

WATER RESOURCES DEPARTMENT
ADDITIONAL REQUIREMENTS, PROCEDURES, AND POLICIES FOR
WATER FACILITY CONSTRUCTION



Letter of Authorization

Name: _____ Account No: _____

Service Address: _____

Mailing Address: _____

Phone: _____ Work Phone: _____ Email: _____

I certify that I am the legal owner of the above property located in the City of Pomona and hereby request and authorize the City to:

- Remove existing _____" meter and abandon existing _____" water service lateral.
- Relocate existing water meter to new service line upon City inspector approval. (Permit and plan/sketch required)
- Install 1" Service Lateral. Customer to mark location and attach 8.5"x11" sketch showing where meter and driveway approach will be.
- Install 2" Service Lateral. Customer to mark location and attach 8.5"x11" sketch showing where meter and driveway approach will be.
- Install _____" Meter. Customer to mark meter box location and attach 8.5"x11" sketch showing where meter will be. Fire Meter *Commercial
- Upgrade existing _____" meter to _____" meter. ** *Commercial
- Downgrade existing _____" meter to _____" meter. ** * Commercial
- Install () _____" new service lateral(s) and _____" meter(s) per CO-_____ water development plans.
- Install () _____" new service lateral(s) and _____" fire sprinkler service meter(s) per CO-_____ water development plans.

* ***All commercial properties require backflow devices and current test prior to requesting installation or upgrade/downgrade of meter. Call WRD for more information (909) 620-2251***

** ***I understand that there will be a charge to upgrade/downgrade a water meter and/or service in the future should a need arise or be required. I am also aware that once a meter is installed my utility service and account becomes active.***

(Signature of property owner)

(Date)

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CITY SERVICE LATERAL INSTALLATION(S) AND CITY METER SETTING(S) REQUIREMENTS:

- 1) All required meter, lateral, and engineering fees paid in advance.
- 2) Curb front clearly marked with a "W" as an indicator for meter location(s).
- 3) 8.5"x11" sketch or water development plan is required for work to begin. Drawing must show location of driveway.

Scheduled completion date: Up to six (6) weeks from date of Public Works receipt of all required fees from contractor/customer.

- Failure for contractor/customer to provide visible curb marking(s) for location and/or obstruction(s) of any type at marked location(s) will cause a delay in scheduling and completion.

CONTRACTOR SERVICE LINE INSTALLATION(S) AND CITY METER SETTING(S) REQUIREMENTS:

- 1) All required water and engineering fees paid in advance.
- 2) City approved water development plans or sketch.
- 3) City Public Works Inspector approval of completed service installation(s).

Scheduled completion date: Up to six (6) weeks from date of: Public Works receipt of City Inspectors approval of completed service installation(s) and work order(s) issued to the Water Distribution staff.

- City Public Works Inspector approval of completed service installation(s) is required prior to work order(s) issued to field for meter setting(s).
- Meter(s) must be set prior to any meter box or sidewalk installation(s).
- Meter box(s) are furnished by contractor(s).

METER(S) AND SERVICE(S) 3" OR LARGER TO BE FURNISHED, SET, AND INSTALLED BY CONTRACTOR, WITH APPROVED WATER DEVELOPMENT PLANS AND CITY PUBLIC WORKS INSPECTOR APPROVAL. METER(S) 2" OR SMALLER TO BE FURNISHED AND SET BY CITY WATER DISTRIBUTION STAFF. ONCE THE METER(S) IS INSTALLED, THE WATER RESOURCES METER ACCOUNT BECOMES ACTIVE.

CITY MAIN LINE SHUT DOWN POLICY AND CONTRACTOR REQUIREMENTS:

- "REQUEST FOR SHUT DOWN" form(s) must be completed in its entirety and submitted by the Public Works Inspector to the Water Distribution staff for approval.
- "REQUEST FOR SHUT DOWN" can only be scheduled during non-holiday periods and Tuesday through Thursday. NO MONDAY OR FRIDAY "REQUEST FOR SHUT DOWN" WILL BE APPROVED.
- Completed and approved "REQUEST FOR SHUT DOWN" form(s) must be received by the Water Distribution staff NO LESS than two (2) full working days prior to the requested shut down date.
- Los Angeles County Fire Station No. 101, (909) 620-2201 must be notified and approve of date, time, duration, affected area, and affected fire hydrants and/or fire sprinkler backflow devices for scheduled shut down.
- ALL customers impacted by shut down to be notified in writing of date, time, and duration of the shut down, NO LESS than forty-eight (48) hours prior to shut down.
- Temporary "highline water service" to be provided to all customers affected by a shut down in duration of eight (8) hours or longer per day.
- Bottled water must be provided to impacted customers upon request during the shut down period.
- The degree of customer inconvenience to be minimized at any given time during the shut down period.
- Water Resources Department must be notified in writing of any cancellation of scheduled shut down(s) NO LESS than four (4) hours prior to scheduled time of shut down. Contractor will be charged actual time and material costs incurred by the City in the event of failure to notify within time allowed.

Questions regarding these additional requirements, procedures, and policies should be directed to the Water Resources Department at (909) 620-2251.

Signature acknowledges receipt and understanding of the above "Water Resources Department Additional Requirements, Procedures, and Policies for Water Facility Construction".

PROJECT TITLE/ADDRESS: _____

COMPANY NAME: _____ PHONE NO: _____

SIGNATURE AND TITLE: _____ DATE: _____