

**City of Litchfield**  
**Water Service Policy**  
**Revised May, 2018**

The City of Litchfield shall only maintain City-owned water mains and curb stops.

Maintenance and repairs of existing water service lines to private properties are the responsibility of the property owner, at their expense.

Installation of a new water service line to a private property is the responsibility and expense of the property owner.

The City of Litchfield shall only supply 3/4-inch water meters at no cost to water customers.

Water customers requiring 1" meters must purchase a Badger meter with an RTR or HR-E high resolution encoder and an Orion transmitter.

The City of Litchfield shall maintain 3/4" and 1" water meters for water customers billed by the City of Litchfield.

Water customers requiring larger than 1" water meters must provide and maintain, at their expense, a compound Badger meter with an RTR or HR-E high resolution encoder and an Orion transmitter.

Privately owned meters over 1" found to be defective shall be replaced or repaired by customer within 7 days of notification or water may be shut off until the issue is resolved.

Privately owned meters more than 1" but less than 2 inches are to be tested by a facility approved by the City of Litchfield or replaced at a minimum of 10-year intervals. Failure to have testing done and results provided to the City Clerk or proof of replacement when due shall result in the immediate shut off of water.

Privately owned meters 2 inches and larger are to be tested by a facility approved by the City of Litchfield at a minimum of 4-year intervals. Failure to have the testing done and results provided to the City Clerk when due shall result in the immediate shut off of water. Repair or replacement of defective meters shall be done within 7 days of notification or water may be shut off.

Replacement of an existing water service line or the installation of a new water service line shall be a minimum size of 1 inch from the main to the property line.

Nonmetallic service lines are to have a locating wire attached.

Private water service lines shall only service one property and one customer.

All new water service lines are to have a curb stop installed at the property line.

Property owners shall purchase all meter pits, meter pit lids, meter setters, and curb stops from the City of Litchfield unless otherwise approved by the Street Superintendent or his designee.

All meters must be installed outside of the residence or business, unless approved in writing by the Street Superintendent.

Location and depth of meter pits shall be approved by the Street Superintendent or his designee.

Existing meters that are currently inaccessible (in a basement or other location) shall be relocated outside in a meter pit during water service line replacement before water service is resumed.

Meter pits that are damaged or in disrepair preventing or hindering installation or repair of the meter shall be replaced by the owner, at their expense, before water service is turned on.

All water main taps and water service line installations on City property shall only be made by a licensed plumber.

All water main taps require a \$150.00 inspection fee and must be approved by the Street Superintendent or his designee.

Any material excavated from a paved area of City property must be removed and replaced with 1-inch clean rock. (Service lines may be embedded in compacted sand before backfilling with rock.) Water line installation or repair must be inspected and approved by the Street Superintendent or his designee, before back filling.

Pavement areas are to be saw cut before excavation to prevent excessive damage to the pavement.

No excavation work can be performed on City streets until a \$400 non-refundable excavation permit is issued by the City Clerk's office. The permit must be obtained by the person doing the excavation. Proof of public liability insurance must be provided, and the license number of the plumber must be provided.

Upon discovery of a service line leak before the meter, the property owner shall have it repaired within 7 days from the day of notification by the City Clerk's Office. After the seventh day, a fine of \$100.00 per day will be assessed. At the City's discretion, City crews may expose the main and shut off the water at the tap until repairs are made. Any fines incurred must be paid before water service is resumed.

All water that leaks through a broken service line is at the expense of the customer. An adjustment to the sewer charge may be made at the discretion of the City Clerk after the repair is made.

No sewer fee adjustments will be made for bulk residential water usage. (irrigation systems, pool filling, etc.)

Water service lines inactive for more than 60 days may have the meter removed by the City, at the City Clerk's discretion.

Customers to a different or new service address are required to pay a \$100 water service deposit and a \$25 water service activation fee.

Customers voluntarily having the water service shut off for reasons other than repairs will be required to pay an activation fee before the water service is resumed.

All active water services shall receive no less than the minimum monthly billing amount.

Non-emergency shut offs or activation of water service lines shall require 24 hours' notice.

Issues not specifically addressed in this policy shall be resolved by the City Clerk and the Street Superintendent or his designee, with the consent of the City Administrator.