



TOWN OF HUDSON – Engineering Department



12 School Street • Hudson, New Hampshire 03051 • Tel: 603-886-6000 • Fax: 603-816-1291

TOWN OF HUDSON WATER UTILITY

WATER SERVICE APPLICATION (NON-RESIDENTIAL)

Below are step by step procedures for attaining service. Should you have any questions concerning what is required, please call the Engineering Division at 886-6008.

The Town has contracted with WhiteWater to assist with the installation of meters and inspections. Once an application and the permit fee have been submitted to the Town, the application will be sent to WhiteWater for review. The meter fee is based on the meter size and is defined on Exhibit A (page 3) of the permit.

There is also a one-time **Water Access Fee** that is required for all new connections to the town water main. The Access Fee is set annually, as per the “New Customer Water Access Fee” schedule attached, and must be paid prior to service turn-on and/or issuance of a Certificate of Occupancy.

STEP BY STEP PROCEDURES FOR OBTAINING SERVICE

NOTE: A Drainlayer’s License is required for all work on water mains, service lines and related work in public or private right-of-ways connecting to the Town of Hudson Water Utility.

1. Please complete both the Water Connection Permit Application and Water Demand Form. The linear footage of pipe to be installed will also have to be determined/estimated and filled out on Exhibit A (page 3) of the application.
2. A plan must be submitted showing the existing water main, edge of pavement, building foundation, location of the proposed service and all applicable dimensions including building ties to the curb stop.
3. Submit the application, Water Demand Form, and plan with the \$100.00 application fee made payable to: **Town of Hudson, 12 School Street.**
Note: The inspection fee and meter fee will be paid at time of permit issuance, and the Water Access fee must be paid prior to service turn-on and/or issuance of a Certificate of Occupancy. All fees are required to be paid in full prior to service.
4. The Town and WhiteWater will then review the application. The meter size will be determined by WhiteWater at this time. You will be contacted when the review process is completed and approved. You may then pick up your permit and pay the balance of the application fee, which will be based on the



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meter size, the LF of installed pipe, and any other additional features (ie: hydrants, etc.).

5. It is the applicant's responsibility to hire a contractor to do the installation of the water service line in accordance with Town service specifications, and pay for all water line installation costs. Copies of the appropriate service details can be found online by viewing the [Water Service Specifications](#) link, or obtained in the Engineering Department of Town Hall.

A street opening permit may be required. Please contact the Hudson Highway Department for application and processing at 603-886-6018.

The water service must be inspected by one of the Town's technicians or agents prior to backfill. Inspections can be scheduled by calling the Engineering Department at 603-886-6008. It is your responsibility to fence any trenches that must be left open until inspection.

6. Your final step to receiving water service involves the installation of the water meter, remote reader, and turning on the water service. Please contact **WhiteWater at 603-324-8318** to have your meter installed. Note that it is the responsibility of the contractor to provide meter fittings for 5/8", 3/4" and 1" meters in addition to the wire installation, as per the specifications shown on **Sheet 1**. A list of suppliers for the meter fittings and wire is shown on Appendix X. Fittings and wire for 1.5" and 2" meters will still be provided by Town of Hudson through WhiteWater. A remote wire will be installed from the inside meter location to the outside of your building before the 1.5" and 2" meter can be set. If any part of this wire needs to be installed behind sheet rock or in an area that will not be accessible to WhiteWater at the time the meter is set, it will be required by your contractor to install the wire from the meter location to the outside, as shown on Sheet 1. A 48-hour notice is required (business hours) is required.

The Water Department may require a Compound Meter on services that are 2" or larger, that can accurately read both high and low flow rates.

Your meter can not be set until your plumber has installed the internal plumbing to your building in accordance with the service details.

Once the meter is set, then a service turn-on can be scheduled through **WhiteWater at 603-324-8318**. The meter can be set and the water turned on during the same appointment. Again, please be advised that the Water Access fee must be paid prior to service turn-on and/or issuance of a Certificate of Occupancy.



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High & Low Pressure Conditions

The applicant should be aware that the Town of Hudson has adopted the IRC (International Residential Code). This code addresses high and low pressure conditions for water supply. The applicant must address this issue with their plumber.

PRV Requirements

If a Pressure Reducing Valve (PRV) is required, the plumber will be required to perform the installation based on WhiteWater's recommendation. It is the responsibility of the property owner to install a suitable expansion tank and a pressure release valve on water heaters on the premises to prevent damage resulting from lack of pressure relief through the water line. WhiteWater may also require the property owner to install increased levels of backflow prevention protection.

Cross Connection

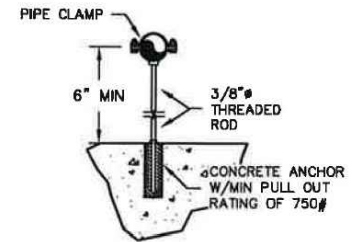
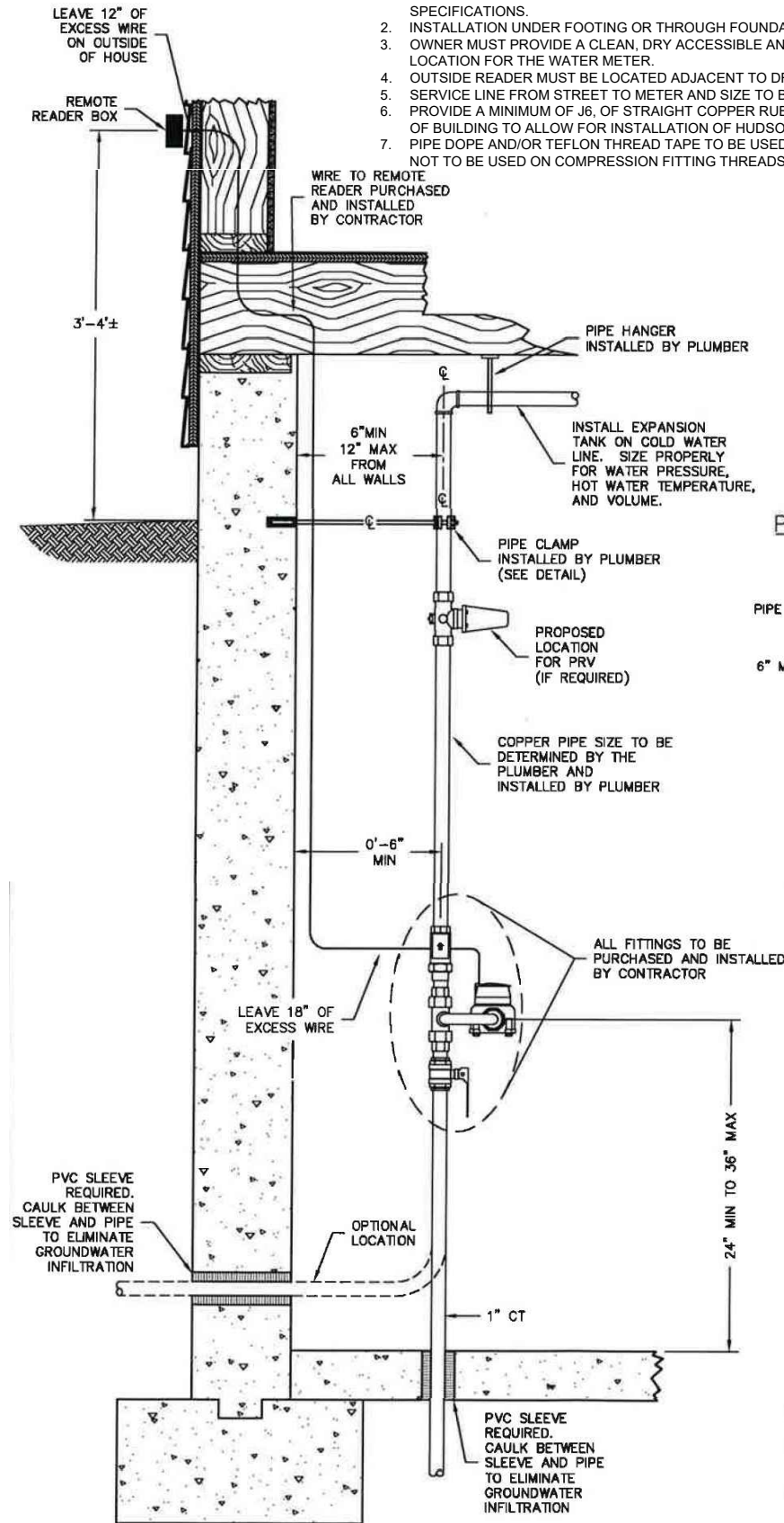
It is illegal to have a connection between the distribution system and any pipes, pumps, hydrants, fire protection, sprinkler system or tanks whereby non-potable water or other contaminating materials may be discharged or drawn into the water distribution system.

Separation of Water and Sewer

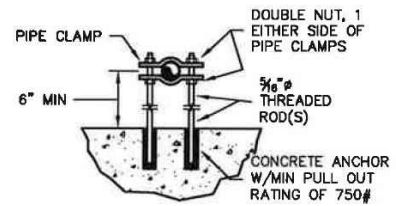
Water mains shall be installed at least 10-feet horizontally from any existing or proposed sanitary sewer. In cases where it is not practical to maintain a **10-foot separation**, a deviation may be allowed on a case-by-case basis. No water pipe shall pass through or come in contact with any part of a sanitary sewer manhole. The water service or main must be at least **18 inches above** the sewer main or service when crossed.

NOTES:

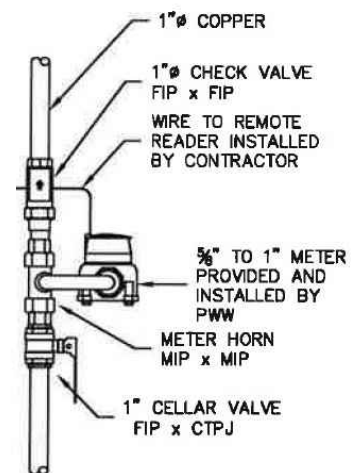
1. ALL MATERIALS AND INSTALLATION PROCEDURES WILL CONFORM TO HUDSON SPECIFICATIONS.
2. INSTALLATION UNDER FOOTING OR THROUGH FOUNDATION WALL AT OWNER'S OPTION.
3. OWNER MUST PROVIDE A CLEAN, DRY ACCESSIBLE AND WARM (CONTINUALLY ABOVE 45F) LOCATION FOR THE WATER METER.
4. OUTSIDE READER MUST BE LOCATED ADJACENT TO DRIVEWAY.
5. SERVICE LINE FROM STREET TO METER AND SIZE TO BE PROVIDED BY HUDSON.
6. PROVIDE A MINIMUM OF J6. OF STRAIGHT COPPER RUBBING AT SERVICE ENTRANCE INSIDE OF BUILDING TO ALLOW FOR INSTALLATION OF HUDSON METER.
7. PIPE DOPE AND/OR TEFLON THREAD TAPE TO BE USED ON ALL FIP OR MIP FITTINGS. NOT TO BE USED ON COMPRESSION FITTING THREADS



PIPE CLAMP OPTION A
NTS



PIPE CLAMP OPTION B
NTS



DRAWING: G. VORAN - APPLICATIONS WATER PERMIT FORMS\NEW FORMS\DETAILS.DWG [MODEL]



WATER WATER UTILITY
12 SCHOOL STREET
HUDSON, NH 03051

**TYPICAL 1" CT SERVICE
WITH 5/8", 3/4" OR 1"
METER SERVICE INSTALLATION**

SHEET 1
NOT TO SCALE
DRAWN BY: EZD
DATE: 2018

Appendix X

Meter Fittings and Connection Wire Suppliers list:

For Meter Fittings:

E J Prescott Inc

Address: 210 Sheep Davis Rd, Concord, NH 03301

Phone: (603) 224-9545

Ferguson Waterworks

Address: 1 Chester Rd, Raymond, NH 03077

Phone: (603) 895-2282

Concord Winwater Works Co

Address: 12 Sandquist St, Concord, NH 03301

Phone: (603) 223-6910

Water Works Supply Corporation

Address: 71 Rockingham Rd, Londonderry, NH 03053

Phone: (603) 432-6393

For Connection Wire:

Ti-SALES

Address: 36 Hudson Rd, Sudbury, MA 01776

Phone: (800) 225-4616

TYPICAL METER FITTINGS REQUIRED

METER DESCRIPTION	QUANTITY	PART
5/8"	1	3/4 IN. COPPER KORNERHORN BALL VALVE
	1	3/4 IN. COPPER # 2 KORNERHORN 3/4" X 5/8"
	1	3/4" CHECK VALVE
	1	3/4" PACK JOINT ASSEMBLY PJ A4-13
	1	1 IN. PACK JOINT ASSEMBLY PJ A4-14

METER DESCRIPTION	QUANTITY	PART
3/4"	1	1 IN. CURB STOP (CELLAR VALVE) 1" CTPJ X 1" FIP
	1	1 IN. COPPERHORN
	1	1 IN. CHECK VALVE
	1	1 IN. MALE ADAPTERS 1" MIP X 1" CTPJ
	2	BRASS METER ADAPTER 3/4" TO 1"

METER DESCRIPTION	QUANTITY	PART
1"	1	1 IN. CURB STOP (CELLAR VALVE) 1" CTPJ X 1" FIP
	1	1 IN. COPPERHORN
	1	1 IN. CHECK VALVE
	1	1 IN. MALE ADAPTERS 1" MIP X 1" CTPJ

**Town of Hudson Water Utility
New Customer Water System Access Fee
January 2002**

<u>Year</u>	<u>Supply Fee *</u>	<u>Distribution Fee</u>	<u>Combined Total</u>
2001	\$1,500	\$467	\$1,967
2002	\$1,545	\$659	\$2,204
2003	\$1,591	\$851	\$2,442
2004	\$1,639	\$1,043	\$2,682
2005	\$1,688	\$1,236	\$2,924
2006	\$1,739	\$1,428	\$3,167
2007	\$1,791	\$1,620	\$3,411
2008	\$1,845	\$1,812	\$3,657
2009	\$1,900	\$2,004	\$3,904
2010	\$1,957	\$2,196	\$4,153
2011	\$2,016	\$2,388	\$4,404
2012	\$2,076	\$2,580	\$4,656
2013	\$2,139	\$2,772	\$4,911
2014	\$2,203	\$2,964	\$5,167
2015	\$2,269	\$3,156	\$5,425
2016	\$2,337	\$3,348	\$5,685
2017	\$2,407	\$3,540	\$5,947
2018	\$2,479	\$3,732	\$6,211
2019	\$2,554	\$3,924	\$6,478
2020	\$2,630	\$4,116	\$6,746
2021	\$2,709	\$4,308	\$7,017
2022	\$2,790	\$4,500	\$7,290
2023	\$2,874	\$4,692	\$7,566
2024	\$2,960	\$4,884	\$7,844
2025	\$3,049	\$5,076	\$8,125
2026	\$3,141	\$5,130	\$8,271
2027	\$3,235	\$5,185	\$8,420
2028	\$3,332	\$5,239	\$8,571

* Supply Fee is adjusted by 3% per year for inflation.

**The above fees are based on a 300 gpd average use.
Fees for other water uses are adjusted proportionally.**



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WATER CONNECTION PERMIT APPLICATION (NON-RESIDENTIAL)

PLEASE NOTE THE FOLLOWING CHANGES EFFECTIVE IMMEDIATELY:

It will be the responsibility of the costumer to provide meter fittings for 5/8”, 3/4” and 1” meters, see Sheet 1 for additional information. Fittings for 1.5” and 2” meters will still be provided by Town of Hudson through WhiteWater. The costumer shall also be responsible for installing the wire as shown on the attachments.

1. **APPLICANT INFORMATION:** Owner _____ Contractor _____

NAME: _____

ADDRESS: _____

TELEPHONE: _____ EMAIL: _____

BUILDING LOCATION: _____

TAX MAP: _____ LOT: _____

DRAINLAYER’S LICENSE #: _____ **CONTRACTOR:** _____

A Drainlayer’s License is required for all water mains, service lines and related work in public or private right-of-ways connecting to the Town of Hudson Water Utility.

OWNER (If different from above): _____

OWNER PHONE #: _____

By applying for this connection, I agree to abide by all applicable Town, State and Federal requirements.

SIGNATURE: _____

For office use:

2a. **APPLICATION PROCESSING FEE:** Amount: **\$100.00**

Date: _____ Receipt #: _____ Received by: _____

2b. **PERMIT FEE:** (Meter/Inspections – per Exhibit A) Amount: _____

Date: _____ Receipt #: _____ Received by: _____

2c. **ACCESS FEE:** Amount: _____

Date: _____ Receipt #: _____ Received by: _____

SERVICE TYPE: NEW RENEWED METER ONLY



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4. DEPARTMENT OF PUBLIC WORKS/ HIGHWAY REVIEW

Street opening permit required: YES _____ NO _____

SPECIAL CONDITIONS: _____

5. TOWN ENGINEER REVIEW (if applicable)

SPECIAL CONDITIONS: _____

6. OTHER REQUIREMENTS

BACK FLOW PREVENTER REQUIRED: Yes _____ No _____

PRESSURE REDUCING VALVE REQUIRED: Yes _____ No _____

PRV Requirements:

If a Pressure Reducing Valve (PRV) is required, the plumber will be required to perform the installation based on WhiteWater’s recommendation. It is the responsibility of the property owner to install a suitable expansion tank and a pressure release valve on water heaters on the premises to prevent damage resulting from lack of pressure relief through the water line. WhiteWater may also require the property owner to install increased levels of backflow prevention protection.

Meter Fitting Requirements:

It will be the responsibility of the costumer to provide meter fittings for 5/8”, 3/4” and 1” meters, see Sheet 1 for additional information. Fittings for 1.5” and 2” meters will still be provided by Town of Hudson through WhiteWater. The costumer shall also be responsible for installing the wire as shown on Sheet 1.

Building Location: _____

Tax Map: _____ Lot: _____



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EXHIBIT 'A'

1. Application Processing Fee: \$100.00

2. Meter installation:

(without fittings)	5/8"	size @	\$250.00
	3/4"	size @	\$350.00
	1"	size @	\$400.00
Meter installation:	1 1/2"	size @	\$800.00
(with fittings)	2"	size @	\$1,050.00
	3"	size @	\$1,050.00

(plus parts)

>3" *Cost to be determined at time of application.

- The Water Department may require a Compound Water Meter on water services that are 2" and larger that can accurately read both high and low flow rates.

Meter Size: _____ \$ _____

4. Hydrant: Cost per hydrant # of hydrants

\$85.00 x _____ = \$ _____

5. Fire Service:

Inspection Fee @ \$4.00 per L.F. of installed pipe:

_____ L.F. x \$4.00 = \$ _____

Total: \$ _____

6. New customer Water System Access Fee: \$ _____

* Set annually - per attached chart.

* Must be paid prior to service turn-on.



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RESIDENTIAL WATER DEMAND FORM

FIXTURE TYPE	PIPE SIZE CONNECTION	NUMBER OF FIXTURES
Bathroom Sink		
Bathtub or Tub / Shower		
Shower – Standalone		
Toilet – Flush Valve, Tank Type		
Toilet – Flushometer 1 st one		
Toilet – Flushometer additional		
Urinal – 1 st one		
Urinal - additional		
Kitchen Sink		
Dishwasher		
Laundry Sink		
Clothes Washer		
Hose Bib – 1 st one		
Hose Bib - additional		
Bar Sink		
Clinic Sink		
Mop / Service Sink		
Drinking Fountain		

IRRIGATION	NUMBER OF HEADS	AREA SQUARE FEET
Irrigation		



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FIRE SERVICE

* You must complete this section if your facility will have a Fire Service/sprinkler system.

SUBDIVISION NAME: _____

LOCATION: _____

BUILDING # _____

SERVICE NO. _____

DATE: _____

FIRE SERVICE SIZE: _____



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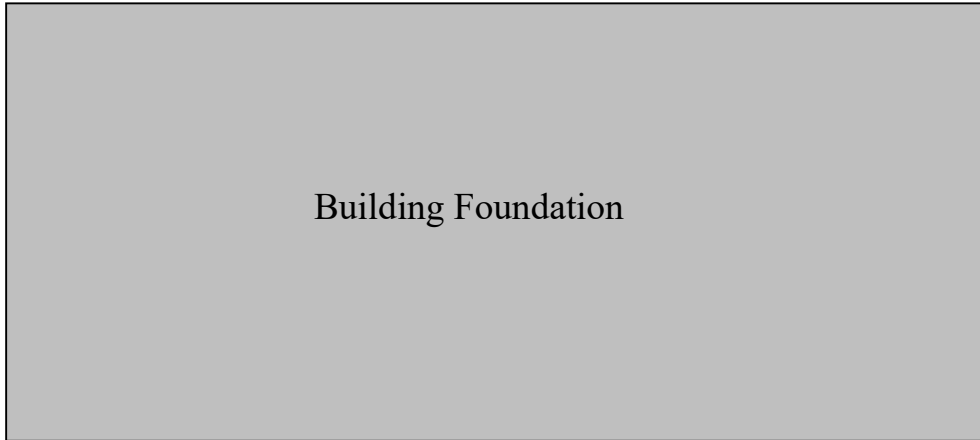
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Water Service Sketch

Street Address: _____

Map: _____ Lot: _____



R.O.W. _____

____ Edge of _____
Pavement _____
R.O.W.

Sketch shall show the approximate location of the existing water main, and the location and distance of the proposed water and sewer service.