
MEMORANDUM

FROM: Shawn P. O'Malley, Town of Jackson Engineer

SUBJECT: UTILITY CONNECTIONS TO THE TOWN OF JACKSON'S SYSTEM

Please find below a brief summary of the procedures required to complete connections to the Town of Jackson's water and sewer utilities.

To complete water service connection to the Town of Jackson's water system the following shall be required.

Upon payment of the water capacity, meter and tap fees as needed, the developer shall be required to obtain construction plan approval from the Public Works Department of any new connections to the water main.

All connections shall be completed per Town of Jackson standards (see attached) and shall be inspected/approved by the Town of Jackson Public Works Department. This inspection shall be scheduled with the Town of Jackson Public Works Department with a minimum of 48-hour notice.

Occupancy of any building shall not be permitted without a written approval record of the water service installation.

To complete a connection to the Town of Jackson's sewer system or a sewer main which discharges to the Town of Jackson's wastewater Treatment Plant, the following shall be required.

Upon payment of the wastewater fees (meter fee, sewer capacity and/or tap fees as may be appropriate), the owner's representative shall be required to obtain construction plan approval of any new connections which discharge to the Town of Jackson's wastewater system.

All connections shall be completed per Town of Jackson standards (see attached). If the sewer service connection is completed within the Town of Jackson limits, the pipe installation shall be inspected/approved by the Town of Jackson Public Works Department. If the sewer service connection is completed outside of town limits, the pipe installation shall be inspected/approved by the Teton County Engineering or Building Department. The inspection and sewer tap shall be scheduled with the appropriate agency with a minimum of 48-hours notice.

Occupancy of any building shall not be permitted without a written approval record of the sewer service installation being forwarded to the Town of Jackson.

To activate water or sewer service from the Town of Jackson the following shall be required.

The above noted sewer and water inspections shall be completed and approved. A written record of these approvals shall be provided to the Town of Jackson Finance Department.

The owner of the property (or designated representative) shall request from the Town of Jackson Finance Department an inspection of the water meter installation to insure that the meter and meter reading device has been properly installed. The inspection shall be scheduled with the appropriate agency with a minimum of 48-hours notice.

Upon approval of the water meter installation, the owner (or designated representative) shall be notified and service may begin.

Please contact the Town and/or County should there be any questions with the procedures noted above.

Teton County - Engineering Department.....733-3317

Teton County – Building Department.....733-7030

Teton County – Planning Department.....733-7959

Town of Jackson – Public Works Department.....733-3079

Town of Jackson –Building Department.....733-0520

Town of Jackson –Finance Department.....733-3932

THE FOLLOWING UNIFORM PLUMBING STANDARDS ALSO APPLY.

315.0 Trenching, Excavation, and Backfill

315.1 All trenches deeper than the footing of any building or structure and paralleling the same shall be at least forty-five (45) degrees (0.79 rad) therefrom, unless permission is otherwise granted by the Administrative Authority.

315.3 Open Trenches. All excavations required to be made for the installation of a building-drainage system or any part thereof, within the walls of a building, shall be open trench work and shall be kept open until the piping has been inspected, tested and accepted.

315.4 All excavations shall be completely backfilled as soon after inspection as practicable. Adequate precaution shall be taken to insure proper compactness of backfill around piping without damage to such piping. Trenches shall be backfilled in thin layers to twelve (12) inches (305 mm) above the top of the piping with clean earth which shall not contain stones, boulders, cinderfill, or other materials which would damage or break the piping or cause corrosive action. Mechanical devices such as bulldozers, graders, etc., may then be used to complete backfill to grade. Fill shall be properly compacted. Suitable precautions shall be taken to insure permanent stability for pipe laid in filled or made ground.

Sewer and Water Pipes

Building sewers or drainage piping shall be of materials approved for use within a building and shall not be run or laid in the same trench as the water pipes unless **both** of the following requirements are met:

- (1) The bottom of the water pipe, at all points, shall be at least twelve (12) inches (0.3m) above the top of the sewer or drain line.
- (2) The water pipe shall be placed on a solid shelf excavated at one side of the common trench with a minimum clear horizontal distance of at least twelve (12) inches (0.3m) from the sewer or drainline.

Building Sewers

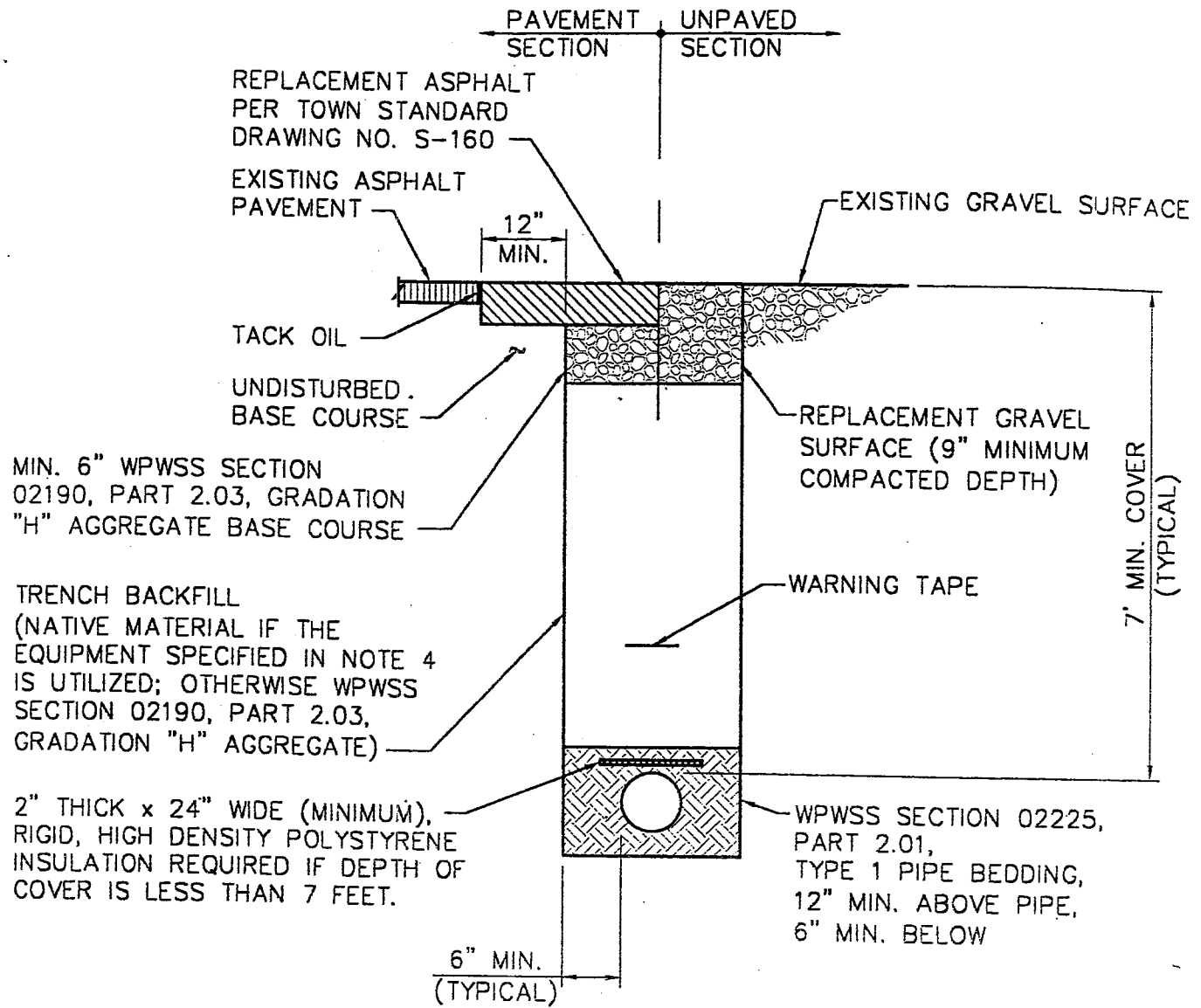
Water pipes crossing sewer or drainage piping shall be of materials approved for use within a building and shall be laid a minimum of twelve (12) inches (0.3m) above that sewer or drain pipe.

723.0 Building Sewer Test

Building sewers shall be tested by plugging the end of the building sewer at its points of connection with the public sewer or private sewage disposal system and completely filling the building sewer with water from the lowest to the highest point thereof, or by such other test as may be prescribed by the Administrative Authority. The building sewer shall be watertight at all points.

Maximum Horizontal Distance Required From Building Sewer

Public water main10 feet^{5,6} (3048 mm)



NOTES:

1. TRENCH BACKFILL BELOW THE SURFACE SHALL MEET THE FOLLOWING CRITERIA:
 - 95% MODIFIED PROCTOR DENSITY WITHIN STREET AND ALLEY RIGHTS-OF-WAY.
 - 90% MODIFIED PROCTOR DENSITY OUTSIDE STREET AND ALLEY RIGHTS-OF-WAY.
2. COMPACTION OF TRENCH BACKFILL SHALL BE CARRIED OUT WITH A HOE-PACK OR A SHEEPS FOOT ROLLER ON A BACK-HOE ARM.
3. PIPE BEDDING SHALL BE PLACED IN 6" LIFTS AND THOROUGHLY COMPACTED TO PROVIDE UNIFORM PIPE SUPPORT.
4. ALL TRENCH EXCAVATION SHALL CONFORM TO WYOMING OCCUPATIONAL HEALTH AND SAFETY ADMINISTRATION (WOSHA) REGULATIONS.
5. FOR WATER MAINS 8" OR LARGER IN DIAMETER, PIPE MATERIAL SHALL BE DUCTILE IRON, CLASS 50, OR APPROVED SUBSTITUTE.
6. FOR WATER MAINS 6" OR SMALLER IN DIAMETER, PIPE MATERIAL SHALL BE DUCTILE IRON, CLASS 52, OR APPROVED SUBSTITUTE.

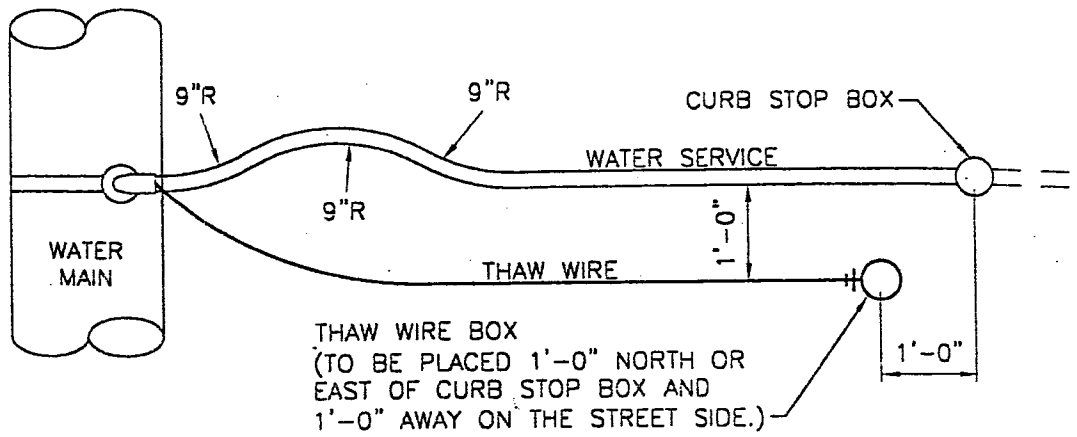


**WATER MAIN
TRENCH DETAIL**

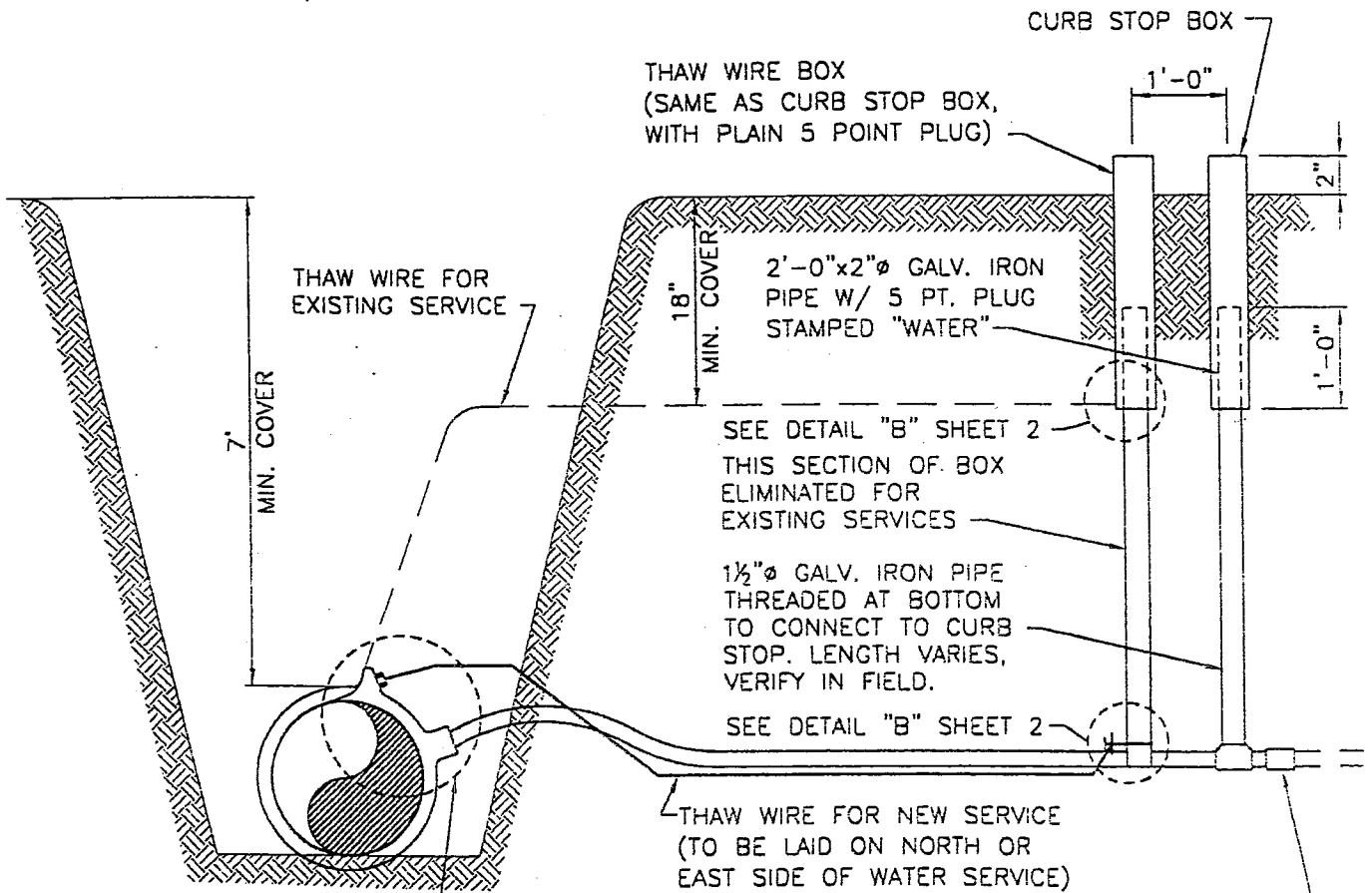
STD. DWG. NO.: W-100

SCALE: NTS

EFFECTIVE DATE: 5/15/01



PLAN



ELEVATION

NOTES:

1. THAW WIRE TO BE INSTALLED AT ALL NEW AND EXISTING WATER SERVICES IN THE TOWN OF JACKSON.



**SERVICE CONNECTION
THAW WIRE DETAIL
(1 OF 2)**

STD. DWG. NO.:	W-103
SCALE:	NTS
EFFECTIVE DATE:	12/15/00

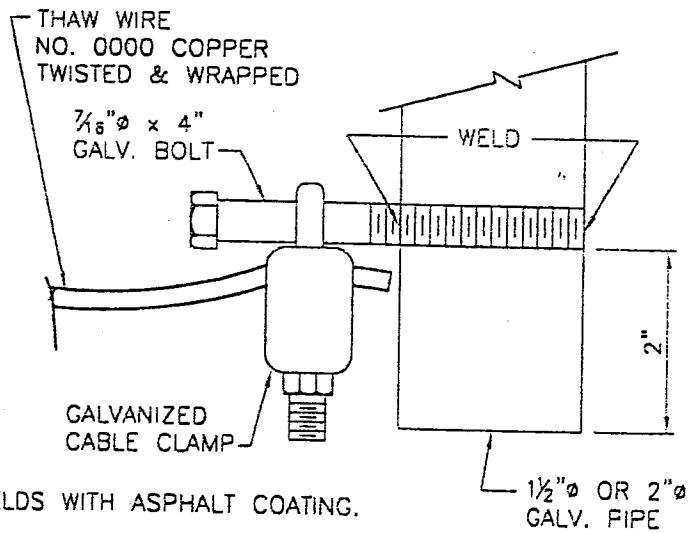
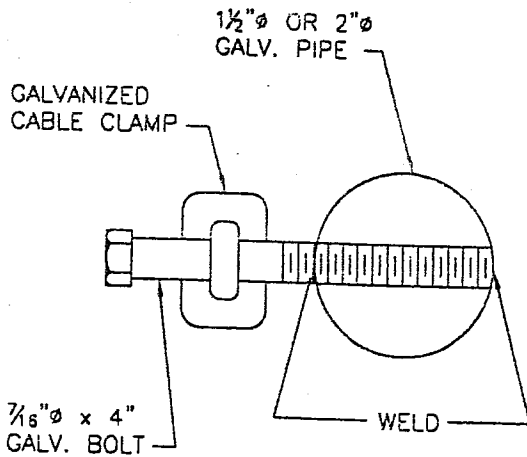
GALVANIZED
CABLE CLAMP

THAW WIRE
NO. 0000 COPPER
TWISTED & WRAPPED

NOTE:
WHEN SERVICE IS TAPPED, THE
THAW WIRE SHALL BE CAD-WELDED
TO THE PIPE.

TAPPING SADDLE

DETAIL "A"



NOTE: PROTECT WELDS WITH ASPHALT COATING.

PLAN

ELEVATION

DETAIL "B"

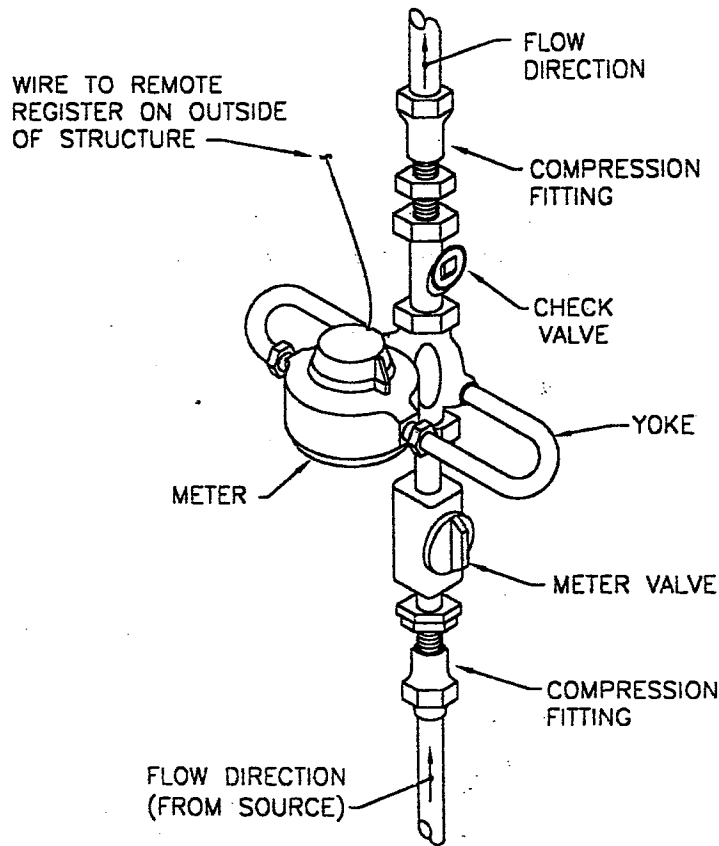


SERVICE CONNECTION
THAW WIRE DETAIL
(2 OF 2)

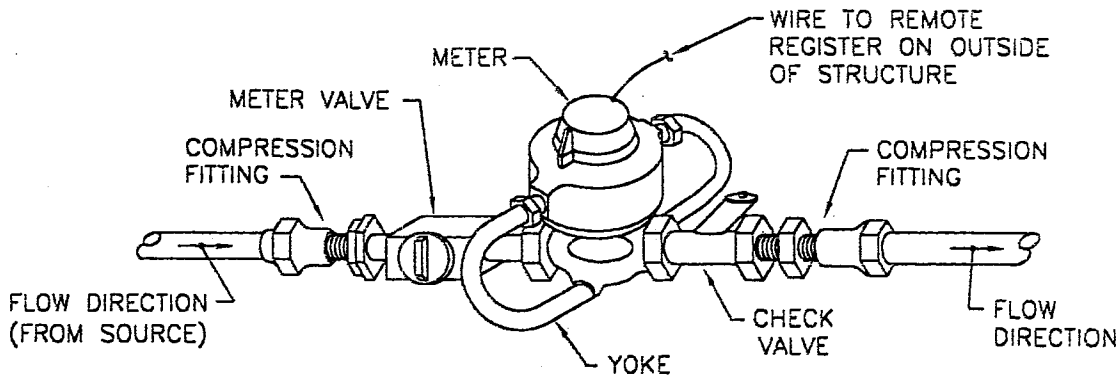
STD. DWG. NO.: W-103

SCALE: NTS

EFFECTIVE DATE: 12/15/00



VERTICAL ALIGNMENT



HORIZONTAL ALIGNMENT

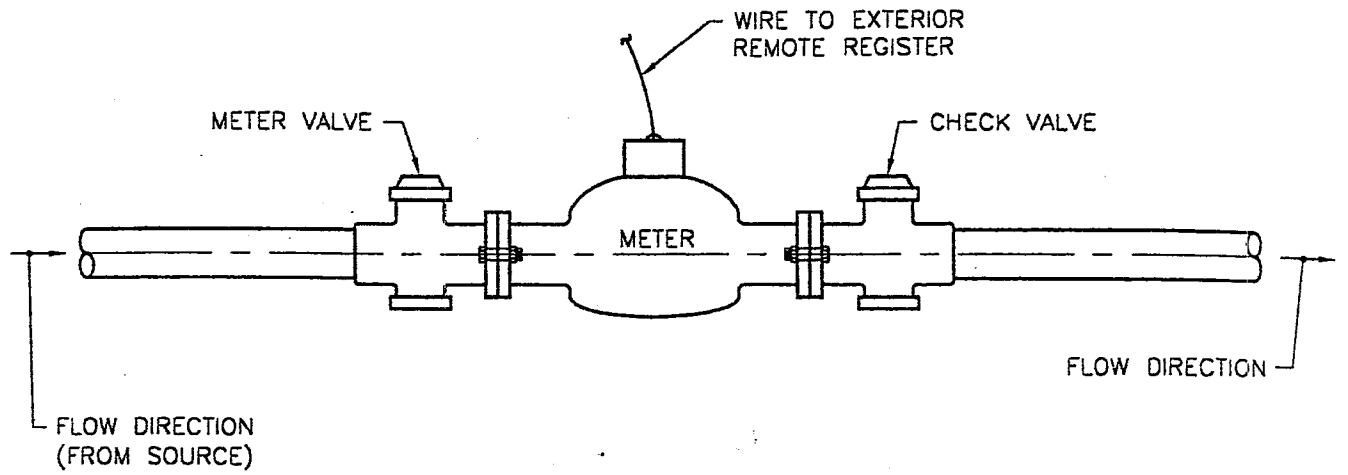
NOTES:

1. SERVICE PIPE MATERIAL SHALL MEET ADOPTED PLUMBING CODE REQUIREMENTS.
2. METER SHALL BE INSTALLED WITH THE METER FACE FACING UP.

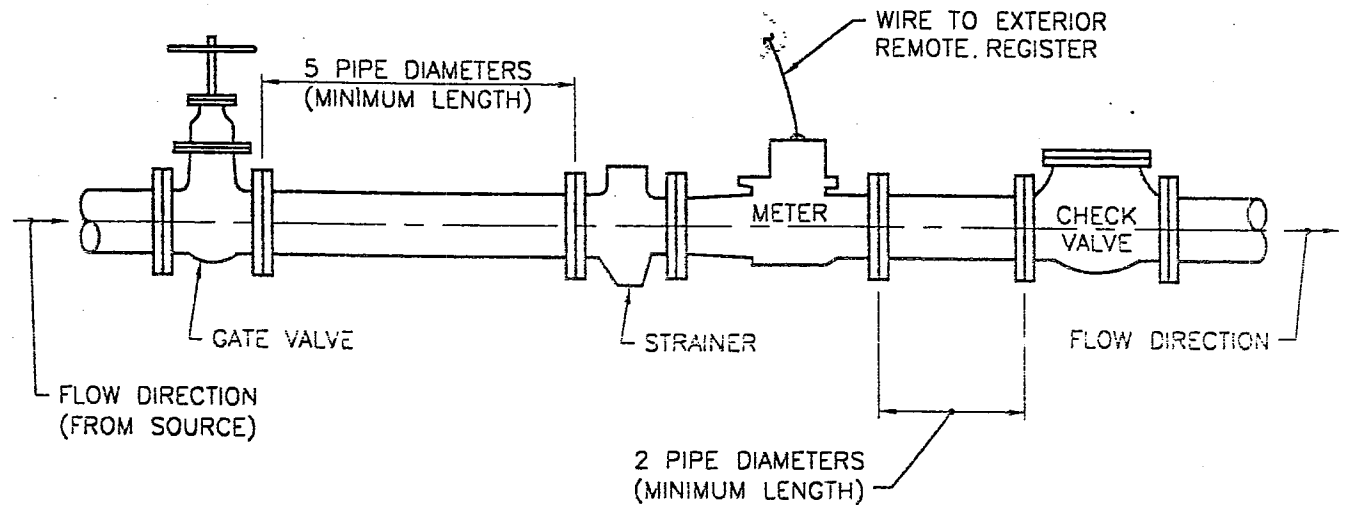


**WATER METER INSTALLATION
(3/4" AND 1" METERS,
INTERIOR INSTALLATION)**

STD. DWG. NO.:	W-105
SCALE:	NTS
EFFECTIVE DATE:	5/15/01



1-1/2" AND 2" DIAMETER ASSEMBLY



3" DIAMETER AND LARGER ASSEMBLY

NOTES:

1. SERVICE PIPE MATERIAL SHALL MEET ADOPTED PLUMBING CODE REQUIREMENTS.
2. METER SHALL BE INSTALLED IN HORIZONTAL ALIGNMENT ONLY.
3. CONNECTIONS WITHIN THE ASSEMBLY SHALL BE THREADED OR BOLTED FLANGED, AS APPROPRIATE.

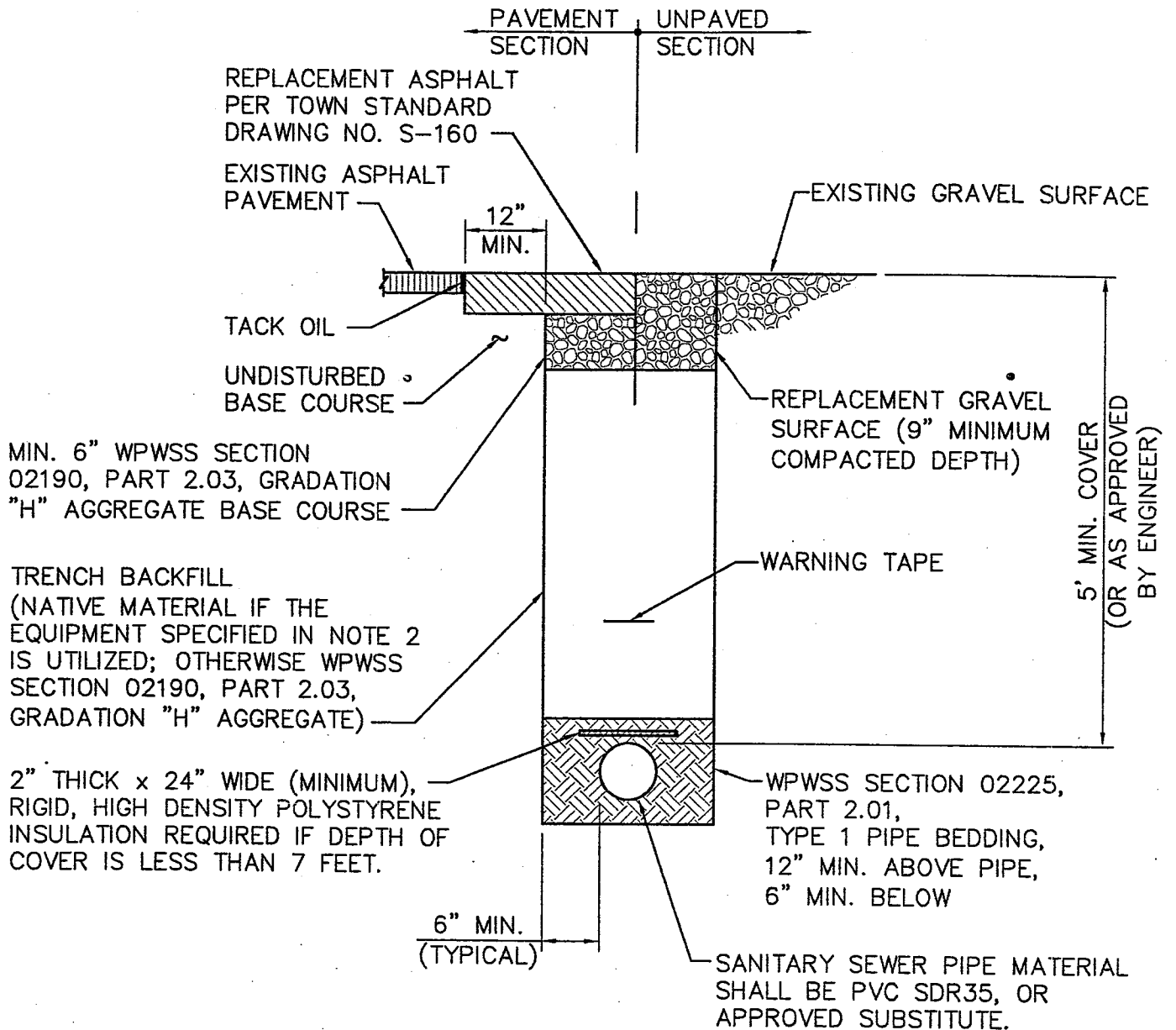


**WATER METER INSTALLATION
(1-1/2" AND LARGER METERS,
INTERIOR INSTALLATION)**

STD. DWG. NO.: W-106

SCALE: NTS

EFFECTIVE DATE: 5/15/01



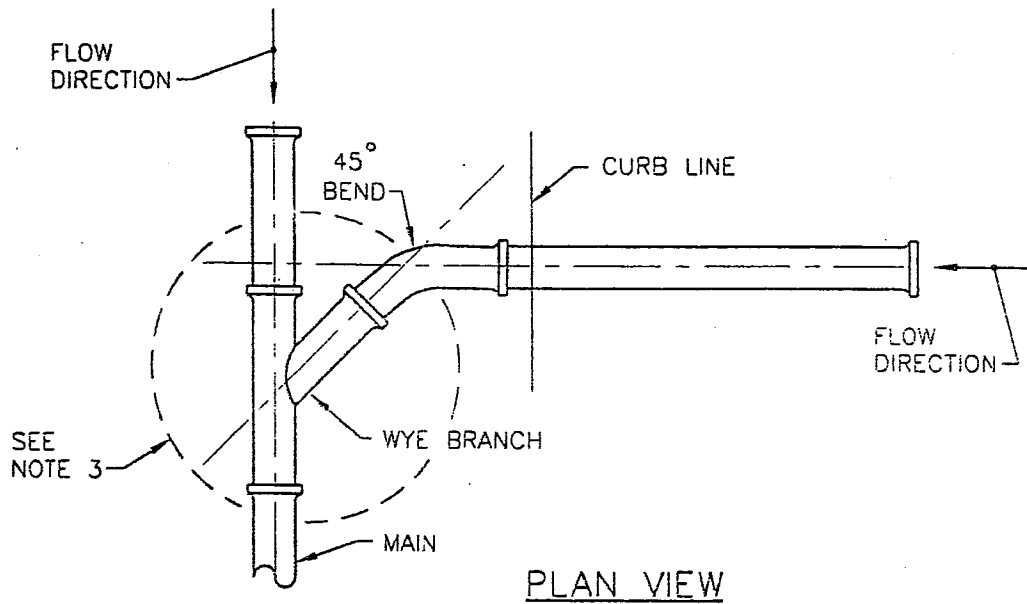
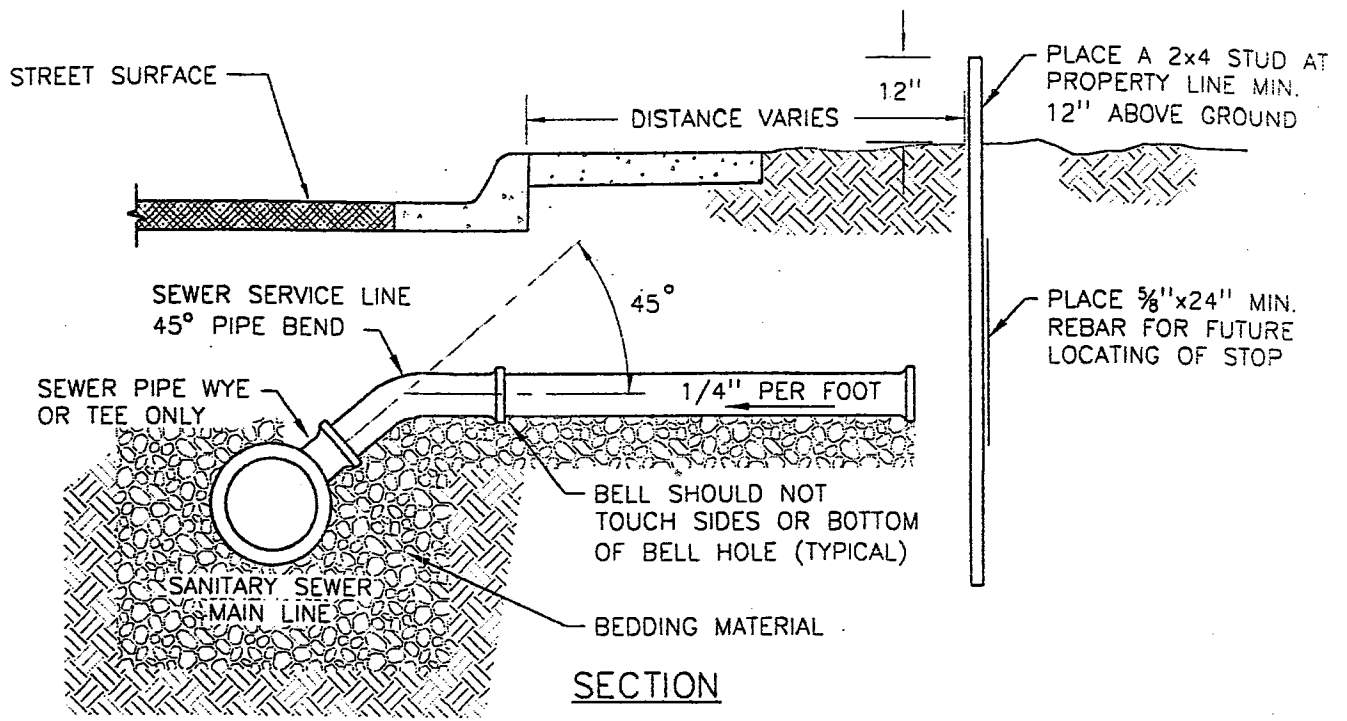
NOTES:

1. TRENCH BACKFILL BELOW THE SURFACE SHALL MEET THE FOLLOWING CRITERIA:
 - 95% MODIFIED PROCTOR DENSITY WITHIN STREET AND ALLEY RIGHTS-OF-WAY.
 - 90% MODIFIED PROCTOR DENSITY OUTSIDE STREET AND ALLEY RIGHTS-OF-WAY.
2. COMPACTION OF TRENCH BACKFILL SHALL BE CARRIED OUT WITH A HOE-PACK OR A SHEEPS FOOT ROLLER ON A BACK-HOE ARM.
3. PIPE BEDDING SHALL BE PLACED IN 6" LIFTS AND THOROUGHLY COMPACTED TO PROVIDE UNIFORM PIPE SUPPORT.
4. ALL TRENCH EXCAVATION SHALL CONFORM TO WYOMING OCCUPATIONAL HEALTH AND SAFETY ADMINISTRATION (WOSHA) REGULATIONS.



**SANITARY SEWER SERVICE
TRENCH DETAIL**

STD. DWG. NO.:	SS-100S
SCALE:	NTS
EFFECTIVE DATE:	11/22/02



NOTES:

1. FOR PVC SERVICE STUB, BELL AT THE END OF THE STUB-IN WILL BE OUT OF SQUARE. FOR SERVICES BEING INSTALLED AS PART OF A LARGER PROJECT THAT INCLUDES INSTALLATION OF A MAIN, INSTALL A SOLVENT WELD CAP TO FACILITATE TESTING.
2. NEW SERVICE CONNECTIONS TO EXISTING SANITARY SEWER MAINS SHALL BE COMPLETED BY TOWN OF JACKSON FORCES. THE PRIVATE PARTY BEING SERVED BY THE NEW CONNECTION SHALL BE RESPONSIBLE FOR CARRYING OUT BACKFILL OPERATIONS.
3. BACKFILL OPERATIONS AT NEW SERVICES CONNECTED TO EXISTING SANITARY SEWER MAINS SHALL UTILIZE CEMENT TREATED FILL ("FLOWABLE FILL") CONFORMING TO WPWSS SECTION 02225, PART 2.01B AT THE POINT OF CONNECTION.
4. MAINS AND SERVICES SHALL BE INSTALLED PER TOWN STANDARD DRAWING NO. SS-100.

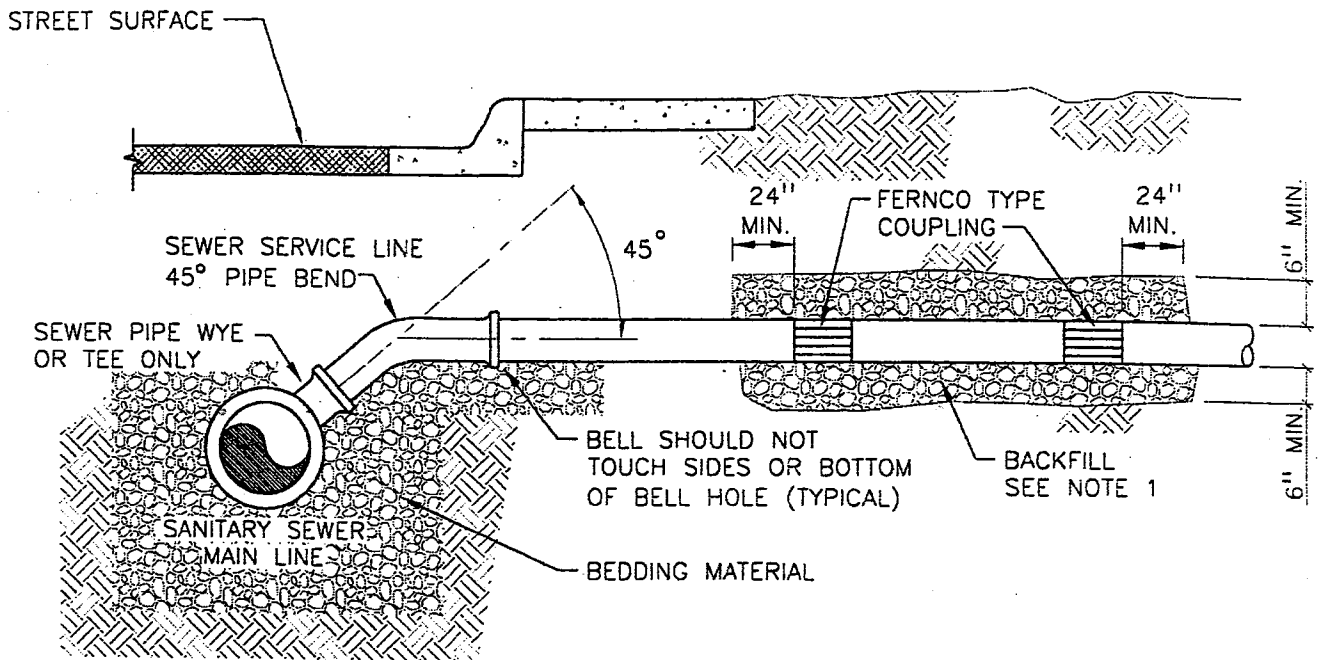


SANITARY SEWER
SERVICE LINE

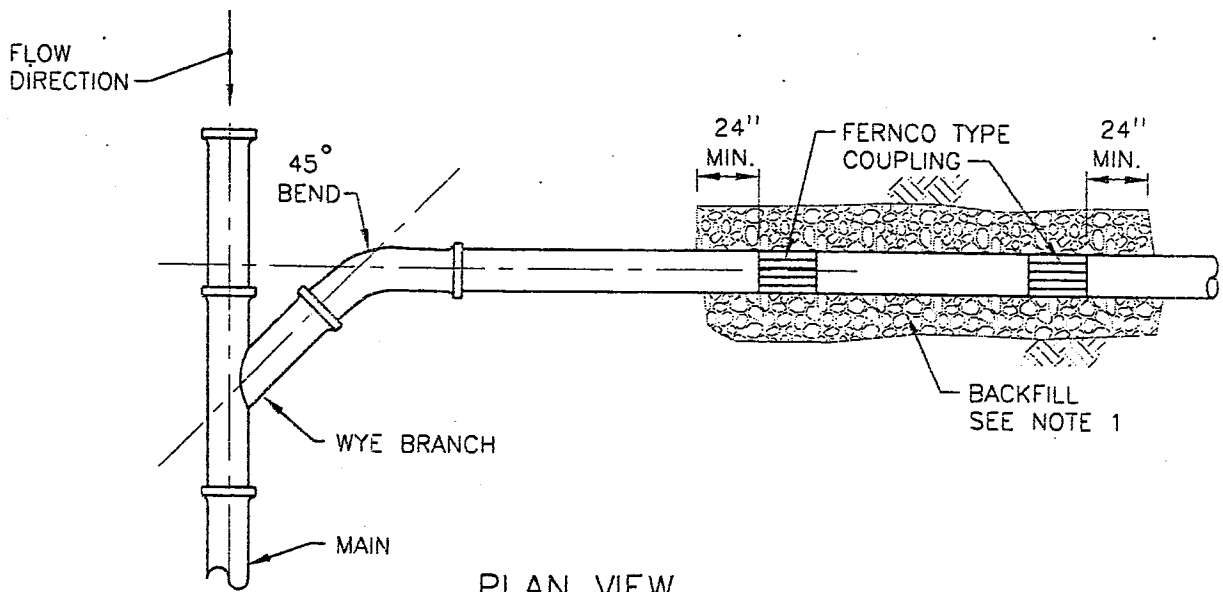
STD. DWG. NO.: SS-106

SCALE: NTS

EFFECTIVE DATE: 5/15/01



SECTION



PLAN VIEW

NOTES:

1. BACKFILL OPERATIONS AT SERVICE REPAIR SHALL UTILIZE CEMENT TREATED FILL ("FLOWABLE FILL") CONFORMING TO WPSS SECTION 02225, PART 2.01B.



SANITARY SEWER
SERVICE LINE REPAIR

STD. DWG. NO.:	SS-107
SCALE:	NTS
EFFECTIVE DATE:	5/15/01

The Meadows at Melody Ranch
Homeowner's Association

4750 South Park Road
Jackson, WY 83001
(307) 733-3559
Fax (307) 733-7907

Please note the following when installing your water meter:

1. The check valve needs to be located on the house side of the meter.
2. All irrigation systems must be installed after the meter.
3. All valves or hose bibs must be connected after the meter.
4. All water usage must be metered.

If you have any questions in regard to the installation, you may contact the
Town of Jackson Public Works at 690-5614.

Thank you!

Board of Directors:

David Quinn, Chairman
Brett Kroger
Wesley E. Flanagan
Jodi Siegfried
David Kaufman

WATER METER INSTALLATION

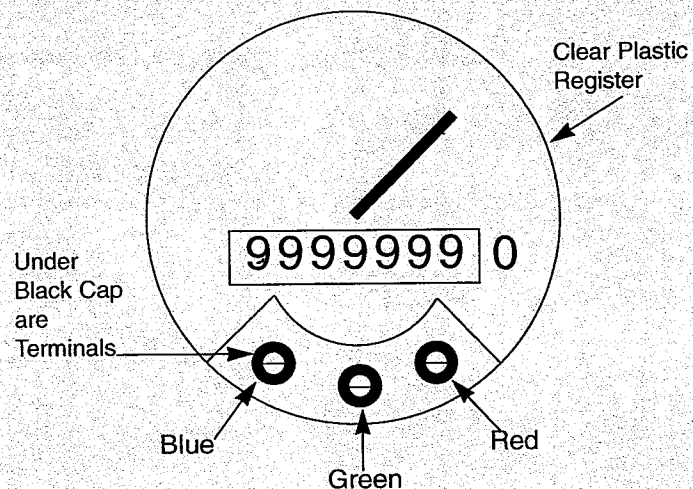
Public Works Department

1. Contractor will install water meter yoke, water meter and required backflow prevention device. Contractor (installer) will ensure the upstream plumbing has been adequately flushed prior to actual installation of the meter.

2. Contractor will install and **connect to meter** (see connection diagram) a 3 conductor "Bell" wire from meter to a location situated at a point not less than three (3) feet, nor more than five (5) feet above the adjacent ground surface on the outside of the structure by garage door or front door entrance. Color coding of the wiring will be in accordance with the connection diagram. The ARB (meter reading box) will be installed by Town of Jackson personnel.

3. Contractor will notify Public Works Department when meter installation and wiring is complete.

CONNECT METER WIRING



**Chapter 13.12
WATER METERS**

Sections:

- 13.12.010 Water meters required--Separate meter required for each establishment.**
- 13.12.020 Purchase, installation, repair, etc., to be done by town.**
- 13.12.030 Meters to be property of town.**
- 13.12.040 Location and installation generally.**
- 13.12.050 Maintenance and repairs generally.**
- 13.12.060 Property owner to repair, relocate, etc., pipes and fixtures where necessary for meter operation.**
- 13.12.070 Inspections.**
- 13.12.080 Monthly reading and record of water consumption--Failure of town to read not to affect payment obligations of owner or occupant.**
- 13.12.090 Right of entry for purposes of installation, reading, inspecting, testing, etc.--Failure to allow entry.**
- 13.12.100 Defacing, tampering with, injuring, etc.--Estimated charges for months when meter fails to register correctly.**

13.12.010 Water meters required--Separate meter required for each establishment.

- A. All water delivered to any water user from and after January 1, 1989 by means of the Town water system shall be measured by a water meter.
 - B. It shall be unlawful for any person to construct a building within the Town after June 1, 1988 without placing thereon, or on the premises upon which such construction may be made, a water meter for the measurement of water taken from the Town's water system, installed in accordance with the Town's requirements pertaining to the installation of such meters.
 - C. All water meters installed or used in connection with the Town water system shall be repaired, replaced, removed, read and recorded by and at the expense of the Town.
- (Ord. 746 § 2, 2003; Ord. 374 § 2 (part), 1988.)

13.12.020 Procurement of Water Meters.

All water meters installed or used in connection with the Town water and sewer systems shall be procured from the Town. Charges for water meters shall be according to the following schedule.

Water Meter Provision Fees											
Meter Size	3/4"	1"	1 1/2"	2"	2" Compnd	3"	3" Compnd	4"	4" Compnd	6"	6" Compnd
Meter	\$130.00	\$214.25	\$ 294.00	\$ 323.00	\$1,170.00	\$623.00	\$1,636.75	\$1,151.50	\$2,336.75	\$2,180.00	\$4,189.25
Yolk	\$26.00	\$40.75	Not Used	Not Used	Not Used	Not Used	Not Used	Not Used	Not Used	Not Used	Not Used
Check Valve	\$20.75	\$40.00	\$ 130.25	\$ 155.50	\$155.50	\$ 675.50	\$675.50	\$957.75	\$957.75	\$2,095.25	\$2,095.25
MIU Reading	\$127.00	\$127.00	\$127.00	\$127.00	\$127.00	\$127.00	\$127.00	\$127.00	\$127.00	\$127.00	\$127.00
Flanges	Not Used	Not Used	\$ 33.50	\$ 40.25	\$40.25	\$131.50	\$131.50	\$198.50	\$198.50	\$452.50	\$452.50
Total Fee	\$303.75	\$422.00	\$584.75	\$645.75	\$1,492.75	\$1,557.00	\$2,570.75	\$2,434.75	\$3,620.00	\$4,854.75	\$6,864.00

(Ord. 746 § 2, 2003; Ord. 685 § 1, 2001; Ord. 374 § 2 (part), 1988.)

13.12.030 Meters to be property of town.

Water meters installed or used in connection with the Town water system shall be and remain the property of the Town. (Ord. 746 § 2, 2003; Ord. 374 § 2 (part), 1988.)

13.12.040 Location and installation generally.

- A. Except as otherwise provided herein, all water meters installed upon any premises within the corporate limits, to measure and record the amount of water furnished by the Town, and used upon such premises shall be located and installed inside the boundary line of the premises and in the basement, utility room or other frost-proof room or building on the premises. A representative from the Town shall determine the location and method of

installing such meters, and the Town shall not be responsible or liable for damages resulting from the location and installation of meters. The property owner will agree to protect and hold the Town harmless from claims for such damages if the installation is done in a proper manner and according to all applicable provisions of this code and other town ordinances.

- B. Where the representative from the Town determines that it is not practical to make an indoor installation as outlined above, he may allow an outdoor installation to be made, provided it is made in accordance with specifications on file with the Public Works Department.
(Ord. 746 § 2, 2003; Ord. 665 § 1, 2000; Ord. 374 § 2 (part), 1988.)

13.12.050 Maintenance and repairs generally.

Normal maintenance of meters and remote readers shall be performed by the Town's employees. The consumer shall be required to protect any meter through which he receives water. The cost of repairs to any meter or remote reader, occasioned by lack of ordinary care, shall be borne by the property owner or consumer.
(Ord. 746 § 2, 2003; Ord. 374 § 2 (part), 1988.)

13.12.060 Property owner to repair, relocate, etc., pipes and fixtures where necessary for meter operation.

The property owner of the premises upon which a water meter and remote reader are located, at his own expense and in a manner satisfactory to the Town, will be required to repair, replace, reconstruct or relocate the water pipes and plumbing fixtures so that all water furnished to and used within the boundaries of the property passes through and is measured and recorded by the meter and remote reader; provided, however, that for those persons who are subject to rate reductions pursuant to the water rate resolution of the Town for senior citizen status, the cost of such plumbing changes shall be borne by the town. (Ord. 746 § 2, 2003; Ord. 374 § 2 (part), 1988.)

13.12.070 Inspections.

When deemed advisable, water meters and remote readers shall be inspected free of charge. When meter and/or remote reader inspections are made on the demand of the owner for water shutoff or otherwise, the Town Administrator may assess a charge of up to fifty dollars (\$50.00) for each inspection of each meter and/or remote reader. (Ord. 746 § 2, 2003; Ord. 665 § 2, 2000; Ord. 374 § 2 (part), 1988.)

13.12.080 Monthly reading and record of water consumption—Failure of town to read not to affect payment obligations of owner or occupant.

All water meters shall be read once a month and a proper record of the water consumption through such meter kept by the Town, in permanent form, but failure of the Town to read such meters shall not be deemed to be a waiver upon the part of the Town of any obligations of payment upon the part of the owner or occupant of such premises. If a meter is not read for any reason, the water billing for that period may be based upon an estimate by the Town and the billing shall be adjusted at the time of the next meter reading. (Ord. 746 § 2, 2003; Ord. 374 § 2 (part), 1988.)

13.12.090 Right of entry for purposes of installation, reading, inspecting, testing, etc.—Failure to allow entry.

Employees or agents of the Town shall have the right to enter upon and return from property upon which a water meter and/or remote reader are located or required at any time during reasonable working hours, for the purpose of installing, reading, inspecting, testing, repairing, adjusting, relocating, removing or replacing such meter or reader. In the event such entry is refused or in the event such owner or occupant does not contact the Town and arrange to allow employees or agents of the Town to enter upon and return from such premises within ten days after written request to make such entry, the Town shall have the right to shut off the water to such property without further notice to the owner or occupant. (Ord. 746 § 2, 2003; Ord. 374 § 2 (part), 1988.)

13.12.100 Defacing, tampering with, injuring, etc.—Estimated charges for months when meter fails to register correctly.

- A. It is unlawful for any person to deface, injure, loosen, take apart or otherwise tamper with any water meter or remote reader, to adjust or to attempt to adjust the same to reduce the reading thereof, to conduct water around such meter or to attempt in any other manner whatsoever to interfere with the correct reading by such meter or remote reader of the total amount of water furnished the premises where such meter and remote reader are installed.

- B. If, in the opinion of the Finance Department, any meter or remote reader has been tampered with, the quantity of water delivered during the month such meter or remote reader failed to register correctly by reason of such tampering, or for which no reading was obtained, shall be estimated by the Town and paid for as heretofore provided. Upon repetition of such offense, the Town may, at its option, stop the delivery of water to the premises of the person offending. (Ord. 746 § 2, 2003; Ord. 374 § 2 (part), 1988.)