

# Parkland Light & Water Co.

## **WATER SERVICE REQUEST AND STANDARDS**



Revised: JANUARY, 2018  
Updated: Oct 24, 2018

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# Parkland Light & Water Co.

## WATER SERVICE REQUEST

Date: \_\_\_\_\_

I am the owner of the property at \_\_\_\_\_

I am requesting water service for: Residential / Multi-family / Commercial / Industrial (circle one)

# of landscape irrigation meters	_____	desired size(s)	_____
# of domestic meters	_____	desired size(s)	_____
# of units served	_____	@ approx.	_____ Sq. Ft.
# of fire sprinkler meters	_____	desired size(s)	_____

Installation of side sewer required: Y \_\_\_\_\_ N \_\_\_\_\_

For a single water service connection:

Owner/Developer must provide a site plan depicting the footprint of any and all structures receiving service, any proposed or existing storm, sanitary sewer, electric, phone, cable tv & gas utilities, and any driveways sidewalks planters etc. Number of "units within a structure must be clearly noted. Commercial properties require an RPBA immediately after the water meter.

For construction requiring new or replaced side sewer:

An AutoCad digital file (compatible with PL&W Co's current version of AutoCad) must be supplied to PL&W Co. illustrating the proposed project including any and all storm & sanitary sewer, as well as structures, driveways, sidewalks, planters etc.

For projects requiring a water main extension, relocation and or additional fire hydrant(s) or sewer installation:

An AutoCad digital file (compatible with PL&W Co's current version of AutoCad) must be supplied to PL&W Co. illustrating the proposed project including any and all "off-site" changes; depicting any proposed or existing structures, storm, sanitary sewer, electric, phone, cable tv & gas utilities, and any driveways, sidewalks, planters etc. "Looping" of dead end mains created by or existing on properties adjacent to the project is required at the expense of the contractor/developing property owner. Any sections of water main caused to be abandon by the extension, relocation or addition of water mains for the benefit of new construction shall be done so at the expense of property owner receiving benefit from such work.

For projects requiring a connection for fire suppression:

Residential fire systems require an additional service with an appropriate backflow protection device. A pdf or hard copy set of prints must be supplied to PL&W Co illustrating the proposed fire suppression system. This submittal must indicate type of system, backflow assembly type & backflow assembly location. System must be approved by PL&W Co.

For projects requiring a connection for landscape irrigation:

A pdf or hard copy set of prints must be supplied to PL&W Co illustrating the proposed landscape irrigation system. This submittal must indicate type of system, backflow assembly type & backflow assembly location. System must be approved by PL&W Co. See drawings on pages 16 & 17.

Description of proposed water use (domestic, landscape irrigation, fire suppression, etc):

\_\_\_\_\_

Date water service will be needed by: \_\_\_\_\_

*-The cost of the meter or meters and cost estimate for main replacement at sewer crossing must be paid prior to the scheduling of installation. Please allow a minimum of several weeks from time of payment to time of installation of the water service(s). During our busy season it can take 6 weeks or more until we are able to install your service.*

*-All irrigation systems, regardless of commercial or residential purposes, must be approved by PL&W Co prior to installation. Existing water services with unauthorized irrigation systems may be disconnected from the PL&W Co system. New water services with unauthorized irrigation systems may be refused initial connection.*

*-Parkland Light & Water shall not be liable for any loss, injury, or damage resulting from the interruption, restoration, or reduction of water service from any cause, including but not limited to failure of existing distribution systems, implementation of emergency plans, temporary disconnections for repairs and maintenance, disconnection for failure to comply with backflow assembly testing requirements, or failure to pay for services rendered.*

Signed by Owner: \_\_\_\_\_ (DATE) \_\_\_\_\_

Please return this form via mail, fax (253) 531-2684, or in person prior to applying for water service

# Parkland Light & Water Co.

## WATER SERVICE REQUEST FORM

Date: \_\_\_\_\_

I am the owner of the property at \_\_\_\_\_

I am requesting water service for: \_\_\_\_\_

My General Contractor is: \_\_\_\_\_ Phone: ( ) - \_\_\_\_\_  
Cell: ( ) - \_\_\_\_\_  
Fax: ( ) - \_\_\_\_\_

My Plumbing Contractor is: \_\_\_\_\_ Phone: ( ) - \_\_\_\_\_  
Cell: ( ) - \_\_\_\_\_  
Fax: ( ) - \_\_\_\_\_

I have received the Water Service Application from Parkland Light and Water Co. I understand the requirements set forth in the application packet and am aware that further requirements may arise due to on-site circumstances unforeseen at the time of application. I agree to work in good faith to insure all requirements are met without un-due additional labor or investment on behalf of the Parkland Light and Water Company.

Signed: \_\_\_\_\_ (Owner) \_\_\_\_\_ (Tenant)

Print: \_\_\_\_\_ (Owner) \_\_\_\_\_ (Tenant)

Company Name: \_\_\_\_\_ (Owner) \_\_\_\_\_ (Tenant)

Please return this form via mail, in person, or fax (253) 531-2684 when applying for water service.

# **Parkland Light & Water Co.**

## **INSTALLATION, CROSS CONNECTION CONTROL AND**

## **WATER METER SIZING REQUIREMENTS**

All water services will be installed by Parkland Light & Water Company. Water services will be set to final grade at locations determined by PL&W Co. Customer to supply grade stake for final grade reference. If grade changes any time after the original installation, PL&W Co. will raise/lower water service at the customer's expense.

The Customer is responsible for the following:

- Proper installation of service line from meter to building. Multiple lines must be clearly marked and matched to the proper structure/unit.
- Keeping water service free of obstructions (landscaping, trailers, cars, etc.)
- Backflow assembly testing if applicable
- Conforming to Landscape and Clearance specifications shown in drawings beginning on page 13 and listed on pages 20 & 21.

Cross Connection Control requirements are as follows:

### **RPBA (Reduced Pressure Backflow Assembly) see page 17**

Premise Isolation

All commercial water services

Any residential service with an auxiliary water supply (well, pump from creek, etc.)

Any irrigation system where any portion of the plumbing may become submerged.

Any fire suppression system or landscape irrigation system with chemical injection.

### **DCVA (Double Check Valve Assembly) see page 16**

All residential landscape irrigation systems

### **DCDA (Double Check Detector Assembly)**

All (non-chemical) fire suppression systems. Device must be installed within 75' or less of the main tap.

Vault installation may be required. Contact our Engineering Department for additional information.

Water service sizing standards:

Guidelines for number of living units per meter size.

5/8" x 3/4"	... single family residence
1"	..... 2 units up to and including 8 units
2"	..... 9 units up to and including 40 units
3"	..... 41 units up to and including 100 units

Parkland Light and Water Company is required by law to accurately meter its customer's water consumption.

The details of PL&W's rates and fees are posted at the following URL:

<https://www.plw.coop/rates.html>

**NOTE: A COPY OF THIS DOCUMENT SHALL BE GIVEN TO YOUR PLUMBING CONTRACTOR**

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# 1 GENERAL INFORMATION

## 1.1 PURPOSE

Parkland Light & Water Company, a member-owned cooperative, welcomes your application for water service. This document contains the current information and service standards that should be followed when applying for or modifying a water service. If you have questions or need further assistance applying for your water service, please contact Parkland Light & Water:

### Physical Address

Parkland Light & Water  
12918 Park Ave  
Tacoma, WA 98444

tel: (253) 531-5666  
fax: (253) 531-2684

### Mailing Address

Parkland Light & Water  
P.O. Box 44426  
Tacoma, WA 98448

## 1.2 DEFINITIONS

In the context of this document, the following definitions apply:

“PL&W” – Parkland Light & Water Company

“Owner” – The owner of the property applying for service or currently being served by Parkland Light & Water Company

“Member” – a member-owner of the PL&W cooperative.

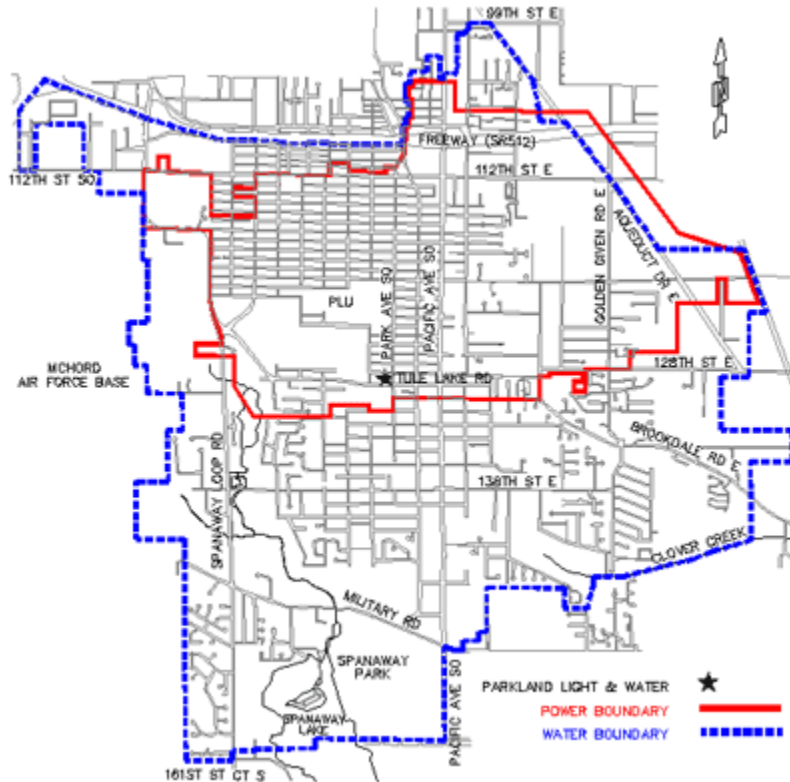
“Customer” – a person or entity applying for or receiving water service from PL&W. A customer may be a non-member. For example, the customer may be a tenant of the member.

“Customer/Member” – the customer or member applying for or receiving electric service at the specified property

## 1.3 SERVICE AREA

Parkland Light & Water Company serves a pre-defined area of Parkland & Spanaway, Washington. Refer to [https://www.plw.coop/about\\_us.html](https://www.plw.coop/about_us.html) for additional detail or see map on the next page.

## SERVICE AREA



### 1.4 MEMBERSHIP

Parkland Light & Water is a mutual utility. A mutual is a form of cooperative where the members of the utility are also the owners. As a part owner in the company, the members also have a voice in how it is operated. A five-member Board of Trustees, elected by the members, represents them in deciding company policy. They meet monthly with the company manager for updates on the state of the company and to make decisions that decide the long-term company direction. In a mutual it is the customer/member, and not stockholders that determines the policy and direction of the organization. PL&W operates on a not for profit basis. Excess operating revenue is used to improve service or it is returned to the membership in the form of lower rates. Membership shall be granted to property owners who desire electric and/or water service to be delivered to their specifically designated property. Any person desiring to secure electric or water service from PL&W shall file an application upon forms furnished by PL&W. There is a fee associated with membership. Contact PL&W for the current application process and fee schedule.

Membership policy is available for review at the PL&W office.

### 1.5 LIMITATION OF LIABILITY

Parkland Light & Water Company shall not be liable for any loss, injury, or damage resulting from the interruption, restoration, or reduction of service from any cause, including but not limited to failure of production, treatment, transmission, or distribution systems; inadequacy of water supply; implementation of emergency plans; temporary disconnections for repairs and maintenance; or failure to pay for services rendered.



## **1.6 EASEMENTS**

Parkland Light & Water Company will construct, own, operate, and maintain facilities only on easements or rights-of-way satisfactory to PL&W. Easements must be kept clear such that maintenance access to facilities by PL&W staff is permitted. If legally documented easements are required for service, it is the member's responsibility to provide the easements to PL&W.

## **1.7 METERS AND TAMPERING**

PL&W applies one-time-use seals on some consumption metering devices. The purpose of these seals is to prevent equipment damage, and tampering.

Customer/member removal of any locking devices or seal will result in a tampering fee and/or disconnection of service until a safety inspection can be performed by PL&W Cross Connection Control Inspectors and/or Meter Technician.

If modifications to customer/member owned equipment requires the water to be shut-off at the water meter, contact PL&W for assistance at least 48 hours prior to beginning the work.

## **1.8 UTILITY LOCATES**

Washington law requires anyone planning to excavate to know what is below before they dig. Two business days before you start digging, call 811 to speak to a live person that will take down your project details; it takes about 10 minutes. More information is available at <http://www.washington811.com>

## **1.9 ACCESS BY PL&W**

All meter locations shall be accessible by PL&W personnel at all times. Placement shall be approved by the General Manager or his/her representative.

Sufficient clearances, as defined by PL&W, shall be provided and maintained by the customer/member around all water services and utility equipment, as well as other locations that may be subject to periodic or routine examination, testing, maintenance, repair or troubleshooting.

Failure to maintain sufficient clearances may result in discontinuance of service until all conditions are brought back into compliance at the customer/member's expense.

For additional detail, refer to "Parkland Light & Water Co. Water Dept. Landscaping and Clearance Specifications" included in this application packet on pages 13, 20 and 21.

### **1.10 LIMITS TO OWNER ACCESS**

Access to Parkland Light & Water Company meters, valves, and hydrants is prohibited without either written permission from Parkland Light & Water or the presence of their authorized representative. Any violation of the aforementioned statement shall result in tamper chargers and possible discontinuance of service. An owner installed shut off valve directly after the meter box is recommended.

### **1.11 ALTERATIONS TO SERVICE**

Any service altered in a way that brings it out of compliance with PL&W standards may result in discontinuance of service until all conditions are brought back into compliance at the customer/member's expense.

### **1.12 TEMPORARY WATER SERVICE**

Residential and commercial temporary water services must meet all applicable codes and PL&W standards. See Illustrations standards in the service requirement drawings beginning on page 13

## 2 APPLICATION PROCEDURES

### SHORT AND LONG SERVICE APPLICATION PROCEDURE

ITEM	RESPONSIBLE PARTY	NOTES
Verify/apply for PL&W Membership	Customer/member	
Submit Water Service Request form	Customer/member	
PL&W will identify optimal service point	PL&W	Meters for private (non Right-of-Way) projects may be installed in County ROW
Amend, finalize design	PL&W	With Customer/Member input
Pay installation fee	Customer/member	
Install water service/meter	PL&W	
Install appropriate backflow device	Customer/member	Required on all commercial services and residential services over 1 inch. **
Open trench from house to meter	Customer/member	Please call 811 for locates
Install water line to point of use	Customer/member	

\*\* PL&W installs Double Check Valve Assemblies on all new 5/8" & 1" residential services.

#### 2.1 RESIDENTIAL SERVICE INSTALLATION FEES

The cost for residential water service depends on the extent of construction required to install a service line from Parkland Light & Water Company's existing infrastructure to the proposed customer service point. Any customer-installed portion of the service will be constructed in accordance with PL&W standards (refer to the PL&W service drawings for requirements).

The residential installation fees are typically assigned based on service classification. Please see our web site ( <https://plw.coop/rates.html> ) for the most up to date installation fees. See table below for classifications. Please contact our Engineering Department to determine which service classification applies to your proposed installation.

The following is a breakdown of the typical residential & commercial installations:

SERVICE TYPE	TYPICAL USE
5/8" Service	Single family home, small irrigation, two 5/8" services for a duplex
1" Service	Commercial, large home, large area irrigation, small multiplex
2" Service	Large commercial, large multiplex, very large irrigation

Services over 2" are typically reserved for very large commercial/industrial applications

Projects requiring excessive labor or materials will require advanced payment of the estimated fee calculated by PL&W to provide requested service to the property based on the final design. At the conclusion of the project, any additional balance or surplus due will be settled with the customer/member before the meter/service is turned on.

## **2.2 RESIDENTIAL SERVICE EQUIPMENT OWNERSHIP**

PL&W retains ownership of the water line from and including the main and metering equipment and meter box. Customer/member owns the line from the customer side of the meter box up to and inside the home/structure.

Customer/member owns and is responsible for the care of any backflow equipment, and all downstream equipment.

## **2.3 RESIDENTIAL EASEMENT REQUIREMENTS**

To provide service to a typical single family residence, a legal easement is not typically required. This is to be evaluated at PL&W's discretion.

For multiple single family residence developments, a legal easement may be required to allow PL&W access to water assets located on individual properties. Contact PL&W Engineering to determine if this requirement applies to your proposed design.

The customer/member is responsible for any necessary easement. See Section 1.6

## **2.4 COMMERCIAL SERVICE FEES**

Every commercial service application will be treated as a custom project. Fees will be estimated based on the design, and any balance or surplus due will be settled with the customer/member prior to turning on the service.

## **2.5 COMMERCIAL SERVICE EQUIPMENT OWNERSHIP**

PL&W will take ownership of any new assets installed as part of the project that are required to provide water service or fire flow to the property (not including interior fire suppression systems, backflow protection equipment, or any items beyond the meter).

# **3 RATES AND FEES**

The details of PL&W's rates are posted at the following URL:

<https://www.plw.coop/rates.html>.

## **LATE PAYMENTS AND RETURNED CHECKS**

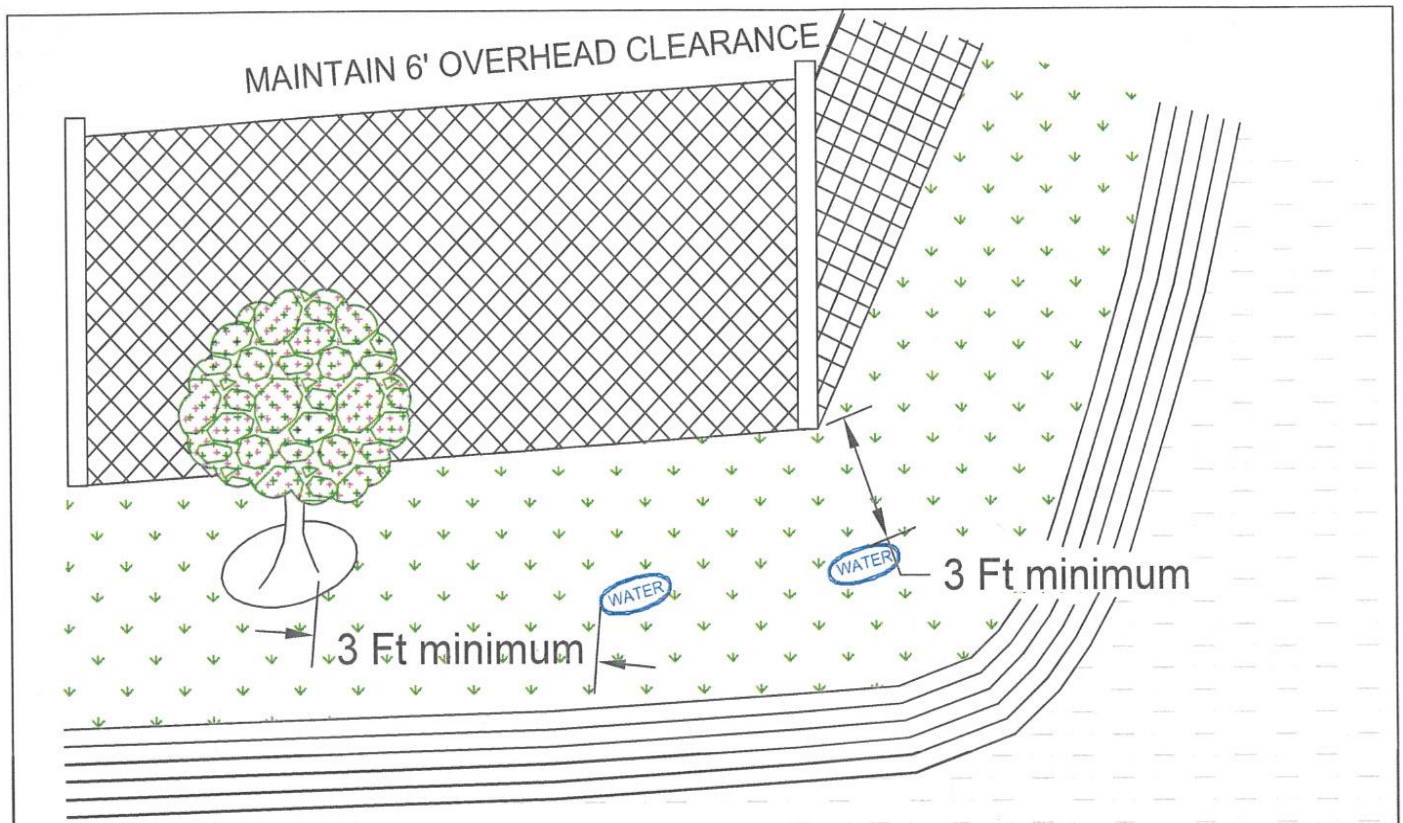
Delinquent residential accounts shall be assessed a late charge of \$10.00 and service may be discontinued without further notice.

Delinquent commercial accounts shall be assessed a late charge of \$10.00 and service may be discontinued without further notice.

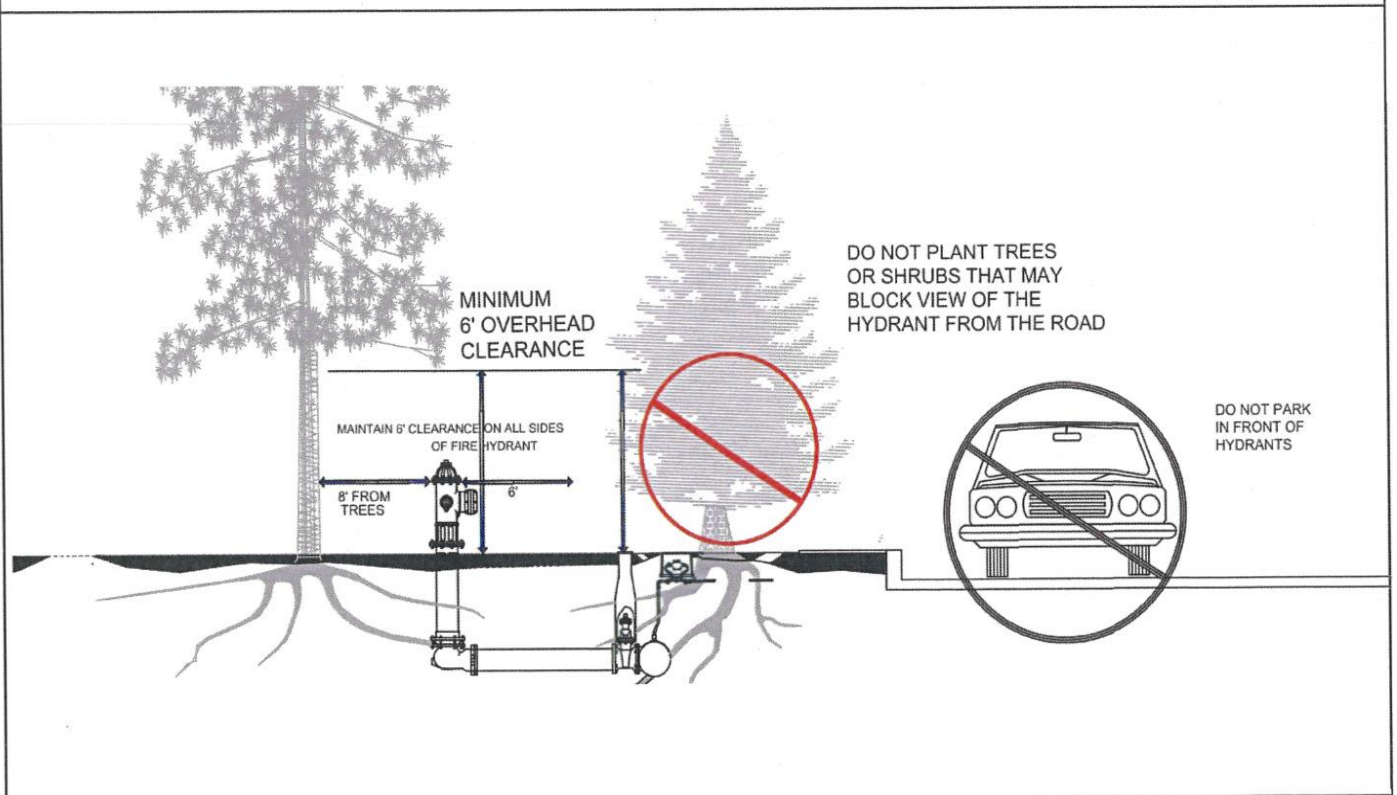
Checks returned by the bank for non-sufficient funds shall be assessed an NSF charge.

# SERVICE REQUIREMENT DRAWINGS

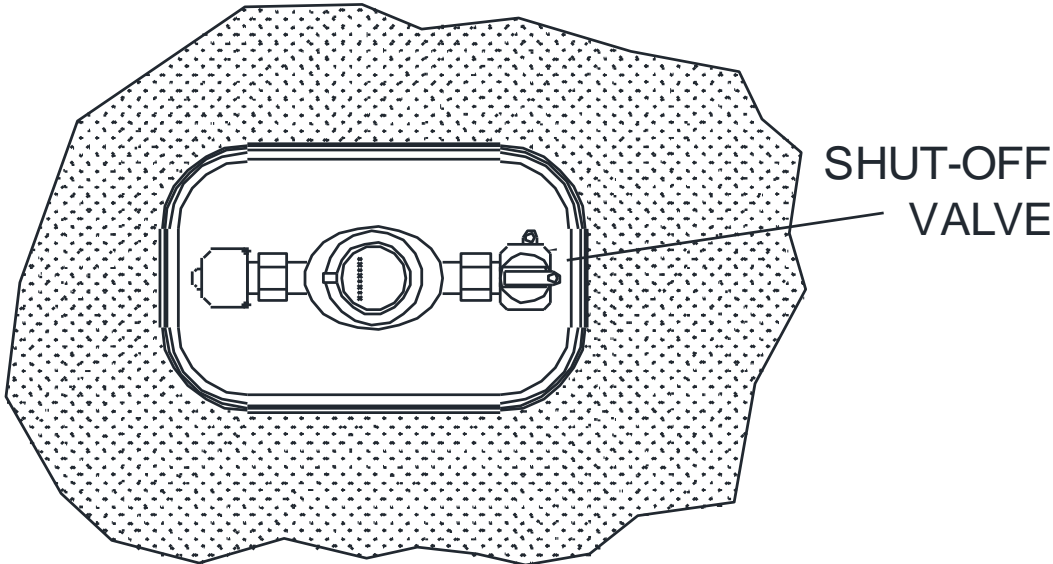
For additional detail, refer to “Parkland Light & Water Co. Water Dept. Landscaping and Clearance Specifications” included in this application packet on pages 20 and 2



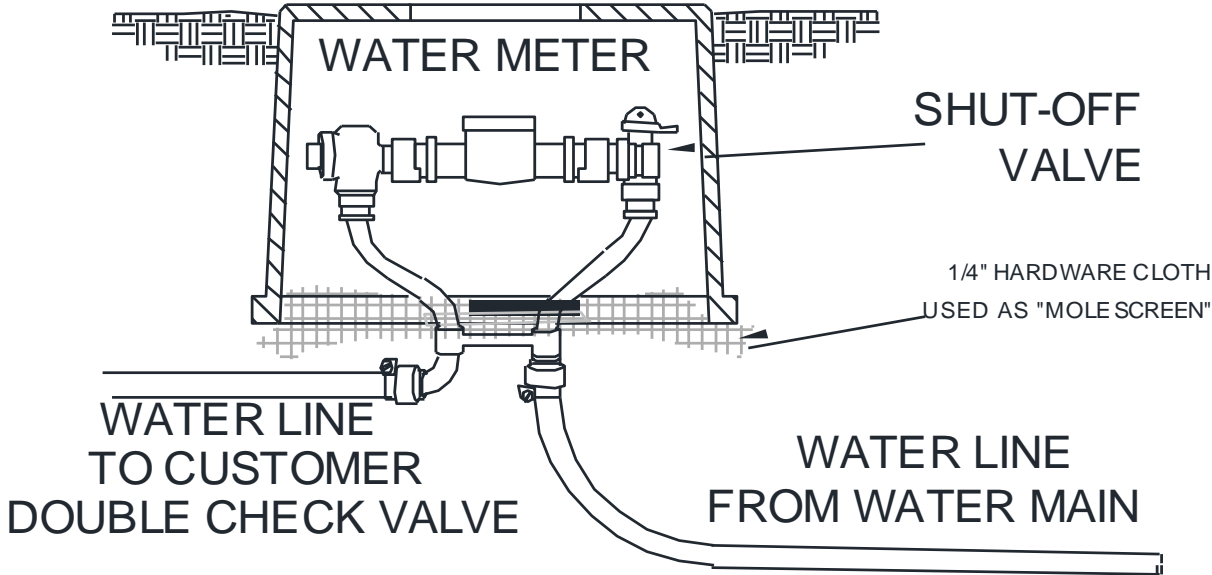
1. PREVENT LANDSCAPE MATERIALS FROM COVERING VALVES
2. AVOID PLANTING OR BUILDING THAT OBSTRUCTS VISIBILITY FROM THE ROAD
3. KEEP SHRUBS, BIRD BATHS, YARD ORNAMENTS, FENCES ETC 3 Ft FROM VALVES
4. MAINTAIN 6' OVERHEAD CLEARANCE IN A 6 Ft RADIUS AROUND VALVES



# OVER-HEAD VIEW OF WATER METER



# PROFILE VIEW OF WATER METER



Please keep the area around the water meter clear of shrubs, trees, structures and debris that could interfere with maintenance operations.

5/8" & 1" RESIDENTIAL METER INSTALLATION  
AS OF JANUARY 2019 (TYPICAL)

NOTES:

ALL PLUMBING MUST COMPLY WITH ATSM B584-05 AND ANSI/NSF 61

5/8" or 1" FORD BRAND METER SETTER

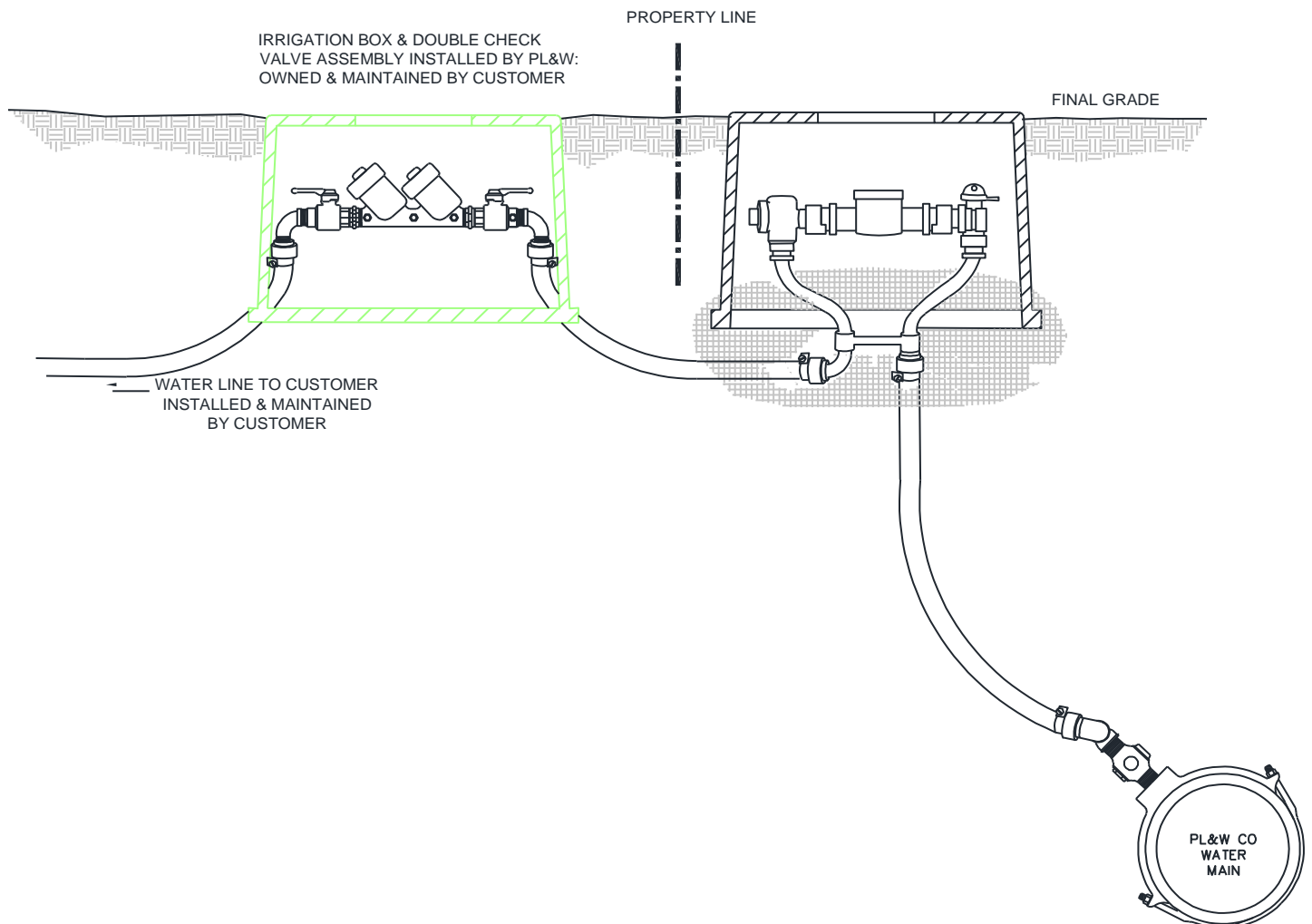
CLASS 200, 1" IPS POLY

1" FORD CURB STOP

ROMAC TAPPING SADDLE X 1" F.I.P.

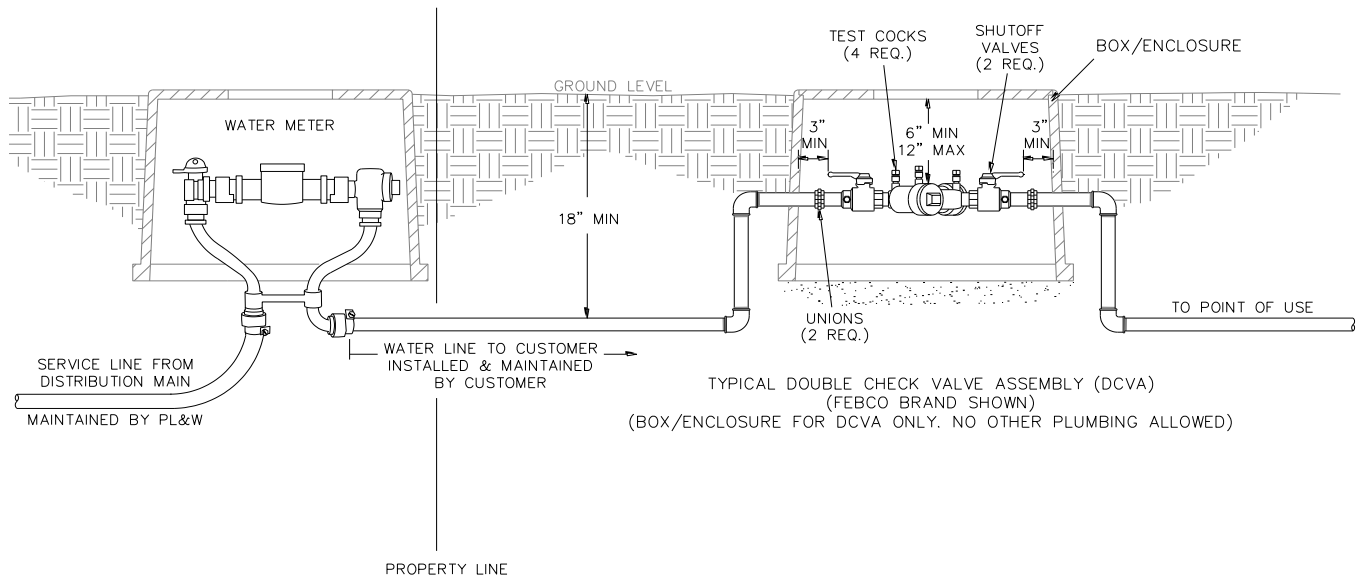
¼" HARDWARE CLOTH UNDER METER BOX AS MOLE SCREEN-

LIGHTLY COATED SWITH RED-MIX...LEAVING SMALL VOID FOR DRAINAGE





## DOUBLE CHECK VALVE ASSEMBLY INSTALLATION (D.C.V.A.) RETRO-FIT OR PRIOR TO 2019

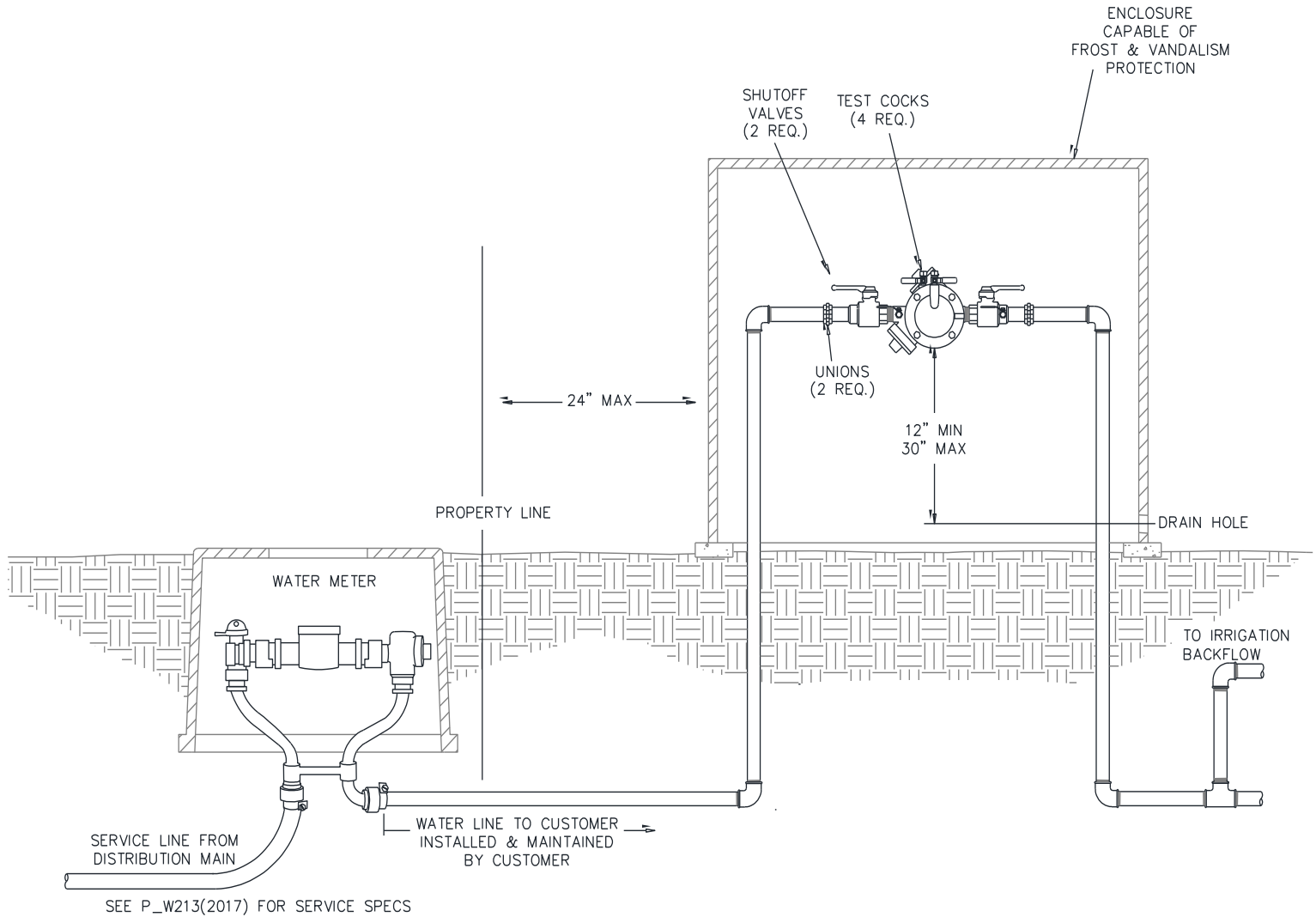


### NOTES:

1. ONE OF THREE METHODS TO PROVIDE REQUIRED BACKFLOW PROTECTION FOR IRRIGATION SYSTEMS WHERE WATER IS SUPPLIED BY A PUBLIC WATER COMPANY. INSTALL ON THE WATER LINE DEDICATED FOR IRRIGATION.
2. ASSEMBLY MUST BE INSTALLED WITH TEST COCKS ACCESSIBLE FOR TEST CONNECTIONS IN A BOX/ENCLOSURE. NO OTHER PLUMBING ALLOWED IN BOX.
3. TEST COCKS MUST BE PLUGGED AFTER INSTALLATION & TESTING.
4. A MINIMUM OF ONE ANNUAL TEST OF THE ASSEMBLY IS REQUIRED.

**ALL UNDERGROUND PLUMBING FROM WATER METER AND CONTINUING ONE FOOT BEYOND THE BACKFLOW ASSEMBLY MUST BE INSPECTED BY PL&W PERSONNEL BEFORE BACKFILLING. CONTRACTOR OR OWNER MUST BACKFILL INSTALLATION WHILE PL&W PERSONNEL OBSERVE THE BACKFILLING.**

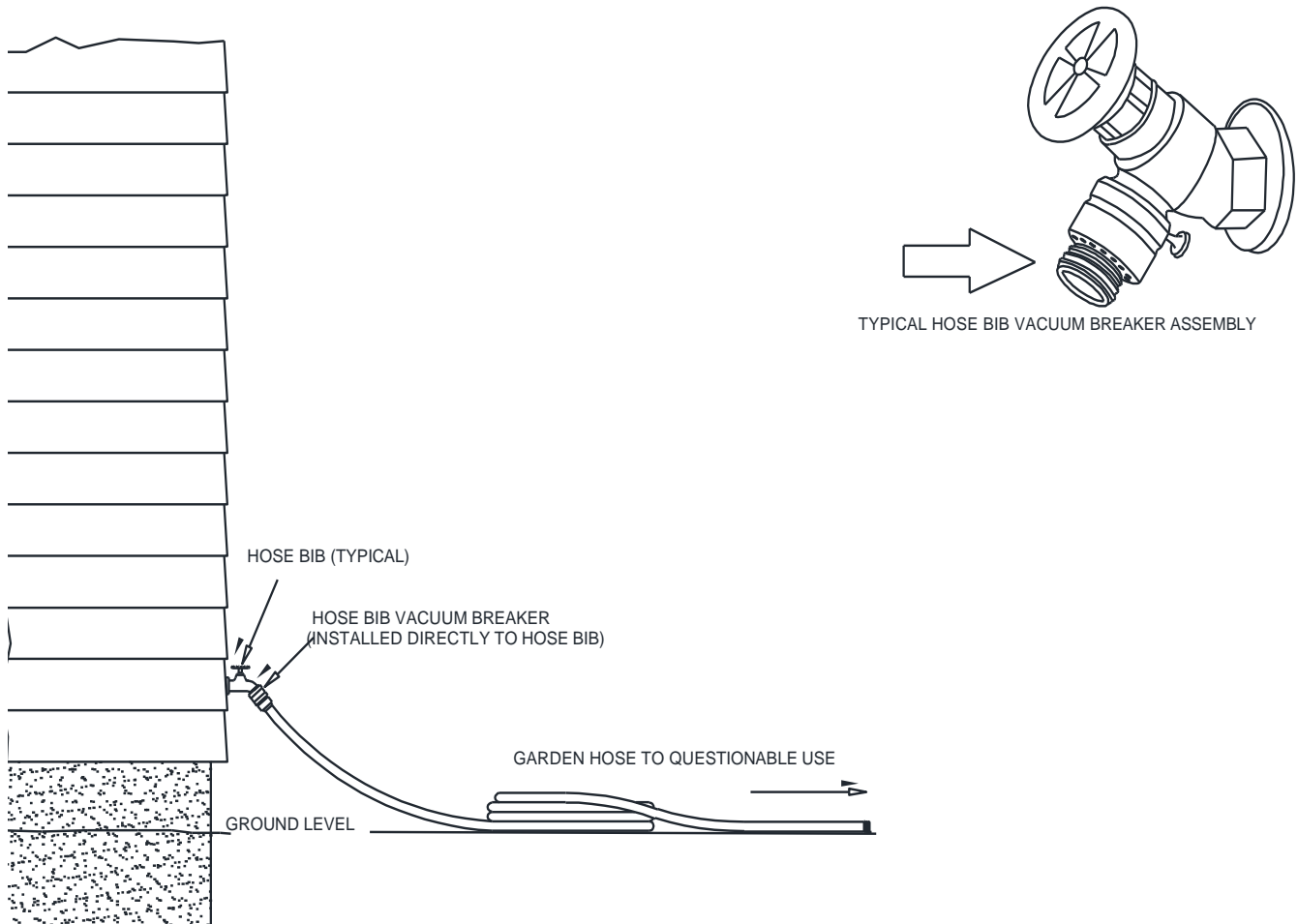
## REDUCED PRESSURE BACK-FLOW ASSEMBLY INSTALLATION (R.P.B.A.)



**NOTES:**

1. ONLY METHOD OF BACKFLOW PROTECTION ACCEPTABLE WHEN AN AUXILIARY SUPPLY OF WATER IS AVAILABLE TO THE PROPERTY SERVED—REGARDLESS OF INTENDED USE.
2. A MINIMUM OF ONE ANNUAL TEST OF THE ASSEMBLY IS REQUIRED.
3. REQUIRED FOR ALL COMMERCIAL DOMESTIC CONNECTIONS
4. ANY IRRIGATION CONNECTIONS MUST BE MADE DOWNSTREAM FROM THE RPBA
5. ALL UNDERGROUND PLUMBING FROM WATER METER AND CONTINUING ONE FOOT BEYOND THE BACKFLOW ASSEMBLY MUST BE INSPECTED BY PL&W PERSONNEL BEFORE BACKFILLING. CONTRACTOR OR OWNER MUST BACKFILL INSTALLATION WHILE PL&W PERSONNEL OBSERVE THE BACKFILLING.

# HOSE BIB VACUUM BREAKER



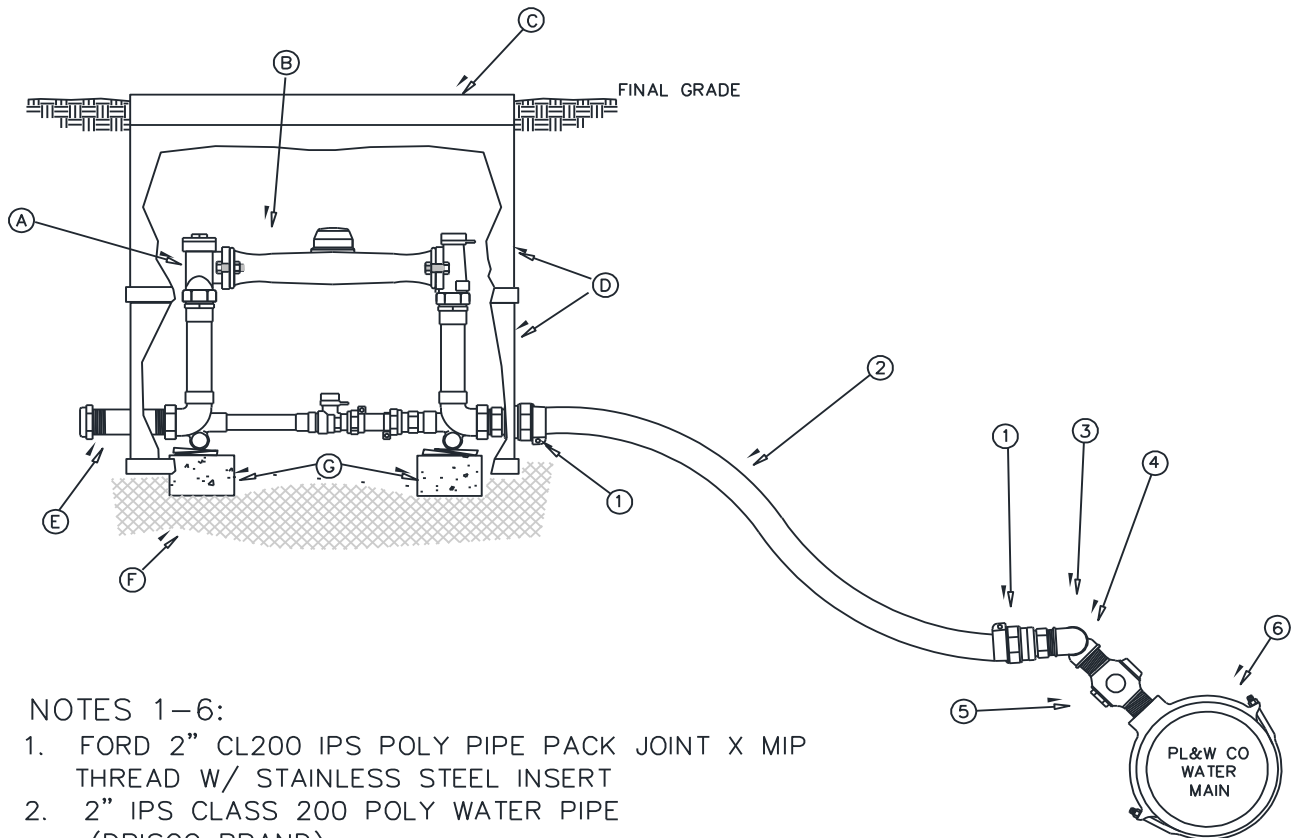
## NOTES:

1. ONE OF THREE METHODS TO PROVIDE REQUIRED BACKFLOW PROTECTION FOR QUESTIONABLE USE WHERE WATER IS SUPPLIED BY A PUBLIC WATER COMPANY. INSTALLED DIRECTLY ON TO HOSE BIB USED TO FEED WATER TO ABOVE GROUND IRRIGATION SYSTEM ONLY.
2. NO CONTROL VALVES ALLOWED DOWNSTREAM OF THE VACUUM BREAKER WHICH INCLUDES HOSE END SPRAYERS, TIMERS, ETC.
3. NO ANNUAL TEST OF THE ASSEMBLY IS REQUIRED.
4. INSPECTION REQUIRED EVERY FIVE YEARS.

## 2" WATER METER INSTALLATION (TYPICAL)

### NOTES A-G:

- A. 2" METER SETTER W/ BY PASS (AY McDonald 20B715WDF 775x17)
- B. 2" KAMSTRUP WATER METER (WITH BOLTS/NUTS AND GASKETS)
- C. LARGE METER-BOX TOP (TYP)
- D. LARGE METER-BOX BOTTOM (2 TYP)
- E. 2" X 6" SCH. 40 BRASS. NIPPLE W/ 2" GALV CAP (TYP)
- F. 1/4" HARDWARE CLOTH LIGHTLY COATED WITH "REDI-MIX" LEAVING SMALL VOID FOR DRAINAGE
- G. CONCRETE BLOCKS/SHIMS SUPPORTING SETTER "AS-SHOWN"



### NOTES 1-6:

- 1. FORD 2" CL200 IPS POLY PIPE PACK JOINT X MIP THREAD W/ STAINLESS STEEL INSERT
- 2. 2" IPS CLASS 200 POLY WATER PIPE (DRISCO BRAND)
- 3. 2" BRASS 90° ELL
- 4. 2" BRASS 90° STREET ELL
- 5. 2" BALL CORPORATION STOP (M.I.P x M.I.P) (FORD FB500-7)
- 6. DOUBLE STRAP SERVICE SADDLE W/ 2" F.I.P TAP (ROMAC STYLE 202)

# **Parkland Light and Water Co. Water Dept.**

## **Landscaping and Clearance Specifications**

### **-Water Meters-**

- Meter box is to be placed at property line.
- Meter box is to be set at final grade, ground level, sitting level.
- Grass, gravel, beauty bark or other landscape medium needs to be kept off of the meter box.
- Low growing shrubs need to be planted and kept trimmed to allow minimum of 3 feet of clearance from meter box (be mindful of full-grown size).
- Large shrubs and trees should not be planted closer than 6' from the meter box.
- All structures, plants, fences etc. need to be trimmed or built to allow a minimum of 6 feet of overhead clearance in a 3-foot radius around meter box.
- Fences near the water meter box may only be adjacent to one side of the box. The remaining 3 sides need to maintain a minimum 3' clearance.
- Please keep foreign objects such as trash cans, flower pots, bird baths, etc. off of and away from meter box.
- Member/owner will be financially responsible for any needed corrections due to changes of grade or land-use (ie: originally non-driving areas converted to parking area) that require rebuilding the service, or any modifications to service or meter box.

### **-Fire Hydrants-**

- Fire hydrants are to be placed in accordance with fire marshal specifications.
- Fire hydrants will be set with break-away flange at or slightly above final grade.
- Landscaping around hydrants must maintain a minimum of 18 inches between discharge ports and ground level.
- All structures, plants, fences etc. need to be trimmed or built to allow a minimum clearance of 3 foot around the hydrant and 6-foot overhead clearance. Larger plants or trees should be kept at-least 8' away from the hydrant (be mindful of full-grown size).
- No shrubs, trees, fences, or obstructions may be on the street side of the hydrant.
- Ground cover must be maintained in a manner that does not impede access to the hydrant.
- There is to be no parking or foreign objects within 20' of the hydrant on the road edge.

### **-Valve Boxes-**

- Valve box is to be set at final grade, ground level, sitting level.
- Grass, gravel, beauty bark or other landscape medium needs to be kept off of the valve box.
- Low growing shrubs need to be planted and kept trimmed to allow minimum of 3 feet of clearance from valve box (be mindful of full-grown size).
- Larger shrubs and trees need to be planted no closer than 6' from the valve box (be mindful of full-grown size).
- All structures, plants, fences etc. need to be trimmed or built to allow a minimum of 6 feet of overhead clearance in a 3-foot radius around valve box (be mindful of full-grown size).
- Ground cover must be maintained in a manner that does not impede access to the valve box.
- Please keep foreign objects such as trash cans, flower pots, bird baths, etc. off of and away from valve boxes.
- Please do not landscape or plant in a manner that will block the view of valve boxes from the street (be mindful of full-grown size).