



APPLICATION for WATER SERVICE DISCONNECTION

including
TEMPORARY DISCONNECTIONS, SEASONAL SUSPENSIONS,
and
PERMANENT DISCONNECTIONS

April 2009

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Attachments not provided in paper copies unless requested
Specifications

prepared by
Ridgewood Water

SUMMARY

There are three basic types of Disconnections of Water Service for both Domestic and Fire Services - Temporary, Seasonal, and Permanent as presented below:

TEMPORARY DISCONNECTION OF SERVICE - Property Owners can request a temporary disconnection of their service line (typically for demolition or major construction of their building) for a period of up to one year.

Requirements

Property Owners will make written application for a temporary disconnection to Ridgewood Water. To have their application be accepted, the Property Owner shall have paid all outstanding water service charges. Once accepted and then scheduled, the Property Owners shall excavate and expose a portion of their service line (on their property). Ridgewood Water will come to the site and shut the water service off at the curb stop or isolation valve, witness the Property Owner removing a short section of the service line piping, and remove the meter from the premises. Upon payment of the Disconnection Fees, Ridgewood Water will generate a Letter of Disconnection for the Property Owner, as necessary.

It is strongly recommended that Property Owners adequately cap the ends of the remaining portions of their service line piping to protect them from the intrusion of foreign materials.

Property Owners may elect to have water service continued in the form of Temporary Water Service (typically to facilitate having water for construction purposes). It is economically lucrative to coordinate this in conjunction with the Temporary Disconnection. Refer to Ridgewood Water's Water Service Package for details.

Property Owners have one year from the date of the disconnection, to have the full service restored. Should the Property Owner desire the temporary status to continue for another year, then they may apply for an extension. Should no application be received, Ridgewood Water may elect to remove/disconnect/abandon its portion of the service line back to the water main and additional fees may be levied against Property Owners and their successors.

Fees

Ridgewood Water charges \$140 for the services of performing a Disconnection of Service. There will be additional charges for handling meter sizes over 1" and for coordinating temporary water service. A \$25 extension fee is charged for extending a Temporary Disconnection of Water Service past the anniversary date.

SEASONAL SUSPENSION and PERMANENT DISCONNECTION of SERVICE - Property Owners can seasonally suspend or permanently disconnect their water service. The requirements, procedures, and fees are similar to a Temporary Disconnection. Each

instance will be specifically coordinated and there may be certain additional requirements placed on the Property Owner, such as:

for seasonal suspensions - the meter can either be left in place or removed and stored for reinstallation after the season, there shall be an additional fee of \$60 if the meter is removed (\$160 if the meter is larger than 1"), no interim water bills are generated during the time the service is suspended, and there is no requirement to remove a portion of the service piping on the property.

for permanent disconnections there may be requirements associated with the removal of the service line piping back to the water main.

CONTACT INFORMATION - Ridgewood Water provides water service to customers in the Village of Ridgewood, the Boroughs of Glen Rock and Midland Park, and the Township of Wyckoff, all in Bergen County, NJ. The main offices (administrative and customer service) of Ridgewood Water are located at 131 North Maple Avenue, Ridgewood, NJ 07451. Distribution System Maintenance (pipelines, valves, hydrants, service lines, and meters), Mapping, and Engineering Divisions are located at 205 East Glen Avenue, Ridgewood. The Operations (pumping, storage, water testing, etc.) Division is located at 399 Godwin Avenue, Midland Park. The following are telephone numbers for the various Divisions:

Main Offices and Director	(201) 670-5521
Distribution System Maintenance	(201) 670-5524
Chief Engineer	(201) 670-5509
Mapping	(201) 670-3372
Operations and 24 hour contact	(201) 670-5526
Billing/Customer Service	(201) 670-5520

Questions regarding the material included in this document should be directed to the Distribution System Maintenance Division.

APPLICATION PROCEDURES - Complete the enclosed Agreement Form (application) and submit to the Distribution System Maintenance Division - in person, via facsimile (670-1454), by phone, or mail (Ridgewood Water, 131 N. Maple Ave., Ridgewood, 07451, attn. Dist. Maint.). Coordinate payment of final water service charges with Ridgewood Water Billing/Customer Service. Refer to the Requirements (above) and schedule the work.

SPECIFICATIONS - Ridgewood Water's standard specifications are not included in this application document. But they are referenced, a part of the Agreement, and available upon request.

AGREEMENT
FOR THE DISCONNECTION OF WATER SERVICES
FROM THE RIDGEWOOD WATER SYSTEM

This Agreement made by and between:

VILLAGE OF RIDGEWOOD

a municipal corporation of the state of New Jersey, having offices at 131 North Maple Avenue, Ridgewood, NJ 07451, hereinafter referred to as the "Village"; and

[print or type name, address, and contact info. (phone and/or cell number and e-mail address)]

hereinafter referred to as the "Property Owner" for (circle the one that applies)

TEMPORARY

SEASONAL

PERMANENT

WITNESSETH:

WHEREAS, the Village owns and operates a public community water supply system, hereinafter referred to as "Ridgewood Water"; and

WHEREAS, the Property Owner needs the service disconnected at (provide address w/ town)

_____ ; and

NOW, THEREFORE, the Participants agree as follows:

1. The Property Owner shall follow the requirements of Ridgewood Water and pay the applicable fees.
2. The Property Owner shall coordinate the reconnection or permanent termination of the water service line with the requirements of Ridgewood Water.

Signed and Dated (Property Owner)

Signed and Dated (Ridgewood Water)