

**Port Ewen Water/Sewer District
Tap Application**

Owner Information

Name _____
Address _____
Phone # _____

Service Address _____

Date _____

Contractor Information

Name _____
Address _____
Phone # _____

Plumber Information

Name _____
Address _____
Phone # _____

Call Center Case # _____

Proof of Insurance submitted yes _____ no _____
Excavation permit submitted yes _____ no _____

Building permit # _____
Sec. Block, Lot # _____

Approved _____ Denied _____ Date _____
Superintendent's signature _____

Port Ewen Water/Sewer District
131 River Rd
Ulster Park, NY 12487

845-331-5900 fax 331-5981

Water/Sewer Tap Checklist

1. Water/Sewer tap application must be filled out completely and returned to the office of the Superintendent.
2. **Please note:** Incomplete applications will be denied
3. Contractor or owner must notify the Water/Sewer District in advance so lines can be marked out. Five (5) working days notice must be given in order to schedule a water and or sewer tap.
4. Contractor or owner must apply for an excavation permit from the Town of Esopus Highway Department or the Ulster County Highway Department and attach a copy of the permit to this application. Backfilling of the excavation site will be done using item # 4 or subject to the specifications of the agency in charge of the road.
5. Contractor must submit a bond, naming the Port Ewen Water/Sewer District, in the amount of \$ 10,000.00 and also submit proof of liability insurance in the amount of \$ 1,000,000.00 or more. Copies of insurance certificates will remain on file in the office
the Superintendent.
6. Contractor or owner must call **Dig Safely New York**

1-800-962-7962
It's the Law - 2 Full working days before you dig
The call center case number must be listed on the application.
7. Water/Sewer taps will be done by Department personnel unless otherwise specified. The Superintendent will specify where taps will be made.
8. One (1) water meter will be provide per tap, and all plumbing work must comply with Town of Esopus Code. The contractor or owner will supply all plumbing materials.
9. A OSHA approved trench box will be required on all taps.
10. Fees for Water/Sewer taps are as follows:
Water tap - \$ 200.00
Sewer tap - \$ 200.00
Only checks or money orders accepted.
11. A site plan must be submitted with the application, showing the lot and proposed placement of any and all structures.
12. A final inspection of the meter installation will be done prior to the issuance of a Certificate of Occupancy by the Building Department.