

# City of Wasilla

## WATER CONNECTION PACKET





# CITY OF WASILLA

•Public Works Department•

**290 East Herning Avenue • Wasilla • Alaska • 99654-7091**

**• Telephone 907-373-9010 • Fax 907-373-9011 •**

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## **Dear Water Customer,**

The purpose of this packet is twofold. One is to provide the water customer with valuable information concerning City Code and specifications standards; second is to provide the customer with an overview of the water connection process.

Wasilla Municipal Code 13.04.020 states that connection to the city water system is required if a water main if an easement or right-of way adjacent to the lot either, contains a water main, is connected by continuous easements or rights-of way to an easement or right-of way that contains a water main or the water main is within 150 feet, measured in a straight line, from the nearest lot line of the lot. The property owner will be required to provide an easement to the City to allow personnel to work on and service the water key box and enter location of the meter.

The property owner may be required to pay a payment in lieu of assessment if the property was not included in the original assessment district. These costs are found in City of Wasilla Municipal Code 13.04.060 and 13.04.190.

Water is charged at the current rate per gallon with a 0-5,000 gallon minimum charge. Any customer connecting to the system is required to install a water meter. This meter shall be of the type designated by the City of Wasilla Water Utility and installed at the property owner's expense. The size of the service line and the water meter is dependent upon the volume of water needed by the customer. ADEC regulations and City code require that a cross connection device be installed on each service to prevent back flow and back siphonage.

When a customer is also connected to city sewer they may in install a second meter to account for water not entering the sewer system. See WMC 13.04.060(G)(1)(a)

Specific requirements for Bulk Water use through Fire Hydrants is outlined in WMC 13.04.080(B)

The City covers the process of obtaining a service connection by a property owner in the following phases; application, construction and finale acceptance of system.

**APPLICATION:**

The City requires the property owner to provide the legal description of property to be connected.

The property owner must provide a sight plan and proposed use of site. i.e. residential, commercial, septic location, well location with 100 foot radius, driveway, etc.

The property owner must complete and return the water utility connection application.

Pay the required charge base on line size as stated in City of Wasilla Municipal Code 13.04.060 B 2.

1"	\$400	Connection to an existing key box is \$130.00.
1.5"	\$600	
2"	\$650	
4"	\$800	
6"	\$1,000	
8"	\$1,200	

Property owner purchases appropriate size and type of water meter. The City stocks most common use meters.

**CONSTRUCTION:**

The City of Wasilla will review the application and construction drawings.

Uniform plumbing code will determine the required service size needed for installation.

Minimum service size will be 1 inch.

The property owner is required to obtain the services of a contractor for the installation of the service line.

The City of Wasilla has adopted the Municipality of Anchorage Standard Specifications Division 60 for water construction. All property owners must follow said standards during installation unless changes to these specifications are outlined in City of Wasilla Public Works Water Special Provisions. The uniform plumbing code and the State of Alaska Mechanical code shall be adhered too as required by City code.

The City requires that no phase of construction be covered before being inspected by city personnel.

Required inspections are as follows; connection to city water main or existing key box, depth of bury of service line minimum 10 feet, water meter installation and cross connection devices. A 48 hour notice to the city is required on all inspections.

**ACCEPTANCE:**

City has received as-built of service line or main extension. In the event of a mine line extension acceptance and approval to operate from Alaska Department of Environment Conservation.

All financial obligations due city have been met.

All required inspections completed and approved by city.

Letter sent by city accepting service for maintenance as provided for in City code.

If you have any questions please call 373-9010.

Sincerely,

John Becker  
Utility Maintenance Supervisor



# CITY OF WASILLA

• Public Works Department •

290 East Herning Avenue • Wasilla • Alaska • 99654-7091

• Telephone 907-373-9010 • Fax 907-373-9011 •

## WATER CONNECTION APPLICATION

NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
(Owner)

MAILING ADDRESS: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_  
(Location of work to be done)

LEGAL: \_\_\_\_\_  
Block Lot Subdivision Tract/Section

### CONNECTION FEES ARE AS FOLLOWS: NEW CONSTRUCTION

<del>.75"</del>	<del>\$350.00</del>	4"	\$800.00
1"	\$400.00	6"	\$1,000.00
1.5"	\$600.00	8"	\$1,200.00
2"	\$650.00		

**Key Box already existing \$130.00**

### Additional Cost due the City in addition to the above connection fee:

- Actual cost of materials supplied by the City of Wasilla plus a 25% administration charge.
- Additional Inspection time witnessing the installation from main water line to the final meter set water turn on.
- City employee labor – at \$90.00 per hour & \$135.00 per hour overtime rate will be assessed after the initial two hours have been reached.

After installation of service, I agree to pay charges exceeding connection charge, for labor, materials, equipment rentals and overhead which will be billed to me by the City of Wasilla and payable within thirty (30) days.

Applicants  
Signature: \_\_\_\_\_

Connection  
Amount: \_\_\_\_\_ DATE: \_\_\_\_\_

Date of Mainline Tap and WO # \_\_\_\_\_  
(Forty Eight (48) Hour Notice)

Date of Hook-up to Key Box and WO # \_\_\_\_\_  
(Twenty Four (24) Hour Notice)

Meter Inspection and Hang Remote and WO # \_\_\_\_\_  
(Twenty Four (24) Hour Notice)

WATER TURNED ON: \_\_\_\_\_



# UTILITY APPLICATION

City of Wasilla, Public Works Department  
 290 East Herning Avenue  
 Wasilla, Alaska 99654-7091

Phone 907.373.9016 Fax 907.373.9011 publicworks@ci.wasilla.ak.us

BILLING INFORMATION	<b>Whom should the City bill (check one):</b> Individual <input type="checkbox"/> Business <input type="checkbox"/> Property Manager <input type="checkbox"/>			
	<b>**If billing business or property manager, please complete Section 1 for mailing information and complete Section 2 for the individual acting as guarantor on the account. For billing to an individual, complete only Section 2.**</b>			
	Section 1			
	Business Name/Property Manager			
	Mailing Address			
	City		State	
	Zip code			
	Federal Tax ID#		Business Phone	
			Business Fax	
	Section 2			
Individual Name(s)			Name Suffix	
Social Security #		DOB	Drivers License# Issuing State	
Mailing Address				
City		State		
Zip code				
Home Phone		Cell Phone		
		Work Phone		
Email Address (optional):				
SERVICE LOCATION INFORMATION	<b>Type of Service Requested:</b> Water <input type="checkbox"/> Sewer <input type="checkbox"/> Metered <input type="checkbox"/>			Own <input type="checkbox"/> Rent <input type="checkbox"/>
	Street Address			
	Subdivision/Block/Lot			
	<i>Complete ONLY if renting:</i>			
	Landlord Name			Phone
	Mailing Address			
	City		State	
Zip code				

By signing this application I agree to abide by all rules and regulations of the City of Wasilla Sewer/Water Utility. I also certify that I am eighteen (18) years of age or older. I agree to pay all collection fees should collection efforts be necessary. I understand that I will be responsible for all charges related to services at the above service address until I notify the City of Wasilla in writing of disconnect. **RIGHT OF ACCESS:** The undersigned applicant, as a condition of receiving sewer/water services, hereby grants to the City of Wasilla, through its authorized employees or agents access to those portions of the sewer/water system which, by Municipal Code, the City is responsible to maintain. This access shall be at reasonable times for the purpose of reading meters, testing, inspecting, repairing or replacing.

\_\_\_\_\_  
 APPLICANT(S) SIGNATURE

\_\_\_\_\_  
 REMARKS

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 SERVICE START DATE



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## TEMPORARY WATER SERVICE APPLICATION

**PAYMENT DUE IN ADVANCE - \$150.00 every two weeks**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

VENDOR / CUSTOMER ID No.: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY / STATE / ZIP: \_\_\_\_\_

### LOCATION OF UTILITY SERVICE

STREET ADDRESS: \_\_\_\_\_

SUBDIVISION / BLOCK / LOT: \_\_\_\_\_

By signing this application I agree to abide by all the rules and regulations of the City of Wasilla Water Utility. **RIGHT OF ACCESS:** The undersigned applicant, as a condition of receiving water service, hereby grants City of Wasilla, through its authorized employees or grants access to those portions of the water system which, by Municipal Code, the City is responsible to maintain. This access shall be at reasonable times for the purpose of reading meters, testing, inspections, repairing or replacing.

\_\_\_\_\_  
APPLICANT SIGNATURE

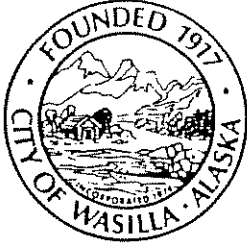
\_\_\_\_\_  
DATE

ORDER TAKEN BY: \_\_\_\_\_ EFFECTIVE DATE: \_\_\_\_\_ DEPOSIT AMOUNT: \$ \_\_\_\_\_

REMARKS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_





## CITY OF WASILLA

290 E. HERNING AVE.  
WASILLA, ALASKA 99687  
PHONE: (907) 373-9050  
FAX: (907) 373-0788

### COUNCIL POLICY NO. 90-04

Title: Water Utility Service Line Freezing

Water utility customers who have service lines that have frozen are responsible for thawing the service line from the water main line to and within the structure. Any damage to the service line as a result of freezing or from the thawing activities are the responsibility of the customer who shall be charged for repairs.

John C. Stein, Mayor

August 13, 1990

Date Approved

ATTEST:

Erling P. Nelson, CMC  
City Clerk

By: Public Works Department  
Adopted: January 13, 2014  
Vote: Buswell, O'Barr, Wall and Wilson in favor  
Harris and Sullivan-Leonard absent

**City of Wasilla  
Resolution Serial No. 14-02**

**A resolution of the Wasilla City Council repealing Council Resolution Serial No. 01-02, and determining off-site assessment charges for water main extensions by the City or private developers as provided for and defined in Wasilla Municipal Code 13.04.060 and 13.04.190.**

WHEREAS, Wasilla Municipal Code 13.04.060 and 13.04.190 provides for payment in-lieu of off-site assessment charges to be paid by the first applicant for water service or by private developers; and

WHEREAS, City Council Resolution Serial No. 01-02 provided for the current off-site assessment rate structure through 2015; and


WHEREAS, the current off-site assessment rate structure needs to be reduced to make new water service connections more affordable.

NOW, THEREFORE, BE IT RESOLVED by the Wasilla City Council, that:

- 1) City Council Resolution Serial No. 01-02 is hereby repealed.
- 2) The amount of pay in-lieu of off-site assessment for areas inside, outside or adjacent to the Wasilla Service Area as provided for and defined in Wasilla Municipal Code 13.04.060 and 13.04.190 either installed by a private developer or by the City, shall be \$0.07811052 per square foot of the property adjoining such water main extension to a maximum depth of 150 feet.

NOW THEREFORE BE IT FURTHER RESOLVED by the Wasilla City Council, that at the request of the property owner, the City may pro-rate the off-site assessment over a ninety-six (96) month period to be paid monthly, plus five (5) percent annum administrative fee per billing.

ADOPTED by the Wasilla City Council on January 13, 2014.

  
VERNE E. RUPPRIGHT, Mayor

ATTEST:

  
KRISTIE SMITHERS, MMC, City Clerk

[SEAL]

## CITY COUNCIL LEGISLATION STAFF REPORT

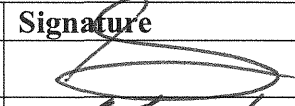


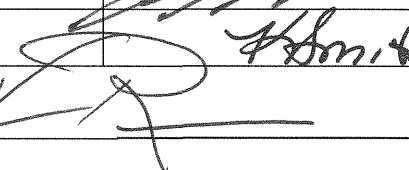
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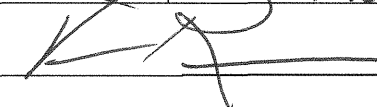
**Resolution Serial No. 14-02: Repealing Council Resolution Serial No. 01-02, and determining off-site assessment charges for water main extensions by the City or private developers as provided for and defined in Wasilla Municipal Code 13.04.060 and 13.04.190.**

Originator: Public Works Director

Date: December 31, 2013

Agenda of: January 13, 2014

Route to:	Department Head	Signature	Date
X	Public Works Director		12/31/13
X	Finance Director		12/31/13
X	Deputy Administrator		1-3-14
X	City Clerk		1-3-14

Reviewed by Mayor Verne E. Rupright: 

**Fiscal Impact:**  yes \$10,000 to \$20,000 loss annually

**Account name/number:** Water Utility Fund/320

**Attachments:** Council Resolution Serial No. 01-02 (2 pages)

**Summary Statement:** This resolution reduces the payment in-lieu of off-site assessment for new water service connections to the level set in 2001 at \$0.07811052 per square foot of property adjoining a water main extension to a maximum depth of 150 feet. This is a connection fee that pays back a share the off-site infrastructure costs needed to produce and convey water to the property. A typical 1-acre lot, 100 feet wide pays \$1,546 for the off-site assessment charge as part of their connection fee. This can be paid off over 96 months with monthly payments.

The administration is proposing to eliminate the automatic rate increase for the off-site assessment and leave it flat for at least the next 5 years at the 2001 level, before revisiting it as part of any future overall rate increases. The proposed rate would yield an off-site assessment charge for a typical 1-acre lot, 100 feet wide of \$1,172.

**Recommended Action:** Adopt Resolution Serial No. 14-02.



**CITY OF WASILLA**  
290 E. HERNING AVE.  
WASILLA, ALASKA 99654-7091  
PHONE: (907) 373-9010  
FAX: (907) 373-9011

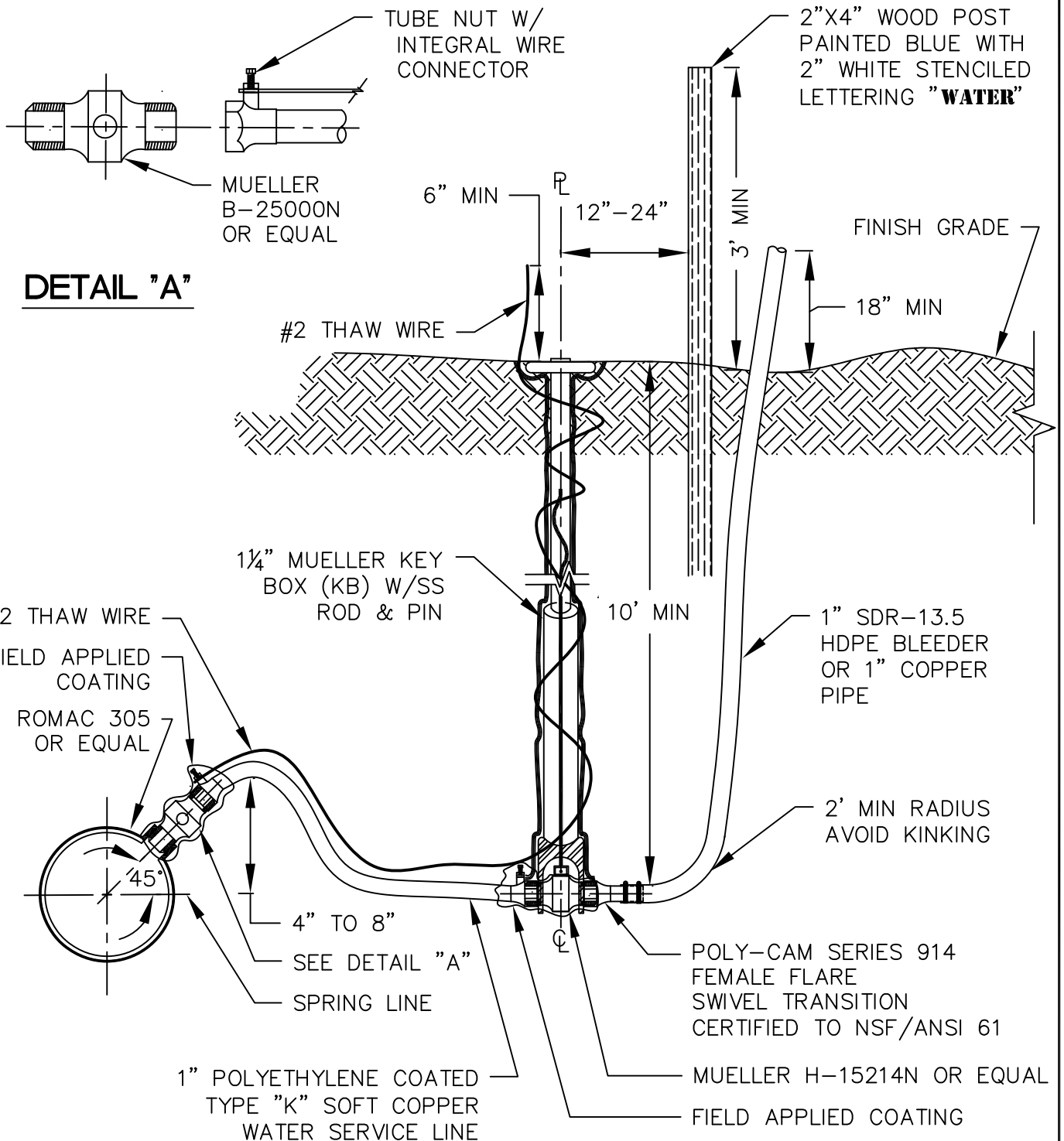
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## **CITY OF WASILLA** **WATER UTILITY CONNECTION INSTRUCTIONS**

All work and material must meet City of Wasilla standard specifications, municipal code and Alaska Department of Environmental Conservation regulations. The City has adopted by reference the City of Anchorage Municipality Standard Specification unless otherwise noted

### **OVERVIEW OF STANDARD REQUIREMENTS**

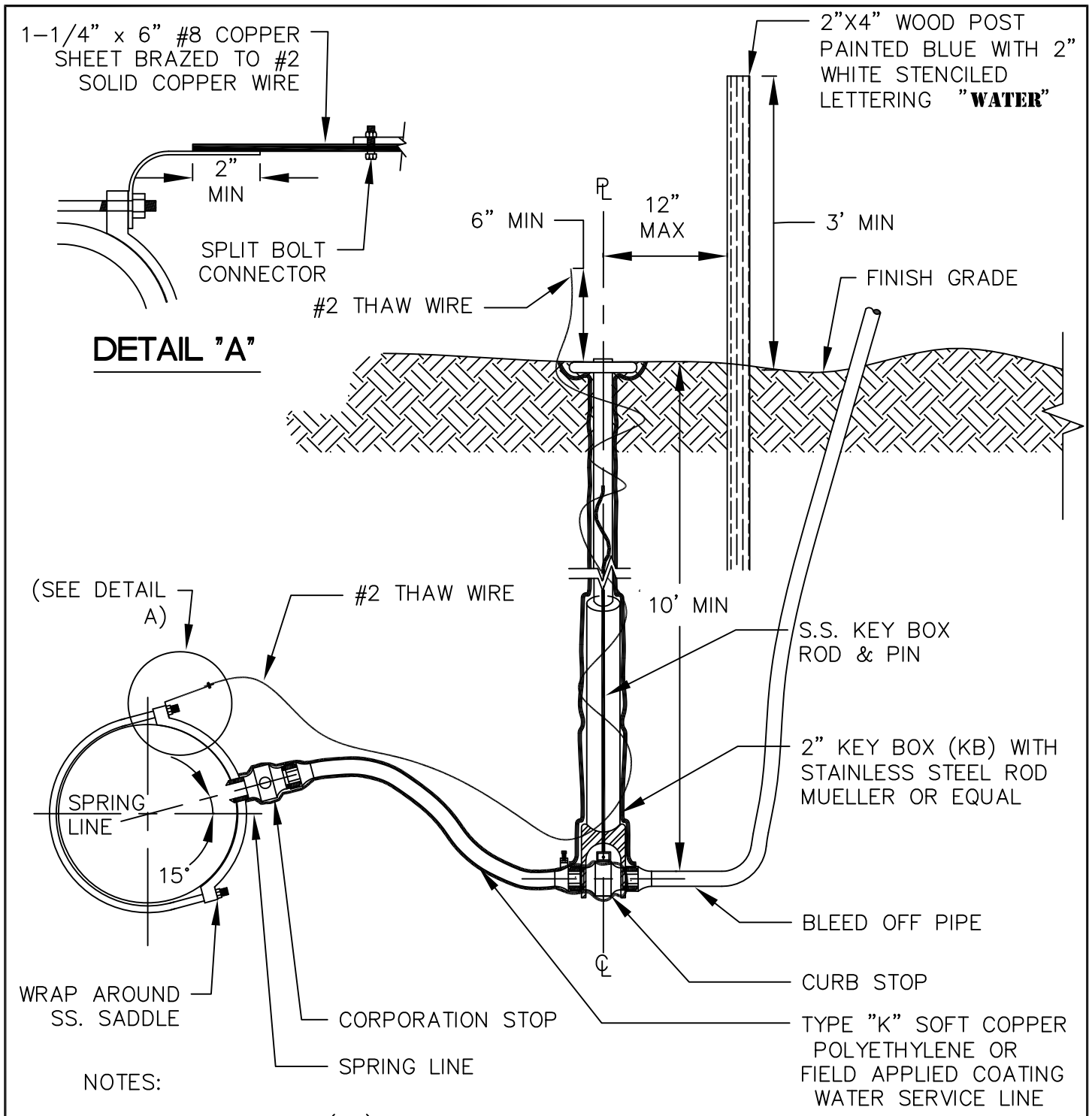
1. Water trench depth must be a minimum of 10' (10 feet) and meet OSHA safety requirements for workers. Insulate line if under a traffic way (driveway).
2. Use type "K" soft copper line with flare fittings (see figure #60-13 or #60-14).
3. Use of HDPE 4710 SDR11 is allowed after the curb stop.
  - a. Bury depth will be at a depth of 12' (12 feet).
  - b. Use Poly-Cam Series 914 Female Flare Swivel Transition required.
4. Use MUELLER curb stop No. H-15214 or equal for copper to copper or copper to HDPE or HDPE to HDPE connections.
5. Meter installation must be set inside a non freeze area, horizontal to flow.
  - a. Frozen meters will be the responsibility of the owner to replace.
6. There must be a isolation valve installed before and after the meter.
7. An approved double check valve backflow prevention device must be installed after the meter and before the isolation valve.
8. There are to be no individual service connections prior to the meter.
9. An irrigation "subtractive" meter may be installed either before or after main meter. (All water must be metered).



**NOTES:**

1. STAINLESS STEEL (SS) WRAP AROUND SERVICE SADDLE TO BE USED ON ALL TAPS. PVC TAPS ARE TO BE DONE IN ACCORDANCE WITH THE UTILITY COMPANY PVC TAPPING GUIDE.
2. THAW WIRE IS TO BE #2 GAUGE HMWPE INSULATED COPPER WIRE THAT IS LAID PARALLEL TO THE SERVICE LINE WITHOUT CONTACTING THE SERVICE LINE.

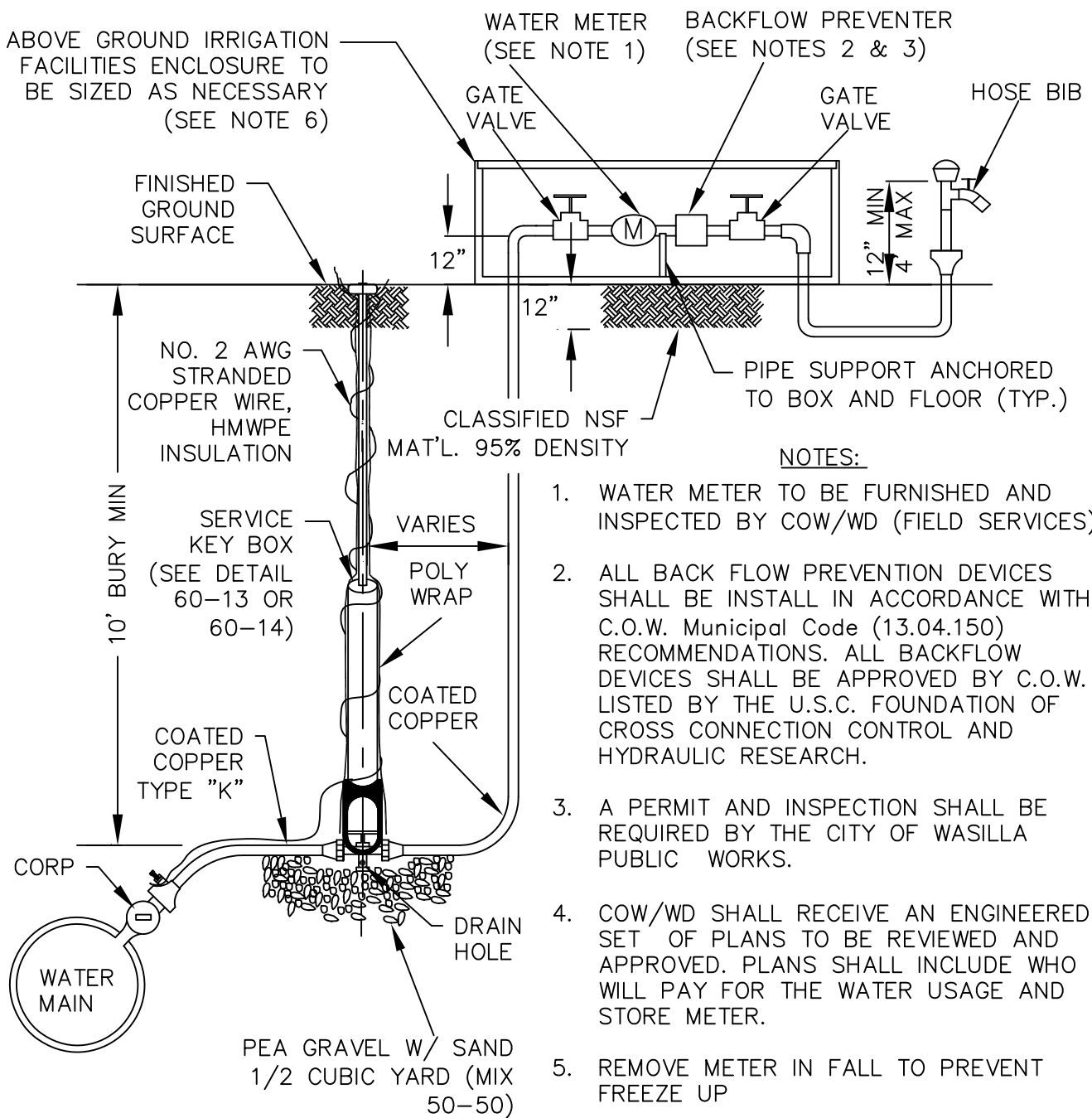
<p>SCALE: NTS</p> <p>APPROVED:</p> <p>REVISED: 10/2016</p>	<p><b>1" WATER SERVICE CONNECT</b></p>	<p>SECTION # 60.05</p> <p>DETAIL # 60-13</p>
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NOTES:

1. STAINLESS STEEL (SS) WRAP AROUND SERVICE SADDLE TO BE USED ON ALL TAPS. PVC TAPS MUST BE A MINIMUM OF 3' APART
2. THAW WIRE IS TO BE #2 GAUGE HMWPE INSULATED COPPER WIRE THAT IS LAID PARALLEL TO THE SERVICE LINE WITHOUT CONTACTING THE SERVICE LINE .

<p>SCALE: NTS</p> <p>APPROVED:</p> <p>REVISED: 10/2016</p>	<p><b>WATER SERVICE CONNECT</b></p> <p><b>1-1/2" AND 2"</b></p>	<p>SECTION # 60.05</p> <p>DETAIL # 60-14</p>
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### IRRIGATION FACILITIES ENCLOSURE

6. FOR SECURITY AND PROTECTION, IT IS RECOMMENDED THAT THE ENCLOSURE BE FABRICATED WITH 1-1/2" x 1-1/2" ANGLE IRON (FRAME) COVERED W/ FLAT EXPANDED METAL (MESH) PRIMED AND PAINTED. ENCLOSURE SHALL BE SIZED TO ENCLOSE ALL ABOVE FINISH GRADE APPURTENANCES AND SHALL PROVIDE ADEQUATE DRAINAGE TO KEEP THE BACKFLOE PREVENTER FROM BECOMING SUBMERGED.

SCALE:  
NTS

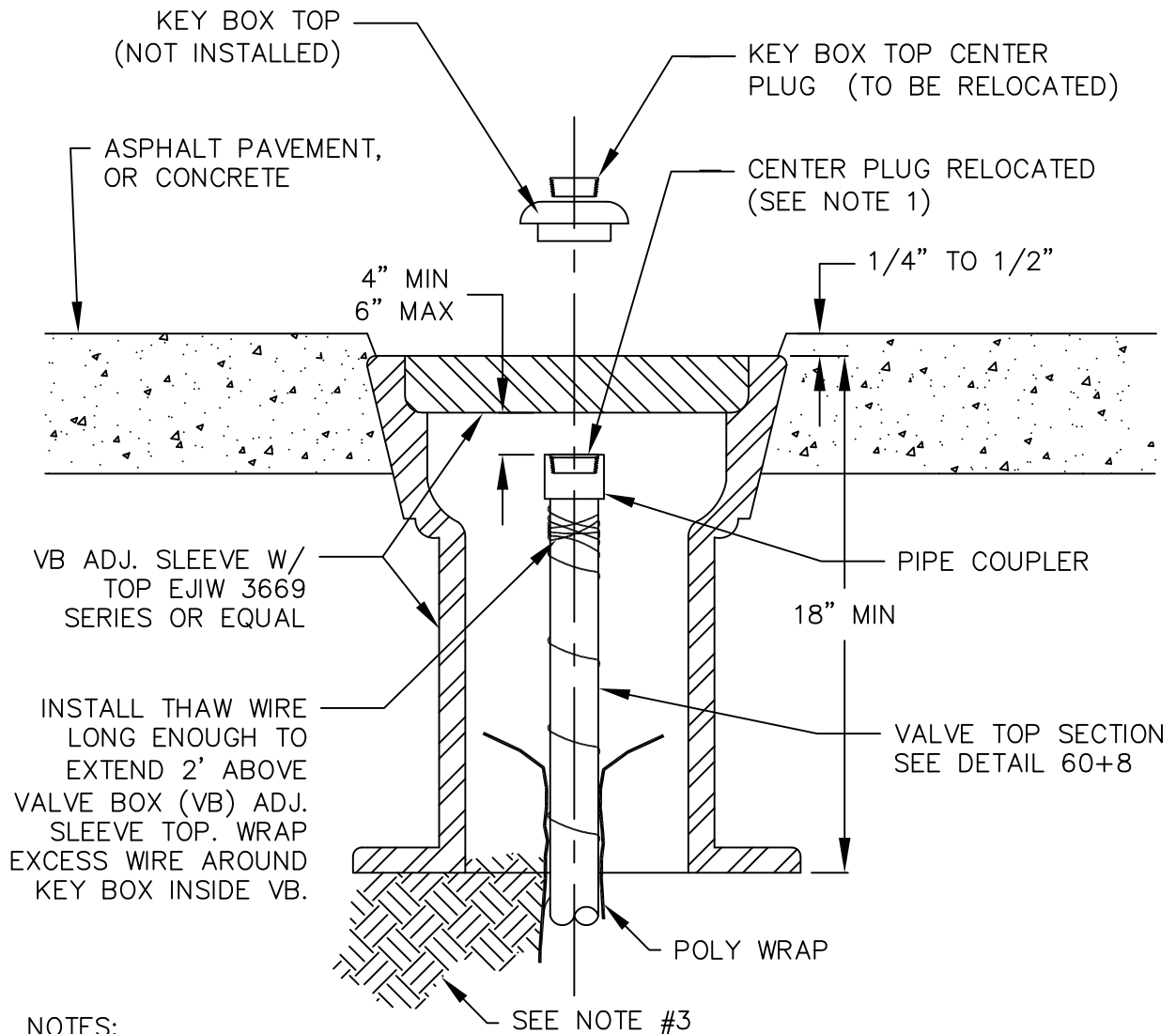
APPROVED:

REVISED:  
10/2016

## IRRIGATION SYSTEM

SECTION #  
60.05

DETAIL #  
60-15



NOTES:

1. REMOVE KEY BOX TOP AND INSTALL PIPE COUPLING ON STANDARD KEY BOX, REMOVE CENTER PLUG FROM KEY BOX TOP AND INSTALL INTO TOP OF PIPE COUPLER.
2. TYPICAL INSTALLATION WHEN KEY BOX FALLS WITHIN ASPHALT PAVEMENT, CONCRETE WALK OR DRIVEWAY.
3. ALL BACKFILL MATERIAL AROUND VALVE BOX SHALL BE NFS AND COMPACTED TO 95% MAX. DENSITY.

SCALE:  
NTS

APPROVED:

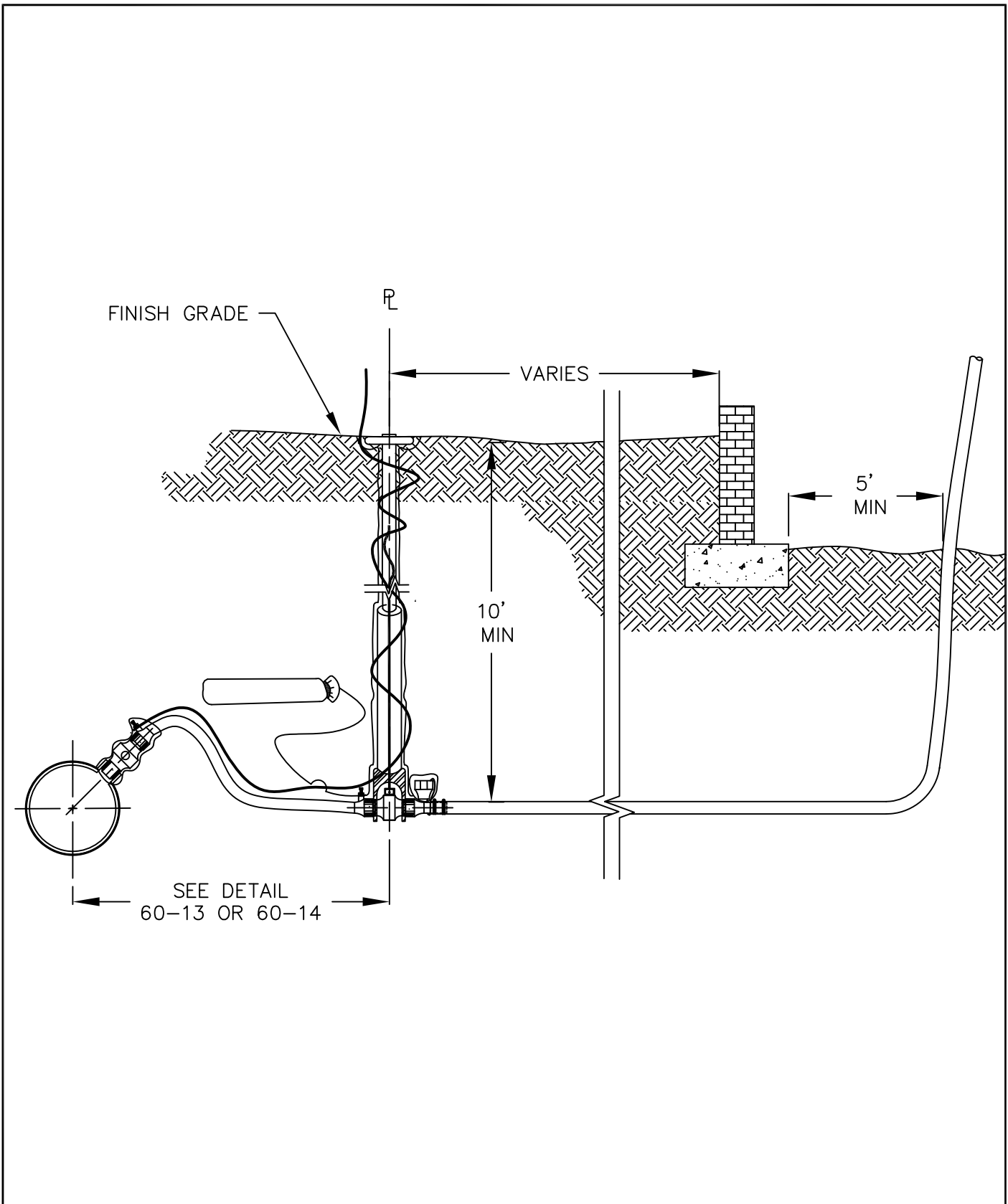
REVISED:  
10/2016

## ADJUST SERVICE KEY BOX

SECTION #  
60.05

DETAIL #  
60-16





SCALE:  
NTS

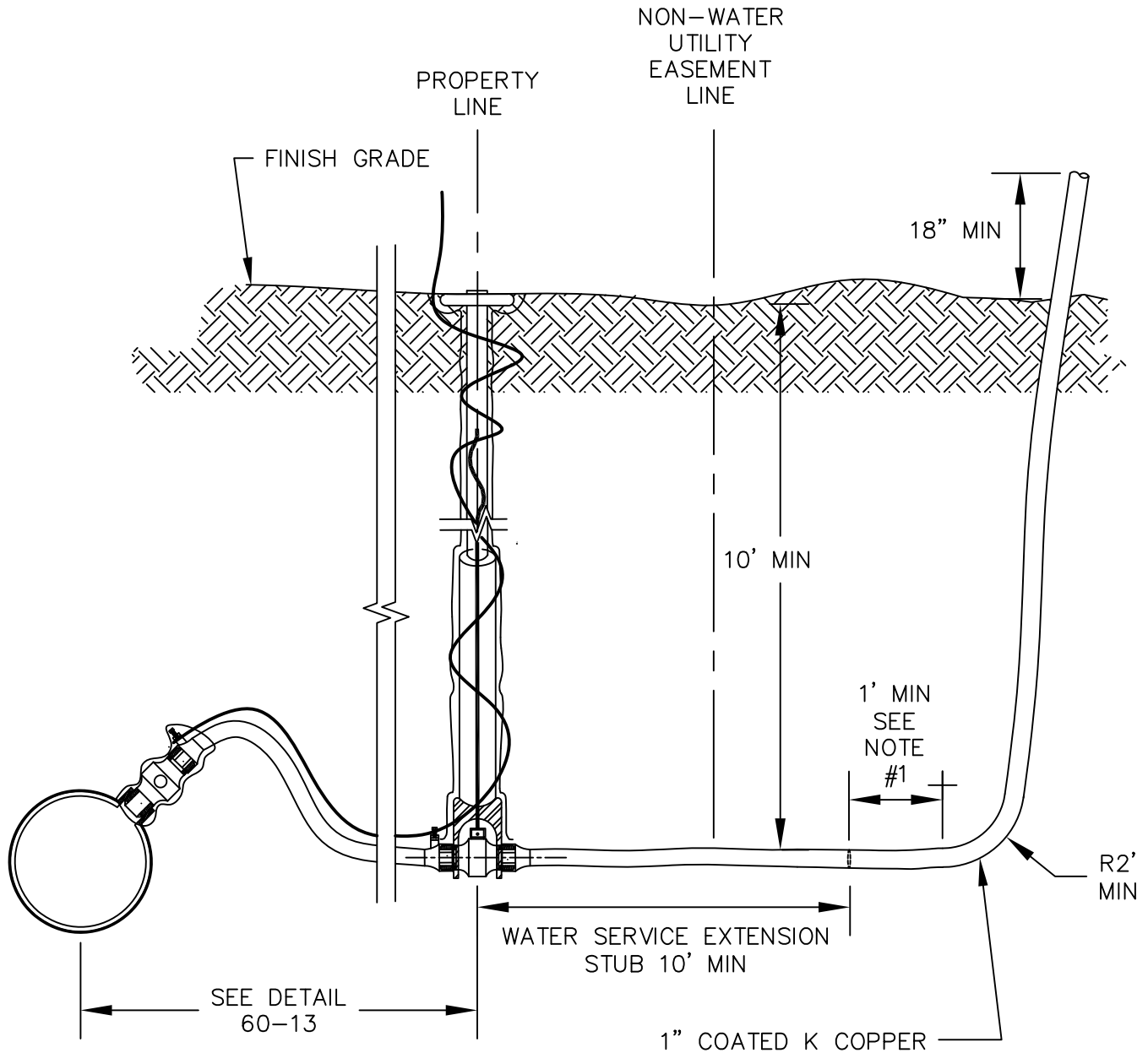
APPROVED:

REVISED:  
10/2016

**SMALL DIAMETER WATER  
SERVICE EXTENSION  
UNDER FOUNDATION**

SECTION #  
60.05

DETAIL #  
60-17



**NOTES:**

1. EXTENDING FROM THE EXTENSION STUB IS TO BE ACCOMPLISHED BY MAKING A CLEAN CUT ONE FOOT FROM THE BEGINNING OF THE VERTICAL BEND.
2. THE EXISTING CONNECTION AND EXTENSION STUB ARE TO BE FLUSHED PRIOR TO EXTENDING THE EXTENSION.

SCALE:  
NTS

APPROVED:

REVISED:  
10/2016

**WATER SERVICE  
EXTENSION STUB**

SECTION #  
60.05

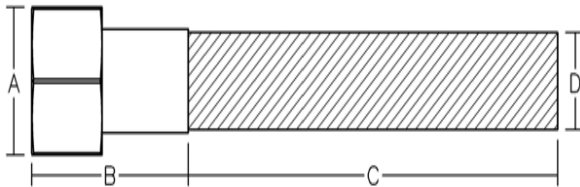
DETAIL #  
60-19



The Ultimate Joining System

# Series 914

## The Female Flare Swivel Transition



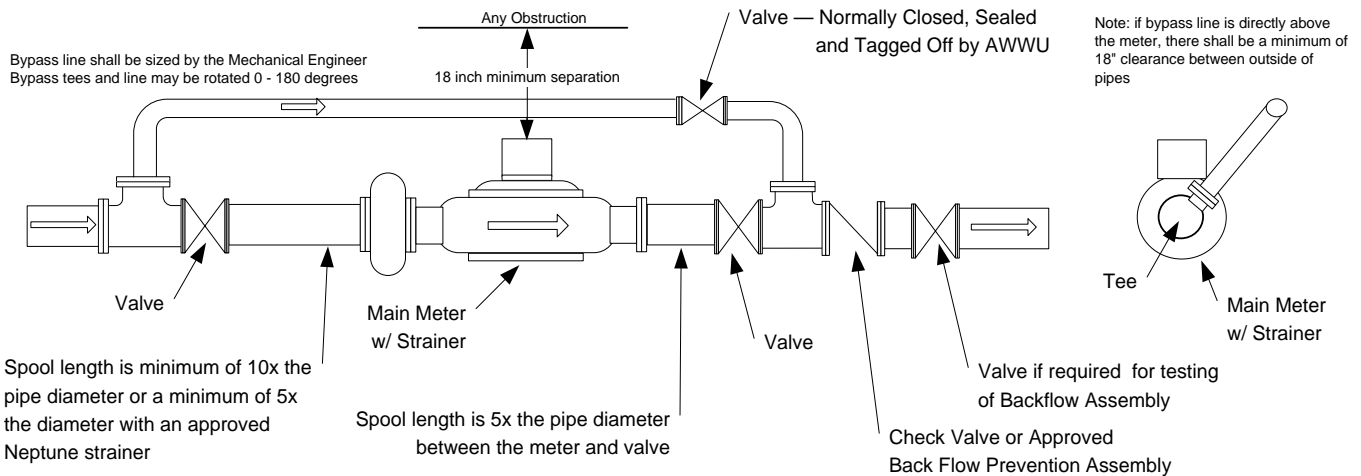
Flare Size	POLY-CAM Male Flare Material	Coupling Diameter	Coupling Length	HDPE Length	HDPE Diameter Size
		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
3/4	C954	1.520	1.725	4.0	1.050
1	C954	1.865	2.000	4.0	1.315
1 1/4	C954	2.400	2.350	5.0	1.660
1 1/2	C954	2.825	2.650	5.0	1.900
2	C954	3.550	3.500	5.0	2.375

Fully pressure rated to pipe SDR installed (160PSI, 200PSI)  
 Type 304 Stainless Steel insert install to meet and exceed ASTM D2513 Category 1.  
 It is a material that complies with California AB1953, SB1334 and SB1935.  
 Requires a copper gasket.

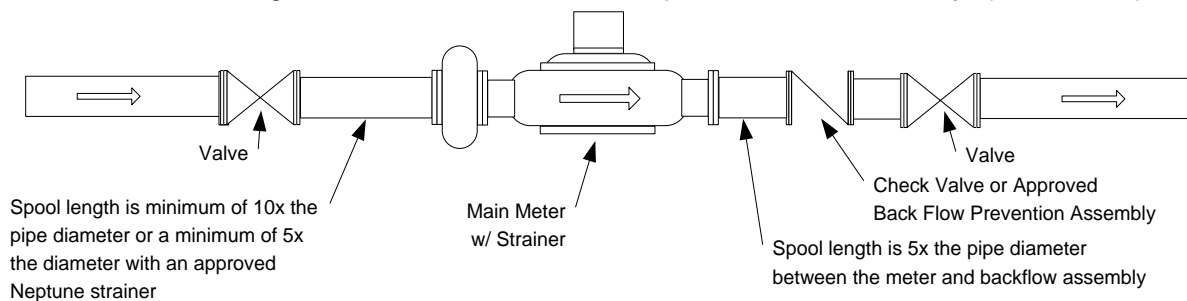
Fully pressure rated . Standard SDR sizes 7, 9, 11,  
 Manufactured to ASTM D2513 Cat. 1 D1599, D1598, F-714, ASTM D3350

**Poly-Cam, Inc. - 1101 McKinley Street - Anoka, MN 55303 888/355 5574 -  
 Fax 763/786 2167 - www.poly-cam.com**

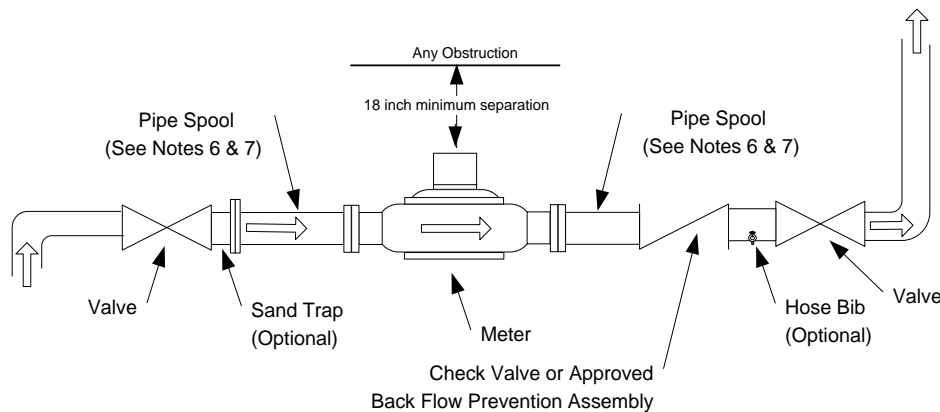
Typical Detail - 3" and larger Meter Assembly require a Bypass (Front View) (End View)



2" and Larger Meters / Turbine and Compound Meter Assembly (Front View)



5/8 to 2" Disc Meter Assembly (Front View)



1. There shall be a minimum or 3X the pipe diameter clearance around the meter and all appurtenances shown in these details
2. All pipes and appurtenances shall be properly supported and supports shall not interfere with removal of the meter
3. There shall be no piping, duct work or any other obstructions directly in the front of the meter
4. There shall be no electrical grounding (jumper) wires touching any part of the meter or meter assembly. If required, jumper wires shall be connected to pipes upstream and down stream of the valves. There shall be no jumper wire between the valves or directly connect to the meter, spools, or backflow assemblies. Provide a minimum of two (2) inches of clearance between the jumper wire and any part of the meter
5. When adding a meter to existing plumbing, an expansion tank may be necessary upstream of the meter
6. For all 5/8 thru 1 inch meters, spool lengths shall not be less than 4 inches.
7. For all 1 1/2 thru 2 inch meters, spool lengths shall not be less than 6 inches.

A. GENERAL REQUIREMENTS FOR A WATER METER INSTALLATION

1. A service line, valves, connections and meter must be water tight.
2. The meter must be installed horizontally in the line with the registration upright.
3. The meter must be easily accessible for service and inspections.
4. Indoor meter settings may be located in basements, crawl spaces, utility rooms, or in a garage that is protected from freezing.
5. The AWWA policy states service pipes are not to be used as an electrical ground. A permanent ground strap or metal setter which provides electrical continuity must be used if electrical grounding to water service is used.
6. Isolation valves are installed on the inlet and outlet side of the meter.
7. Remote Transponder locations are away from electrical transformers, switching equipment, generators, motors, or other devices which might produce electrical interference to radio communication. If the basement is deep, has no windows, or is constructed of natural stone, it may be necessary to locate the RT near the top of the basement wall to obtain suitable reading range
8. Securely mount the RT enclosure to a vertical surface using the mounting bracket supplied. The box is orientated in the horizontal position to its bar code number.

