - \* Once decided a tap-on is required the property owner is then responsible to engage a licensed professional, per state regulations, (for more info: <https://dec.vermont.gov/water/licensed-designers>) to submit a flow allocation letter request to the district.
- Step 2- The licensed professional submits an allocation request letter to the board of commissioners. (Email to: [tritownwater@gmavt.net](mailto:tritownwater@gmavt.net))
- \*The property owner needs to attend a monthly board meeting and the board reviews the request to determine whether or not the following is true:  
  
*“An evaluation of the water system yielded that the system will suffer no adverse effects from pressure, fire flows or storage as a result of this project’s allocation”*
  - \*The district is not evaluating the pressure available on the property but simply deciding whether or not the connection will impact the system, and if unsure, the district would need to engage an engineer.
  - \*An allocation application will need to be filled out and available at the time of meeting for approval to be decided.
  - \*Once the decision is made to approve the tap-on, Tri-Town Water issues an allocation approval letter which must be filed at the town clerk’s office with land records; fees associated are the responsibility of the customer.
- Step 3- The property owners licensed professional must create a plan and prepare permit applications to submit to the State for approval.

- Step 4– The State of Vermont issues a Potable Water Supply and Wastewater Disposal Permit (also known as a WW Permit) for the project.
- Step 5– The property owner can complete the water system connection after the District is notified of obtained WW Permit. \*Tap-on must be paid by day of work.
- Step 6– The WW Permit will require a certification statement on the work from a licensed professional. Often this will include as-built record drawings. These records will be filed at the town clerk's office with land records; fees associated are the responsibility of the customer.

*Tri-Town Water reserves the right to change procedures on an as-needed basis. Any questions can initially be addressed to the office 802-758-2202.*