



APPLICATION for WATER SERVICE DISCONNECTION

Including

TEMPORARY DISCONNECTIONS AND
PERMANENT DISCONNECTIONS
Last Revised: December 2022

CONTENTS

	<u>Page</u>
Summary and Procedures.....	1
Reconnect, Fees, and Contact Information.....	2
Request for Demolition (Disconnect) Letter.....	3
Agreement Form (Application).....	4

SUMMARY

A disconnect decision will be determined by the Building Department in each town, upon submittal of plans for demolition by the Property Owner. If a disconnect is not required, then the water can be kept on and the meter left in place (Property Owner would assume liability for any damage to the meter). The water can also just be shut off and the meter removed by contacting Customer Service at 201-670-5520. The fee for this service is \$90.

There are two types of Disconnection of Water Services for both domestic and Fire Services:

Temporary (typically for demolition or major renovation of the building); and

Permanent (if the building is going to be demolished and the property to remain vacant).

Procedure For Disconnect, No Temporary Water Service

Property Owners will make written application (see attached) for a temporary disconnection to Ridgewood Water and pay the applicable fee (see below). Complete the enclosed Agreement Form and submit to the Customer Service Division in person, via email (cswater@ridgewoodnj.net), or mail addressed to Ridgewood Water, 111 N. Maple Ave., Ridgewood, NJ 07450, Attn. Distribution Division. Disconnect fees must be paid prior to the disconnect as well as any outstanding water service charges.

1. Call 811 for a mark out.
2. Contact Customer Service at (201) 670-5520 for a water turn off and meter removal.
3. Once the Disconnect Application is accepted and the water is turned off, a portion of the service line must be excavated, exposing a section of the pipe on the property.
4. Contact Customer Service (201) 670-5520 to witness the property owner cutting the service line within 12" of the curb stop.(Copper Service Lines Only) Property Owners must adequately cap the ends of the remaining portions of their service line piping to protect them from the intrusion of foreign materials.
5. A Letter of Disconnection will be generated after Ridgewood Water performs the Disconnect Inspection. Typically, this letter is provided within 1-2 Business Days. This letter can be picked up at the Ridgewood Water Main Office or emailed direct to the requester.

Procedure for Disconnect with Temporary Water Service

1. Property Owners may elect to have water service continued in the form of Temporary Water Service (typically to facilitate having water for demolition/construction purposes). Follow Steps 1 and 2 as delineated above.
2. Once the Disconnect Application is accepted and the water is turned off, a portion of the service line must be excavated by digging several feet away from the curb stop to expose the service line pipe. Pull the pipe up out of the ground and install a coupling at the end of the service line.
3. Contact Customer Service at (201) 670-5520 to attest to the disconnect and install a valve/meter at the end of the service line. Property Owner will construct a shelter to protect the meter from vandalism, theft and the weather. Temporary Water Service is billed the same as normal domestic water.
4. A Letter of Disconnection will be generated after Ridgewood Water performs the Disconnect Inspection. Typically, this letter is provided within 1-2 Business Days.

Reconnect

Contact Customer Service. If the pipe was disconnected at the curb stop, Ridgewood Water will reconnect the service line to the curb box with 3-5 business day’s notice. The fee is listed below. If temporary water was implemented, the reconnection to the remaining line must be inspected by Ridgewood Water Distribution Division and an appointment can be made by contacting Customer Service. (Reconnection to existing service lines will only be allowed in the case of Type K Copper Service Lines) All other service line materials are not permitted and will require full replacement. See Water Service Connection Package for further details

Temporary Disconnection – Residential Fees

Ridgewood Water charges a flat fee of \$255 for the services of performing a Service Disconnect, which includes the following:

- Turn Off, Meter Removal, Witness of Disconnect, Construction Meter Set/Turn On (as needed), Permanent Meter Set and Generation of Disconnect Letter

Permanent Disconnect – Residential Fees

If a building is demolished and not replaced, the water must be disconnected at the main. Property Owner will open the road, after securing all necessary permits from the town. With 3-5 Business Days’ notice, Ridgewood Water will disconnect the water service line at the main and remove the curb box. There is a \$90 charge for this service.

Permanent Disconnection – Commerical/Multi Unit Fees

Water Service Connections within limits of project must be removed as well as Water Service Tees.

Cost Plus 20%

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, New Jersey. The main offices (administrative, customer service, and engineering) are located at 111 North Maple Avenue, Ridgewood NJ 07450. The new contact information for the Distribution Division is as follows:

Billing/Customer Service (201) 670-5520

Questions regarding the material included in this document should be directed to Customer Service and will be routed to appropriate extensions should the need arise.



REQUESTS for DEMOLITION LETTERS

November 2022

Ridgewood Water will produce letters to meet the requirements of Local Building Departments when Property Owners are planning major construction projects and are required to obtain Demolition Permits (these permits typically require water and other utility services to be disconnected from the building that is planned to be demolished). Two basic types of letters are available:

When complete demolition of the existing structure will be taking place, refer to the requirements and procedures in the document titled Application for Water Service Disconnection.

When a partial demolition of the existing structure will be taking place (e.g. the foundation or a portion thereof is to remain) and when determined by Local Building Officials that the water service line and meter can remain, contact Ridgewood Water at (201) 670-5520 and request a "Partial Demolition Letter". This letter can typically be obtained within 1-2 Business Days of the initial request. Property Owners are reminded that they are responsible for the protection of the water meter from theft, damage, freezing, vandalism, etc. during the construction activities and that they need to similarly protect the exposed portion of the service line piping.

Contact the Customer Service Division at (201) 670- 5520 with any questions regarding this matter.

Prepared by Ridgewood Water

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 111 North Maple Avenue,
Ridgewood, NJ 07450 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

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)

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)