



# CITY OF ONEIDA

## WATER DEPARTMENT

109 N. Main Street  
Oneida NY 13421

Tel.: (315) 363-1490  
Fax: (315) 363-9558

## How to Apply for a New Water Service

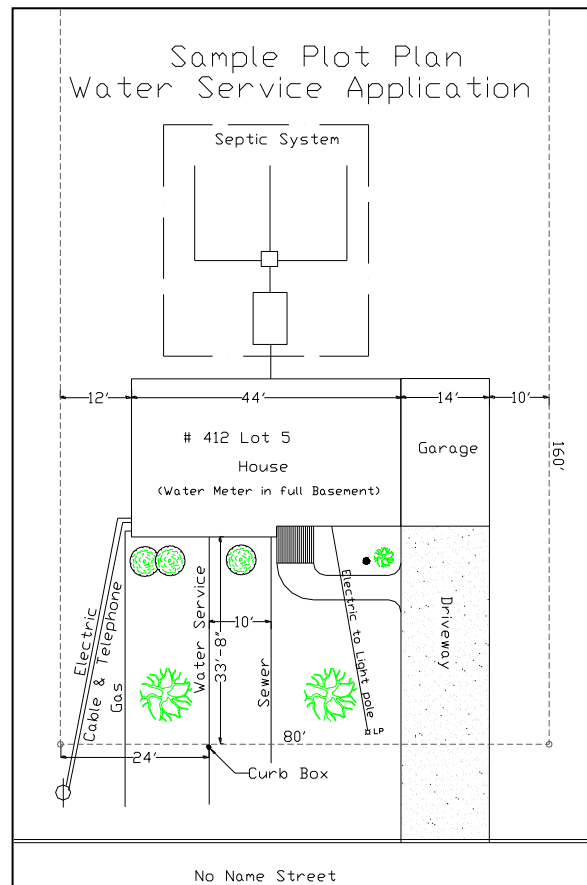
There are several steps involved in securing a new water service. By following these simple steps you will avoid delays:

- Fill out an application for [Water Service](#). (incomplete applications will be returned)
- [Read the Rules & Regulations](#).
- Submit a Plot Plan showing:
  1. Location of the home or building to be served
  2. Location of driveway and walks
  3. Underground utilities- gas, electric, sewer, septic, etc.
- If the Home or building will not have a basement, submit a sketch plan of proposed meter location in building
- If the building to be serviced is commercial, then a [meter sizing form](#) must also be submitted along with a letter of review for backflow and interior plumbing plan.

Once you have these forms filled out, bring or mail them to the Water Department office at City Hall. The applications will be reviewed for approval, please allow two to four days for this to take place. The purpose of this review is to insure that water service is available at the lot, proper separation is provided from other underground utilities (5 feet minimum), and that the service is properly sized for your plans.

Once approved, you will receive an invoice with the amount due, a dummy meter spacer, and a stake to install at the proposed curb box location. The invoice must be paid prior to the service installation. The Maintenance Supervisor will schedule for installation by a crew. Most services are installed within 10 days of approval of the application.

Since you are planning a project that involves digging, you will need to contact the UFPO (Underground Facilities Protective Organization) at 1-800-962-7962. This one call system, will contact owners of underground facilities, who will come and mark out their location. To learn more about the one call system you can check out their web site at [www.digsafelynewyork.com](http://www.digsafelynewyork.com). This can help you avoid endangering your life, damaging underground facilities, breaking the law, and wasting time and money. You must call at least two full working days before you dig.





**CITY OF ONEIDA**  
WATER DEPARTMENT

109 N. Main Street  
Oneida NY 13421

Tel.: (315) 363-1490  
Fax: (315) 363-9558

**Application Review Check List**

**Location information:** \_\_\_\_\_

The following information is required:

1. Complete address.  Yes  No  Resubmit
2. Nearest intersection.  Yes  No  Resubmit
3. If building address is not posted on lot or structure then additional information necessary to identify location must be included.  Yes  No  Resubmit
4. The tax map parcel number must be include (SBL#)  Yes  No  Resubmit

**Billing owner's information** should be complete with current phone number and mailing address.

Yes  No  Resubmit

**Person installing service** should be complete with the contractor the owner has hired to install the service from the curb box into the home. If the owner has not hired or contracted with someone to install the service the application will be reviewed but not installed until this section is complete and the owner has submitted in writing the name of the contractor selected.

Yes  No  Resubmit

**Plot plan check list:**

1. Plot Plan Submitted?  Yes  No  Submit
2. Drawing to scale or separation and dimensions shown?  Yes  No  Resubmit
3. Side yard dimensions shown?  Yes  No  Resubmit
4. Set back from street shown?  Yes  No  Resubmit
5. Driveway and sidewalks shown?  Yes  No  Resubmit
6. Proposed Water Service shown of Site Plan?  Yes  No  Resubmit
7. All other underground utilities shown?  Yes  No  Resubmit

**Commercial property checklist:**

1. Commercial Meter Sizing form submitted?  Yes  No  Resubmit
2. Backflow review submitted?  Yes  No  Resubmit
3. Interior plumbing plans submitted?  Yes  No  Resubmit