



THE CITY OF WATFORD CITY
213 2ND ST NE / PO BOX 494
WATFORD CITY, NORTH DAKOTA

WATER AND SEWER ACCESS PERMIT APPLICATION

REQUIREMENTS: Water & Sewer Access Permits are required for all projects in which a new connection to City Water and/or Sewer utilities is proposed, if the square footage of the building(s) connected to City water/sewer increases, or if the use of the square footage changes to a different use. Plans showing the location of city utilities, service lines, and proposed connections must be submitted for review. *NOTE: Contractors will be required to have a separate Excavation Permit for the actual utility connection work if on, near, or within City streets, right of way, alleys, or other public places. DO NOT SUBMIT PAGES 5-8 OF THIS DOCUMENT.*

City of Watford City Municipal Code of Ordinances: CHAPTER XV ARTICLE XXIX.

PROPERTY INFORMATION

PROPERTY ADDRESS:

PARCEL NUMBER:

SUBDIVISION:

LOT #

BLOCK #

IS PROPERTY ANNEXED?

YES NO / E.T.A.

LOCATED IN FLOODPLAIN?

YES* NO

* FLOODPLAIN DEVELOPMENT PERMIT IS REQUIRED.

PROPERTY OWNER INFORMATION

OWNER NAME:

PHONE NUMBER:

EMAIL:

MAILING ADDRESS:

PERMIT APPLICANT INFORMATION Same as Owner

APPLICANT NAME:

PHONE NUMBER:

EMAIL:

MAILING ADDRESS:

CONTRACTOR INFORMATION

OWNER NAME:

PHONE NUMBER:

EMAIL:

MAILING ADDRESS:

▼ Please include the information below.

NORTH DAKOTA CONTRACTORS LICENSE NUMBER: _____ CLASS: _____

WATFORD CITY CONTRACTORS BUSINESS LICENSE NUMBER: _____

DESCRIPTION

Please give a *detailed* description of the proposed work. Indicate sizes of water and sewer lines as well as meter if applicable.

UTILITY PAYBACK ZONE

Properties located with specific "Utility Payback Zones" will be subject to additional fees. These fees vary depending on specific location and Developer Agreement. These additional fees are paid directly back to the original developer to recover infrastructure expansion costs. Please refer to the attached fee schedule and "Utility Payback Zone" map on pages 7-8.

ZONE NUMBER:

USAGE TYPE:

NUMBER OF UNITS:

ZONE FEE:

WATER ACCESS

Utility Rates Resolution Adopted by City Council 12/07/2020: RESOLUTION NO. 2021-01

RESIDENTIAL ACCESS

Service Line Size	Access Fee	Quantity	Fee Total
UP TO 1" RESIDENTIAL WATER SERVICE LINE	\$500.00		\$
2" RESIDENTIAL WATER SERVICE LINE	\$2,000.00		\$
3" RESIDENTIAL WATER SERVICE LINE	\$4,000.00		\$

COMMERCIAL ACCESS

Service Line Size	Access Fee	Quantity	Fee Total
UP TO 1" COMMERCIAL WATER SERVICE LINE	\$550.00		\$
1 ½" COMMERCIAL WATER SERVICE LINE	\$2,000.00		\$
2" COMMERCIAL WATER SERVICE LINE	\$2,000.00		\$
3" COMMERCIAL WATER SERVICE LINE	\$4,000.00		\$
4" COMMERCIAL WATER SERVICE LINE	\$4,000.00		\$
8" COMMERCIAL WATER SERVICE LINE	\$12,000.00		\$

COMMERCIAL FIRE LINE ACCESS

Service Line Size	Access Fee	Quantity	Fee Total
3" COMMERCIAL FIRE WATER LINE	\$4,000.00		\$
4" COMMERCIAL FIRE WATER LINE	\$4,000.00		\$
6" COMMERCIAL FIRE WATER LINE	\$6,000.00		\$
8" COMMERCIAL FIRE WATER LINE	\$12,000.00		\$

WATER METER

Water meter pricing includes meter, couplers, gaskets, washers, nuts, bolts, MXU and cable. Water meters are NOT installed by The City. Resolution for Meter and Parts Fee Schedule Adopted by City Council RESOLUTION NO. 2020

Water Meter Size	Meter Fee	Quantity	Fee Subtotal
5/8" WATER METER	\$353.94		\$
¾" WATER METER	\$375.94		\$
1" WATER METER	\$439.42		\$
1 ½" WATER METER	\$1,677.42		\$
2" WATER METER	\$1,901.06		\$
3" WATER METER	\$2,504.42		\$
4" WATER METER	\$4,232.08		\$

WATER SERVICE ACCESS FEE

Subtotal of Water Service Access Fee(s) + Meter

WATER SUBTOTAL:

\$ _____

SEWER ACCESS

Utility Rates Resolution Adopted by City Council 12/07/2020: RESOLUTION NO. 2021-01

RESIDENTIAL ACCESS

Type of Service	Unit of Measure	Quantity	Access Fee	Fee Subtotal
SINGLE FAMILY HOME	UNIT		\$2,256.59	
SINGLE FAMILY HOME WITH APARTMENT	UNIT		\$1,805.27	
DUPLEX	UNIT		\$2,256.59	
APARTMENT/CONDO WITH INDIVIDUAL METERS	1-2 BEDROOM UNIT		\$1,805.27	
	3+ BEDROOM UNIT		\$2,256.59	
MOBILE HOME	UNIT		\$2,256.59	

COMMERCIAL ACCESS

Type of Service	Unit of Measure	Quantity	Access Fee	Fee Subtotal
APARTMENT/CONDO WITH SHARED METER	1-2 BEDROOM UNIT		\$1,805.27	
	3+ BEDROOM UNIT		\$2,256.59	
BAR	SEAT		\$225.19	
BED & BREAKFAST	ROOM		\$1,125.97	
CAMPGROUND / RV PARK	SPACE		\$1,805.27	
CAR WASH	WASH BAY		\$8,107.00	
CHURCH	SEAT		\$45.04	
COIN LAUNDRY	WASHING MACHINE		\$4,503.89	
COMMERCIAL LAUNDRY	WASHING MACHINE		\$7,206.22	

COMMERCIAL ACCESS *Continued*

Type of Service	Unit of Measure	Quantity	Access Fee	Fee Subtotal
COMMERCIAL RETAIL	1,000 SQ.FT.		\$540.47	
CONVENIENCE STORE -RETAIL	1,000 SQ.FT.		\$540.47	
FAST FOOD	SEAT		\$360.31	
HOSPITAL	BED		\$2,251.95	
HOTEL/MOTEL/ROOMING HOUSE WITH RESTAURANT	ROOM		\$1,125.97	
HOTEL/MOTEL/ROOMING HOUSE	ROOM		\$810.70	
MOBILE HOME / TRAILER PARK	SPACE		\$2,256.59	
NURSING HOME	BED		\$1,351.17	
OFFICE	1,000 SQ.FT.		\$1,125.97	
RESTAURANT	SEAT		\$315.27	
SHOPPING CENTER	1,000 SQ.FT.		\$1,125.97	
THEATER	SEAT		\$45.04	
WAREHOUSE (STORAGE)	1,000 SQ.FT.		\$540.47	
SHOP / GARAGE	1,000 SQ.FT.		\$1,125.97	
LIGHT INDUSTRIAL	EMPLOYEE		\$225.19	
INDUSTRIAL STRENGTH DISCHARGER	CASE BY CASE BASIS			
OTHER SERVICE TYPES NOT LISTED				

SEWER SERVICE ACCESS FEE

Subtotal of Sewer Service Access Fee(s)

SEWER SUBTOTAL:

\$ _____

FEE CALCULATIONS:

(Total Fee = Payback Zone + Water Access + Meter + Sewer Access)

$$\frac{X}{\text{SQ.FT.}} = \frac{\$ \text{SEWER ACCESS FEE}}{1,000 \text{ SQ.FT.}}$$

PERMIT FEE TOTAL:

\$ _____

NOTICE: Permits are valid for six (6) months from the date of issue. Permits may be renewed. All applications, fees, and plans are subject to review, verification, and approval by the City Planning, Building, Engineering, and Public Works Departments prior to accepting payment and issuing permits. ALL PAYMENTS MADE TO THE CITY WILL BE NON-REFUNDABLE, NON-TRANSFERRABLE ONCE THE PERMIT IS ISSUED.

 **DO NOT SEND PAYMENT UNTIL THIS APPLICATION HAS BEEN REVIEWED AND APPROVED BY THE CITY.**

TERMS AND CONDITIONS

Access to the City water or sewer mains shall be subject to the approval of the Watford City Public Works and Engineering Departments and the following terms and conditions, attached hereto and made a part hereof. Plans must be attached to this application. Access shall be done in a manner satisfactory to the City Engineer and Public Works Superintendent.

1. The Applicant shall notify The City forty-eight (48) hours prior to excavation. All disturbed areas shall be restored to their original condition in a manner satisfactory to the department. The Applicant shall notify the City once work is completed.
2. The Applicant shall be required to wear an ANSI/ISEA 107-2004 Class II high visibility garment while within the right-of-way as per the requirements of 23 CFR 634.
3. The Applicant shall repair or replace street structures, appurtenances, and any existing facilities located on, over, or under the right-of-way which may be damaged as a result of the excavation on or in the right-of-way.
4. The Applicant must comply with all City Standards and Watford City Municipal Code of Ordinances.
5. Watford City specifically reserves the right to revoke or change the terms and conditions of this permit with or without cause and upon notice to the Owner.
6. The City's review and subsequent approval of this permit request does not relieve the applicant of the responsibility to comply with all Federal and State laws and regulations that govern, but are not limited to, the protection of wetlands, threatened and endangered species, and migratory birds. The applicant is responsible to comply with all Federal and State laws and regulations that govern the protection of cultural resources within the permit application area (e.g., S.106 of the National Historic Preservation Act, 36 CFR Part 800; ND Century Code 55-02-07; ND Century Code 55-03-01.1). The applicant shall be aware of the ND State burial law (ND Century code 23-06-27; Administrative Rule 40-02) and ensure compliance for any discovery of human remains within the permit request area.

7. The Applicant agrees that City's review of the excavation plans, specifications, calculations, and field inspections shall be solely for City purposes and not for the benefit of the Applicant or any third party and shall not be deemed to mean that the Applicant's design and construction is structurally sound and appropriate or meets applicable federal and state regulations, laws, or local ordinances, codes, or industry standards (collectively, "Requirements"). The Applicant affirms that it has taken all of the actions necessary and required for the construction, operation, and maintenance of its facility authorized hereunder, including compliance with all Requirements."
8. Where work on or near the traveled roadway is necessary, proper signs, channelizing devices, warning lights, and other barricades must be erected to protect traffic, employees, and pedestrians. All traffic control devices and methods shall conform to the Manual on Uniform Traffic Control Devices (MUTCD), Watford City standards and specifications, and the North Dakota Department of Transportation specifications and standards.
9. It is up to the Applicant or Applicant's designee to schedule inspections. Inspections shall be scheduled at least one work day in advance. Inspection hours are Monday through Friday 08:00 am to 05:00 pm.

SIGNATURE

As the applicant, I certify that all information given on this application is correct, all City Ordinances and Building Codes will be complied with and Utility Companies have been notified as necessary (811). Inspections are a required part of the permitting process and I understand that as a permit holder, it is my responsibility to notify The City when any such inspections need to be performed. Thus, I hereby give authorization to City Staff to access the permitted property as necessary and certify that the structure or property will not be occupied without first obtaining proper inspection(s) and/or the issuance of a Certificate of Occupancy or Final Inspection from the City Inspector. I understand that the City Inspector has the right to withhold the Certificate of Occupancy/Final Inspection until all said requirements and conditions have been deemed satisfactorily completed and all fees associated with the permitting and/or inspection processes have been paid in full. I also understand that once my permits are issued, all payments made to The City will be non-refundable and non-transferrable.

APPLICANT SIGNATURE:

DATE:

____/____/____



THE CITY OF WATFORD CITY
213 2ND ST NE / PO BOX 494
WATFORD CITY, NORTH DAKOTA

WATER AND SEWER ACCESS PERMIT INFORMATION

REQUIRED INSPECTIONS: Inspections are required for any work inside of the City's right of way or on public infrastructure. It is up to the Applicant or Applicant's designee to schedule inspections. Inspections shall be scheduled at least one work day in advance. Inspection hours are Monday through Friday 08:00 am to 05:00 pm. The City has contracted with a Testing Agency to perform materials testing. It is up to the Applicant or Applicant's designee to contact the City's Testing Agency to schedule all required testing. The Testing Agency's information will be provided at the pre-construction meeting. The Applicant will be billed by the City for the required testing. The following Water and Sewer Services Notes section is not an all-encompassing list of required inspections or standards. It is the Applicant or Applicant's designee responsibility to fully understand the City's standard drawings, specifications, testing standards, and inspection requirements. **All work and testing must conform to the City of Watford City Standards and Specifications or the NDDOT Standard Specifications for Road and Bridge Construction.**

WATER AND SEWER SERVICES NOTES

- **General Information for Applicant:**
 - a. **Water Service Responsibilities:**
 - The consumer shall be responsible for all repairs from the meter-side of the curb stop to the location serviced.
 - Curb stop means the valve in, or meant to be in, the Public Right of Way including the connection to the valve of the service line.
 - The consumer shall also be responsible for repairing any portion of the services that are intentionally or recklessly damaged, raising curb stops that are buried below grade, or moving curb stops to the edge of the right of way that are located outside of the right of way.
 - b. **Sewer Service Responsibilities:**
 - The consumer shall be responsible for all repairs to the sewer from the main to the location serviced, except that the City will pay for any repairs to pavement, curbs or other street surface repairs.
- **Main to Curb:**
 - a. **General:**
 - The City Testing Agency shall be called to perform testing for backfill material. Compacted backfill shall be compacted to 98% of maximum dry density as determined by ND T 99 in maximum one (1) foot lifts under paved surfaces and 90% of maximum dry density in maximum one (1) foot lifts under non-paved surfaces and the moisture content shall meet specifications within right-of way. Aggregate Base Course shall be compacted to 98% of maximum dry density as determined by ND T 99 in maximum six inch lifts under paved surfaces and 90% of maximum dry density in maximum six inch lifts under non-paved surfaces and the moisture content shall meet specifications within right-of way. Testing shall be performed every 300 feet.
 - b. **Water Services:**
 - The City Inspector shall be called to verify the thrust block under the curb stop.
 - The City Inspector shall witness a pressure test from the main to the curb stop in accordance with AWWA C 600-93 Section 4. Pressure shall be brought to 150 psi after all air has been removed from the lines. The test will be continued or held for a period of no less than two hours.
 - The City Inspector shall be called to verify that 7.50 ft minimum of cover is maintained over the waterline to finished grade.
 - The City Inspector shall take GPS shots for locations of valves, curb stops, saddles, etc.
 - The City Inspector shall verify 10 feet of separation from the outside of the water service to the outside of the sanitary sewer service.
 - c. **Sewer Services:**
 - The City Inspector shall witness a leakage test from the main to curb in accordance with Uni-Bell Specification Uni-B-6-79, Recommended Practice for Low-Pressure Air Testing of Installed Sewer Pipe.
 - The City Inspector shall verify slope for flow from the cap end towards the main.
 - The City Inspector shall verify 10 feet of separation from the outside of the water service to the sanitary sewer service.
 - The City Inspector shall take GPS shots for locations of wye, cleanout, etc.

- **Curb to Building:**
 - a. Water:
 - The City Inspector shall be called to verify the thrust block under the curb stop.
 - The City Inspector shall verify 7.50 feet minimum cover is maintained at least 3 feet passed the foundation wall of the building.
 - The City Inspector shall take GPS shots as needed.
 - The City Inspector shall verify the curb stop is exposed to finished grade.
 - b. Sewer:
 - The City Inspector shall witness a leakage test from the curb to the building in accordance with Uni-Bell Specification Uni-B-6-79, Recommended Practice for Low-Pressure Air Testing of Installed Sewer Pipe.
 - The City Inspector shall verify slope for flow from the cap end towards the main.
 - The City Inspector shall verify that a separation of at least 3 feet is between the water and sewer service as it enters the building.
 - The City Inspector shall verify the cleanout is exposed to finished grade.
- **Meter Issue:**
 - a. The Public Works Department at City Hall will issue the water meter.
 - b. Sections "1. Main to Curb" and "2. Curb to Building portions" of the Water & Sewer Access Permit Card shall be signed off on by City Inspectors prior to the water meter being issued. It is the duty of the Applicant or Applicant's designee to make sure the Permit Card is posted at the Job Site and available for the City Inspectors to sign.
- **Water Turn On:**
 - a. Prior to turning the water on, the City Inspector shall witness a pressure test from the curb stop to the water meter in accordance with AWWA C 600-93 Section 4. Pressure shall be brought to 150 psi after all air has been removed from the lines. The test will be continued or held for a period of no less than two hours.
- **Final: Prior to Occupancy:**
 - a. The area inside of the City's right of way needs to be restored properly per City Standards or NDDOT Standards and verified by the City Inspector.
 - b. All parts of the permit card need to be signed off on.

PAYBACK ZONE FEE SCHEDULE

USAGE TYPE	ZONE AREA #										Unit of Measure
	1	2	3	4	5	6	7	8	9	10	
Single Family	\$2,400	\$2,220	\$1,520	\$700	\$1,700	\$700	\$874	\$194	\$536	\$819	Unit
SF with in home apartment	\$1,920	\$1,776	\$1,216	\$560	\$1,360	\$560	\$699	\$155	\$429	\$655	Unit
Duplex	\$2,400	\$2,220	\$1,520	\$700	\$1,700	\$700	\$874	\$194	\$536	\$819	Unit
Townhome	\$2,400	\$2,220	\$1,520	\$700	\$1,700	\$700	\$874	\$194	\$536	\$819	Unit
Apartment < 3 Beds (indv. meter)	\$1,920	\$1,776	\$1,216	\$560	\$1,360	\$560	\$699	\$155	\$429	\$655	Unit
Apartment +3 Beds(indv. meter)	\$2,400	\$2,220	\$1,520	\$700	\$1,700	\$700	\$874	\$194	\$536	\$819	Unit
Mobile Home	\$2,400	\$2,220	\$1,520	\$700	\$1,700	\$700	\$874	\$194	\$536	\$819	Unit
Apartment < 3 Beds	\$1,920	\$1,776	\$1,216	\$560	\$1,360	\$560	\$699	\$155	\$429	\$655	Unit
Apartment +3 Beds	\$2,400	\$2,220	\$1,520	\$700	\$1,700	\$700	\$874	\$194	\$536	\$819	Unit
Bar	\$240	\$222	\$152	\$70	\$170	\$70	\$87	\$19	\$54	\$82	seat
Bed & Breakfast	\$1,198	\$1,108	\$758	\$349	\$848	\$349	\$436	\$97	\$267	\$409	room
Campground/RV Park	\$1,920	\$1,776	\$1,216	\$560	\$1,360	\$560	\$699	\$155	\$429	\$655	space
Car Wash	\$8,623	\$7,976	\$5,461	\$2,515	\$6,108	\$2,515	\$3,140	\$697	\$1,926	\$2,943	wash bay
Church	\$48	\$44	\$30	\$14	\$34	\$14	\$17	\$4	\$11	\$16	seat
Coin Laundromat	\$4,790	\$4,431	\$3,034	\$1,397	\$3,393	\$1,397	\$1,745	\$387	\$1,070	\$1,635	washing machine
Commercial Laundry	\$7,663	\$7,088	\$4,853	\$2,235	\$5,428	\$2,235	\$2,791	\$619	\$1,711	\$2,615	washing machine
Commercial Retail	\$576	\$533	\$365	\$168	\$408	\$168	\$210	\$47	\$129	\$197	1000 sq. ft.
Convenience Store	\$576	\$533	\$365	\$168	\$408	\$168	\$210	\$47	\$129	\$197	1000 sq. ft.
Food Service	\$295	\$273	\$187	\$86	\$209	\$86	\$108	\$24	\$66	\$101	seat
Hospital	\$2,395	\$2,216	\$1,517	\$699	\$1,697	\$699	\$872	\$194	\$535	\$817	bed
Hotel with Restaurant	\$1,198	\$1,108	\$758	\$349	\$848	\$349	\$436	\$97	\$267	\$409	room
Hotel without Restaurant	\$862	\$797	\$546	\$251	\$610	\$251	\$314	\$70	\$192	\$294	room
Mobile Home Park	\$2,400	\$2,220	\$1,520	\$700	\$1,700	\$700	\$874	\$194	\$536	\$819	space
Nursing Home	\$1,438	\$1,330	\$910	\$419	\$1,018	\$419	\$524	\$116	\$321	\$491	bed
Office	\$1,198	\$1,108	\$758	\$349	\$848	\$349	\$436	\$97	\$267	\$409	1000 sq. ft.
Restaurant	\$258	\$239	\$164	\$75	\$183	\$75	\$94	\$21	\$58	\$88	seat
Shop/Garage	\$1,198	\$1,108	\$758	\$349	\$848	\$349	\$436	\$97	\$267	\$409	1000 sq. ft.
Shopping Center	\$1,198	\$1,108	\$758	\$349	\$848	\$349	\$436	\$97	\$267	\$409	1000 sq. ft.
Theater	\$48	\$44	\$30	\$14	\$34	\$14	\$17	\$4	\$11	\$16	seat
Warehouse	\$576	\$533	\$365	\$168	\$408	\$168	\$210	\$47	\$129	\$197	1000 sq. ft.
Light Industrial	\$240	\$222	\$152	\$70	\$170	\$70	\$87	\$19	\$54	\$82	employee
Industrial Strength Discharger	Case by Case Basis										
Others Not Listed											