

TOWN OF JAY

Water and Wastewater Department

Paul Mintz
Water and Wastewater Operator
Watersewersuper@townofjayny.gov

Mailing Address:

P.O. Box 730
Au Sable Forks, NY 12912

Jessie McDonald
Clerk to the Highway Superintendent
hwyclerk@townofjayny.gov
Telephone: (518) 647-2204 Ext 125

Physical Address:
168 Valley Road
Jay, NY 12941
Fax: (518) 946-1259

APPLICATION FOR NEW CONNECTION TO PUBLIC WATER SYSTEM (rev. 6/12/25)

Date: _____ Name of Applicant: _____
Site Address: _____ Contact #: _____
_____ Tax Map #: _____
Contractor's Name: _____ Contact #: _____

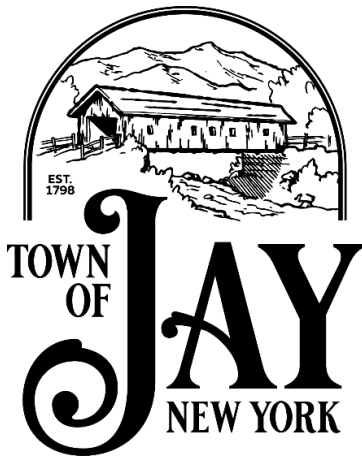
Office Use: Type of User: ☐ In District ☐ Out of District ☐ Private Line District: _____
Dept. Head approved: _____ Pre-Payment Made: _____ Work Order #: _____
Water Biller Notified: _____

Standard tap (type-K copper)
(same side of road as the water main):
¾": \$1,600.00
1": \$1,750.00

Tap with road crossing (type-K copper)
(opposite side of road as the water main):
¾": \$3,700.00
1": \$4,250.00

WATER POLICIES TO BE FOLLOWED:

1. The Homeowner/Contractor must contact the Water Department no later than 10 business days before their desired date to schedule a tap/crossing.
2. The Town will purchase and install all necessary materials for the tap and service, up to and including the curb-stop. If necessary, the town will also provide a small length of pipe, of the same diameter as the new service, to connect to the applicant's service line. All materials used will be "CTS", or copper-tube size.
3. The Town owns and maintains all components of the service line from the main to the town-installed curb-stop. The applicant owns and maintains all components from the curb-stop, but not it, to the rest of their property.
4. If the applicant's service line is a different material or diameter than the Town's installed service, it is the applicant's responsibility to provide fittings—approved by the Water Department—to make the connection. If the applicant's side of the service line is installed before the Town's, the Town will make the connection during the tapping process. If the Town's tap and curb-stop is installed before the applicant's service line, the applicant's contractor installing their service line may make the final connection, provided the Water Department has both notice and opportunity to inspect the process.
5. If the water main is on the opposite side of the road, the town cannot guarantee a successful under-road crossing. The Town of Jay will make up to three (3) attempts to bore horizontally beneath the road. If all three result in failure due to obstructions under the road, the applicant will be responsible for the cost of a private contractor to complete the crossing.
6. Taps larger than 1" (up to and including 2") require a letter from, or plans stamped by, an accredited engineer detailing the necessity; the fee will be determined by the Water Department based on the current costs.



TOWN OF JAY

Water and Wastewater Department

Paul Mintz
Water and Wastewater Operator
Watersewersuper@townofjayny.gov

Mailing Address:

P.O. Box 730
Au Sable Forks, NY 12912

Jessie McDonald
Clerk to the Highway Superintendent
hwyclerk@townofjayny.gov
Telephone: (518) 647-2204 Ext 125

Physical Address:
168 Valley Road
Jay, NY 12941
Fax: (518) 946-1259

7. Connections larger than 2" require the review of an engineer designated by the Town and the approval of the Town Board. All costs will be borne by the applicant.
8. Tap/crossing fees are to be paid BEFORE any work is started. Checks should be payable to Town of Jay. Fees are subject to change at any time based on current market conditions.
9. Final location of corporation and curb stops will be determined by the Water Superintendent.
10. The Homeowner/Contractor is required to install an acceptable Backflow Prevention Device.
11. On a service line less than 6 feet deep, the Homeowner/Contractor is required to provide insulation to protect the line from freezing.
12. The first day to schedule a tap/crossing is MAY 1st. The last day to schedule a tap/crossing is OCTOBER 15th. The last day to complete a tap/crossing is OCTOBER 31st.
13. All service lines installed by the Town will be Type-K copper or, if approved by the Water Superintendent, cross-linked polyethylene (i.e. PEX).
14. All road crossings for service laterals shall be Type-K copper or, if approved by the Water Superintendent, cross-linked polyethylene (i.e. PEX) sleeved in a larger diameter plastic pipe.
15. The Town can and will only tap publicly owned water mains. However, any new connection to a privately owned water main or service line require the approval and inspection of the Town Water Department.
16. The Town reserves the right to furnish water for a given purpose (i.e. to provide water for a single family residence, which may or may not include outbuildings, such as a garage). Any other use, including but not limited to: commercial, industrial, multifamily or multi-unit, etc., requires written permission by the Water Department. Failure to obtain permission for alternate uses may necessitate the Town to terminate water service.
17. Curb-stops installed by the Town will NOT have a drain; if needed or desired, the applicant should have a second curb-stop--with drain--installed on their side of the service line.
18. A building permit may be required; this application is NOT a replacement for a building permit.

By signing below, the applicant agrees to the terms and conditions outlined above.

Signature

Date