# NAVAJO TRIBAL UTILITY AUTHORITY

WATER & WASTEWATER FACILITIES PERMISSION TO TAP



FACILITIES
-

#### NTUA WATER SERVICE TAP PROCEDURES

The following procedures are to be adhered to by customer(s) and/or private contractor(s) for all water and wastewater taps and line constructions involving NTUA systems.

Approval of the permission to tap form will be granted upon full compliance with NTUA's requirements. Non-compliance of these requirements and/or NTUA's construction and material standards will result in disapproval to tap and/or construction; and service will not be initiated until all discrepancies are corrected.

Listed below are the necessary steps (check list) for all concerned parties to follow. When construction is completed and all pertinent information and documents are compiled and submitted; the District Manager and Water/Wastewater Foreman will approve and submit a copy of the final transfer package to the NTUA HQ Civil Engineering Dept. NOTE: The NTUA does not accept operation and maintenance responsibilities for customer sewer service lines or septic tank systems. These will be the customer's responsibility.

- 3. (\_) Standard Material Listing: The respective NTUA District Office will review the standard drawings (WS-1, WS-2, WS-3, SS-1) and select the drawing(s) that apply. Please note the standard drawings are for 1" and 2" water services and 4" wastewater services only. Water service(s) over 2" and wastewater service(s) over 4", will require deviation from the standard construction drawings and material listings. Contact NTUA HQ Civil Engineering Dept. for any deviation. Note: The NTUA does not compensate customers for any donated materials.

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- 5. (\_) The customer(s) shall provide copies of home-site lease or land use permits, archeological clearances, deposits, service applications, customer meter requests, and etc.
- 6. (\_) Pressure readings, elevations, and system as-built ties information: these are to be provided on both the proposed and the as-built drawings. Flow requirements and demand should be submitted to size the meter and/or verify wastewater system capacity. The NTUA can assist customer(s) in determining these requirements.
- 7. (\_) Open Trench Policy: NTUA may monitor the tap and construction of water and wastewater facilities. It is important to notify one of the main contact persons at NTUA at least three working days prior to actual construction.
- 8. (\_\_) Final Inspection: All discrepancies/deficiencies shall be corrected by the customer and /or contractor and verified by NTUA.
- 9. (\_) As-built requirements and cost of plant: <u>Very Important!</u> The NTUA requires <u>as-constructed</u> as-built drawings with swing ties and all pertinent information, to be submitted upon completion. Please submit a cost of plant list up to the metering point, of the following: (The cost of plant should be attached to the TA as Exhibit "A".)

A. MATERIALS (List of items installed.)

- B. LABOR
- C. EQUIPMENT
- \* D. TOTAL
- \* Total cost of plant to be included on transfer agreement.

- 10.
- (\_\_) The customer(s) and/or contractor(s) shall provide NTUA a one-year warranty period on workmanship and materials. The Transfer Agreement will document the beginning date of the warranty period and it will authorize the NTUA to incorporate the capitalized portion of the project (see Item 9, the cost of plant) into the plant records; and to operate and maintain such facilities. (See attached Transfer Agreement.)
- 11. (\_) Initiation of service by the NTUA.
- 12. (\_) Submit a copy of the <u>**Transfer Package**</u> to NTUA HQ Civil Engineering. Provide copies to customer(s) and respective NTUA District Office.
  - A. Complete Construction As-Built drawings with NTUA system tie information.
  - B: R.O.W. Agreement/Grant of Easement
  - C. Final Inspection Certifications
  - D. Completed Transfer Agreement w/Cost of Plant

## Instructions-Permission to Tap an existing NTUA Water line

This form is to be filled out and submitted to NTUA at least ten (10) working days prior to the requested date of construction of the tap. The ten (10) working days is to allow for the scheduling of an NTUA inspector and this does not imply that a full review with permission to tap being approved or disapproved will be issued in that time period.

Upon approval, a copy of the approved permission to tap form will be sent to the requestor with the local NTUA office retaining the original copy.

All addresses shall include the Zip Code. All telephone numbers shall include the Area Code.

- 1 a. Permanent addresses and telephone number of the requestor. In some cases this will be a contractor, if not the customer.
  - b. Local address and telephone number.
  - c. Vicinity location of the tap and/or project.
- 2. If the person to coordinate with NTUA is the same as item 1a, then write the appropriate number and letter in the name space. In most cases, this is the customer and not a contractor. If other than 1a, complete the information required.
- 3. Complete information required.
- 4. Self-explanatory.
- 5. Self-explanatory.
- 6. One copy of the PTT with the specifications and drawings is to remain at the local NTUA District Office. After review by the District Office, the original request form and copies of both the specifications and drawings are to be forwarded to the NTUA Headquarters Civil Engineering Department, unless this is an I.H.S./O.E.H. P.L. 86-121 project or a N.H.A. project.
  - If this is a P.L. 86-121 project, the documents will be sent to the NTUA Headquarters Special Operations Department. If this is a N.H.A. project, the documents will be sent to the NTUA NHA Projects Coordinator, NTUA Headquarters, Civil Engineering Department.

If both sewer and water taps are requested and covered in the same set of drawings and specifications, the original copy of the PTT and copies of the drawings and specifications are to be forwarded to the NTUA Headquarters Civil Engineering Department. Reproducible Mylar's or Sepias may be substituted for drawings forwarded to NTUA Headquarters since the Engineering Department can reproduce the copies required.

Under any "NO" conditions, other than P.L. 86-121 projects, attach a note of explanation.

Before forwarding the documentations to NTUA Headquarters, Civil Engineering Department, the local NTUA District Office will check the drawing(s) for:

- A. The basis of elevation as given by showing the bench-mark identification, location, and elevation;
- B. A description of the tap point that gives specific ties to existing facilities and drawings in the NTUA files.
- C. Detail drawing of tap point and materials to be used; may require submittals.
- D. The portion of the proposed system that is to be transferred to NTUA for operations and maintenance is indicated, per attached ROW and/or Grant of Easement Documentation(s). Item "D" does not apply to P.L. 86-121 projects since this is covered in detail in other documents.
- 7. The type of service requested such as Residential Domestic, Commercial, or Industrial and Permanent or Temporary Service, (e.g., "Permanent Residential Domestic"), will be stated plus the meter size. If questions arise contact the NTUA Civil Engineering for assistance on information required for these entries on the request forms.
- 8. Provide customer requested flows rates and demands required.
- 9. If the customer requires both domestic and fire flow services, the NTUA may require a single or dual meter set up for this purpose based on flow rates required. Flow rates required shall be submitted.
- 10. The hour of the day as well as the date, are expected entries in this space. Provide enough lead-time for tap approval and to schedule an inspector, a minimum of ten (10) working days.
- 11. Signatures of customer(s) and/or contractor(s) responsible for tap construction and acceptance by NTUA.
- 12. Self-explanatory.
- 13. The District Engineering will do a complete review of the PTT with the assistance of the District Water Department.

- 14. The District Water Foreman will do a complete review of the PTT with the assistance of the District Engineering Dept. Attach a list of District operational constraints and current operating problems that affect or will be caused by the approval of this permission to tap. If there are no operational constraints or problems, write "NOP" beside the date of the signature.
- 15. Self-explanatory
- 16. The District Manager will do a complete review of the permission to tap forms and related documents.
- 17. Self-explanatory, per the local NTUA District office schedule.
- 18. Self-explanatory.
- 19. Unless otherwise noted, a list of restrictions, recommendations, conditions, notes, and etc. on the approval will be stated.

## PERMISSION TO TAP AN EXISTING N.T.U.A. WATER LINE

1.	Requester	
	a. NAME TITLE ORGANIZATION PERMANENT ADDRESS TELEPHONE #	
	b. LOCAL ADDRESS	:
	LOCAL PHONE #	:
	c. VICINITY/LOCATI OF TAP/PROJECT	ON:
2.	<u>Person responsible for tap o</u> <u>Utility Authority.</u>	construction and its acceptance by the Navajo Tribal
	NAME TITLE ORGANIZATION ADDRESS	
	TELEPHONE #	
3.	<u>Person responsible for payin</u> the construction is completed	g the Navajo Tribal Utility Authority for service after and accepted.
	NAME TITLE ORGANIZATION ADDRESS	
,	TELEPHONE #	
4.	Date request is submitted to t	he Navajo Tribal Utility Authority.
	DATE	
5.	Submitted to:	
	NAME TITLE NTUA OFFICE	

Revised 06/03-W

6. Specifications and Drawings of proposed construction attached? \_\_\_\_\_ (Yes/No).

#### 7. <u>Actual Services:</u>

ACTUAL NUMBER	:	•	
METER SIZE	÷		 
TYPE OF SERVICE	*	•	

REMARKS (Type of Building Served):

8. <u>Water demand/customer requested flow rates and minimum available pressure at</u> the meter outlet.

NORMAL	:	GPM
PEAK	·	 GPM
PRESSURE	:	PSI
@ ELEVATION OF	·	FT. above MSL

- 9. <u>Fire Flow Demand is not guaranteed and is based only on what the system will</u> <u>provide.</u> FOR NTUA INFORMATION: Flow rate and minimum available pressure at the meter outlet.
- QUANTITY
   Sprinkler system
   Total Fire Hydrant Flow

   QUANTITY
   \_\_\_\_\_\_\_GPM

   DURATION
   \_\_\_\_\_\_\_MINS.

   PRESSURE
   \_\_\_\_\_\_\_PSI

   SIMULTANEOUS USE
   \_\_\_\_\_\_\_(YES/NO)
- 10. Requested Date and Time of the actual construction of the tap:
- 11. I agree to adhere to the Navajo Tribal Utility Authority (NTUA) construction methods, material standards, line test procedures, disinfections requirements, water and wastewater construction policies, As-built drawing requirements, and tariff requirements, as they pertain to tapping the existing NTUA water and wastewater facilities; and the constructed utilities to be transferred to NTUA for operations and maintenance, with services provided by the NTUA thereafter.

Signature	Print	Date
Signature	Print	Date
Signature	Print	Date

- 13. Specifications and proposed construction drawings reviewed by:

District Engineering Dept. Date Specifications and proposed construction drawings reviewed and approved by: 14. District W/WW Foreman \*OCP? (Yes/No) Date \* "OC/P" = Operational constraints/problems. If YES, attach list of current operating problems that will affect PTT. 15. Assigned NTUA inspector's name. Name/Title 16. Reviewed by District Manager. Signature Date Approved time and date of construction of tap. 17. Time and Date: 18. Permission to Tap reviewed and approved by. NTUA HQ, Civil Engineering Dept./Title Date 19. Comments / Remarks:

## FINAL INSPECTION FOR INDIVIDUAL FACILITIES

Homeowner's Name: Address:	
Location of Service: Water System Name/Project No:	
Description of Building Served:	·
Facilities Installed:	<ul> <li>() Water line/Water tap</li> <li>() Sewer line/Sewer tap</li> <li>() Sewer septic system. <u>Note: For information only</u>.</li> </ul>
Construction Completion Date:	
Construction As-Built provided To Operating Utility:	Date:By:
Final Inspection Date:	·
Attendees: NAME(S)	REPRESENTING:
· · · · · · · · · · · · · · · · · · ·	······
The facilities indicated above have corrected to NTUA's requirements "Transfer Agreement" for normal o	
material and workmanship for one ye	will warranty these facilities against defects in ear, beginning and ending
Customer's Signature/Date	NTUA Representative/Title/Date

## WATER/WASTEWATER TEST CERTIFICATIONS

DISTRICT:	DATE:
WATER SYSTEM	
CUSTOMER: LOCATION:	
LOCATION OF LINE TESTED:	PASSED :*FAILED: ed.
PRESSURE TEST RESULTS: (Attacl	n work sheets)
<ol> <li>Duration of Test :</li> <li>Allowable Leakage :</li> </ol>	PSI HRS. Gals. Gals.
DATE (Water Sample to Lab) :_	Lab no.:
RESULTS OF BACTEE: *If FAILED, water must be re-sampled TEST RESULTS CERTIFIED BY:	
NTI WASTEWATER SYSTEM	UA REPRESENTATIVE / TITLE DATE
LOCATION OF LINE TESTED: LENGTH, SIZE, & TYPE OF PIPE:	SECTION OF
WASTEWATER TESTS: (Attach work	sheets)
1.Line Test*:2.Manhole Test**:	Gal/Section/2 hrs. Gal/MH/2 Hrs.
<ul> <li>TEST RESULTS CERTIFIED BY:</li> <li>* Allowable Leakage: &lt;_1 Gal./Section with 4 feet of head test pressure.</li> <li>** Allowable Exfiltration: &lt;_5 gal/MH/2</li> </ul>	NTUA REPRESENTATIVE / TITLE DATE n/2hrs. for 8" to 12" lines, regardless of length,

# UTILITY TRANSFER AGREEMENT

This agreement is made between \_\_\_\_\_\_, hereinafter called the Grantor and the NAVAJO TRIBAL UTILITY AUTHORITY, hereinafter called the Grantee.

WHEREAS, the Grantor has constructed or caused to have constructed water and wastewater facilities located at or near\_\_\_\_\_\_as shown on the plans titled\_\_\_\_\_\_, designed by\_\_\_\_\_\_, and dated \_\_\_\_\_\_\_and said facilities and related final as-built plans already have been inspected, accepted and approved by the Grantee, and;

WHEREAS, the Grantor wishes to convey to the Grantee all his interest in these facilities and appurtenances constructed at the above-mentioned location on or about the above-mentioned time, along with all rights, rights of way, and privileges so that the Grantee may own, operate, and maintain all such facilities and appurtenances.

#### NOW THEREFORE IT IS AGREED:

For consideration of \$1.00 the receipt of which already has been acknowledged, the Grantor transfers, assigns, grants, and conveys to the Grantee all rights, titles, interests, easements, and rights of way in the aforementioned facilities, and;

The Grantee agrees to accept such aforementioned facilities, and further agrees to own, operate, and maintain such facilities in a reasonable and prudent manner until such facilities are determined to be no longer of any value. Further, the Grantor hereby warranties all such facilities against defects in workmanship and materials, and for design deficiencies, errors and omissions for the period of one year beginning on \_\_\_\_\_\_ and ending on

A listing of the total inventory and Cost of Plant determined by the Grantor to be transferred to the Grantee is attached as EXHIBIT \_\_\_\_\_ and made a part of this Utility Transfer Agreement. The total Cost of Plant as appears on this document is \$\_\_\_\_\_.

IN WITNESS THEREOF, both parties have signed and dated this agreement.

Grantor

Signature

Date:

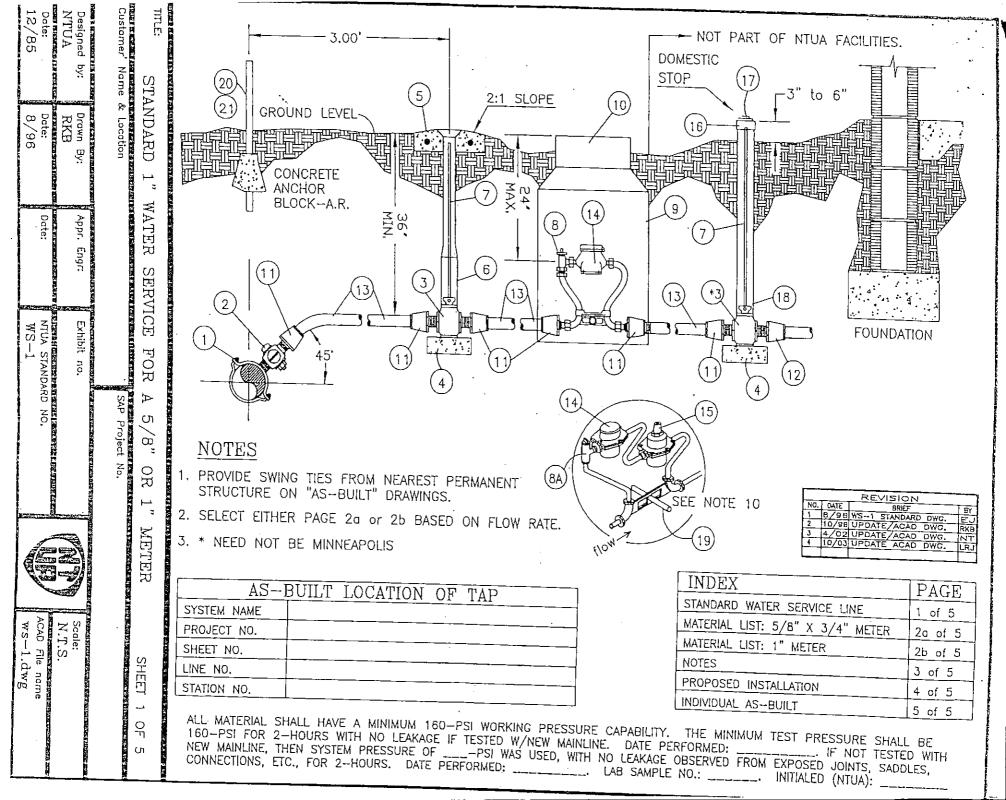
Print Name/Title

Navajo Tribal Utility Authority:

Signature

Date

Print Name/Title



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14 P.A.	<b>WW</b>	Exhibit		R	10	1	METER BOX COVER with LOCKING DOUBLE LID, for 20" O.D. METER CAN, 11-1/2" MINIMUM INNER LID	8	
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- 1. PROVIDE 10' MIN. HORIZONTAL SEPARATION IN SEPARATE TRENCHES BETWEEN WATER AND SEWER SERVICES, PAST THE BUILDING PLUMBING. PROVIDE 5 FOOT MIN. HORIZONTAL SEPARATION BETWEEN WATER SERVICE AND OTHER UTILITITES .. FOR WATER AND SEWER CROSSINGS, PROVIDE A MIN. OF 12" VERTICAL CLEARANCE, PIPE O.D. TO PIPE O.D. IF WATER SERVICE CROSSES OTHER SERVICES SEE THE NTUA CROSSING POLICY.
- 2. BUILDING PLUMBING, WATER AND SEWER SERVICES TO BE INSTALLED IN ACCORDANCE WITH THE NATIONAL PLUMBING CODE ADOPTED BY THE NAVAJO NATION.
- 3. WATER SERVICES SHALL HAVE A MIN. COVER OF 36" AND SHALL BE INSTALLED IN CONFORMANCE WITH THE NTUA STANDARDS. CEMENT SOLVENT WELDED METHODS ARE NOT ACCEPTABLE.
- 4. SADDLES SHALL BE BRONZE/BRASS TYPE WITH 1" FIPT TAPPED AND A MIN. 2" BAND CONNECTOR, SIZED FOR THE APPROPRIATE STEEL PIPE SIZED PVC PIPE O.D. OR SHALL BE DOUBLE STRAP STYLE FOR D.I. OR A.C. ON EXISTING 2" PIPING, A TEE SHALL BE USED INSTEAD OF A SADDLE TAP. CONTACT NTUA HEADQUARTERS ENGINEERING ON PIPING SMALLER THAN 2".
- 5. STATE THE EXISTING PIPE TYPE AND O.D. (e.g. 6.50" SDR-21, PVC PIPE, ASTM D-2241.)
- 6. PROVIDE THE AS-BUILT TIES AND SWING TIES INFORMATION FOR THE TAP POINT AND OTHER APPURTENANCES INSTALLED.
- 7. THE WATER METER SHALL BE SET A MAX. OF 24" BELOW THE TOP OF THE METER BOX COVER.
- 8. THE METER CAN SHALL BE ON STABLE GROUND OR SUPPORTED AT THE METER CAN'S (90") QUARTER POINTS. THE METER CAN SHALL BE CONTINUOUS TO THE SERVICE LINE DEPTH AND SUPPORTED ABOVE THE SERVICE LINE OR HAVE ACCESS PORTS FOR THE SERVICE LINE ENTRY AND EXIT. THE METER CAN SHALL BE LOCATED JUST BEYOND THE SIDEWALK AT THE PROPERTY LINE OR WITH OWNER'S PERMISSION A MIN. OF 10' FROM THE BUILDING.
- 9. STATE THE SIZE AND TYPE OF THE PROPOSED TAP POINT AND PIPE TO BE CONNECTED.
- 10. THE NTUA RECOMMENDED TAP POINT PRESSURE SHALL BE BETWEEN 40-psi AND 70-psi WITH NO APPRECIABLE CHANGE IN ELEVATION BETWEEN THE TAP POINT AND HOME SITE. 1" WATER SERVICE LINES ARE LIMITED TO A MAX. OF 200'. IF THE PRESSURE AT THE HOME SITE IS ABOVE 70-psi, INSTALL THE APPROPRIATE TANDEM COPPERSETTER WITH AN INDIVIDUAL PRV (ITEM 8A).
- 11. USE FIELD MARKERS WHERE APPROPRIATE AND PROVIDE THE SURFACE DESCRIPTION OF THE TAP POINT, (e.g. OPEN FIELD, GRAVEL ROAD, etc.)
- 12. IN RURAL AREAS, INSTALL THE CURB STOP AND MARKER POST 3' FROM TAP POINT. IF NOT APPROPRIATE, INSTALL THE FIELD MARKER 3' FROM THE CURB STOP AND THE CURB STOP 3' FROM THE METER. IN URBAN AREAS, INSTALL CURB STOPS BETWEEN BACK OF CURB AND THE METER.
- 13. SUBMIT CONSTRUCTION COST OF PLANT LISTING, TO INCORPORATE THE CAPITALIZED PORTION OF THE PROJECT (up to the Meter) INTO THE PLANT RECORDS, AS FOLLOWS: A. MATERIAL COST B. LABOR COST C. EQUIPMENT COST. E. TOTAL CONSTRUCTION COST. THE COST OF PLANT SHALL BE ATTACHED TO TRANSFER AGREEMENT AS EXHIBIT "A". Ľ

REVISION

NO. DATE

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TITLE:	网络静脉节 使变性 医黄疸 医子子子宫 医子子子	ENERAL NOT	ES FOR WATER SERVIO	CE SHEET 3 OF 5
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Designed by: NTUA	Drawn By: RKB	Appr. Engr:	Exhibit no.	Scole: N.T.S.
Date: 12/85	Date: 8/96	Date:	NTUA STANDARD NO. WS-1c	ACAD File nome ws-1_notes.dwg
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