

Town of Derry, NH

Department of Public Works

Water and Sewer Utility Disconnection Request:

Property Location: _____ Parcel ID: _____

Service to be disconnected: () Water; () Sewer Permanent () or Temporary ()

Date service will be ready for disconnection: _____

Owner Name: _____ Phone: _____

Owner Address: _____

Reason for Disconnection: _____

Approved by the Code Enforcement Director: _____ Date: _____

Contractor Responsible for Service Disconnection: _____

Any Contractor who works on the Derry municipal Water or Sewer System must be prequalified by the Town of Derry Engineering Division, acquire appropriate bonding and be knowledgeable of the Derry Water and Sewer Construction Specifications.

Address: _____

Phone: _____

Owner's Signature: _____ **Date:** _____

Date Water Shut off at Curb Valve: _____ Date Water Service Meter Removed: _____

Approved by Deputy Director of Public Works: _____ Date: _____

Special Conditions: _____

Disconnect Completed On: _____ Inspected for the Town by: _____

As-built drawings received on: _____

See reverse side for Instructions

Water and Sewer Utility Disconnection Policy

Private Water and Sewer services may be disconnected from the municipal system at the request of the property owner. Owners must prove that the buildings to be disconnected will have alternate approved water and/or sewer service and that the building will not be in violation of the Derry Water Use or Sewer Ordinances or Building Code or that the building to be disconnected shall be razed.

Owners must request such disconnects in writing to the Department of Public Works. Disconnects must be done in accordance with the procedures outlined herein. Water and Sewer disconnects must be done by a utility service contractor preapproved by the Town of Derry. Disconnects must be inspected by the Town's engineer. All work associated with the disconnects shall be borne by the property owner.

Water and/or Sewer base charges will still be charged even where water and sewer has been disconnected unless the buildings have been demolished and/or no longer approved by the Town for occupancy.

Water Disconnect:

PRIOR to building demolition permit approval, the Owner must:

- ✓ Complete a service disconnection request application.
- ✓ Have Derry Water Division shut down water service at the curb valve.
- ✓ Have Derry Water Division remove water service meter. (Cross-connection Control devices, internal valves and piping are the property of the owner and will not be removed by the Town.)
- ✓ Schedule an approved Utility Service Contractor to disconnect the water service. Unless otherwise permitted by the Town, services which will be permanently disconnected shall be excavated and disconnected at the main. At the discretion of the Town, the service may be disconnected at the curb valve. In such cases the contractor shall excavate the water service at the curb valve, cut and crimp the service no less than 1 foot and no more than 3 feet from the curb valve. The contractor shall remove the curb valve rod and box and prepare a detailed as-built drawing for submission to the Town within 10 days.
- ✓ All work must be inspected by the Town's engineer PRIOR to backfill.
- ✓ Backfill with sand bedding, crushed gravel

Sewer Disconnect:

PRIOR to building demolition permit approval, the Owner must:

- ✓ Complete a service disconnection request application.
- ✓ For pressure sewer lines, have Derry Sewer Division shut down water service at the curb valve.
- ✓ Schedule an approved Utility Service Contractor to disconnect the sewer service. Unless otherwise permitted by the Town, services which will be permanently disconnected shall be excavated and disconnected at the main. At the discretion of the Town, the service may be disconnected at the property line. In such cases the contractor shall excavate the sewer service at the property line, cut and cap the service with an approved water tight PVC cap. For services other than PVC, an appropriate coupling and PVC stub (+/- 2 feet) shall be affixed to the existing sewer with the appropriate water tight PVC cap. The contractor shall prepare a detailed as-built drawing for submission to the Town within 10 days.
- ✓ All work must be inspected by the Town's engineer PRIOR to backfill.
- ✓ Backfill with sand bedding, crushed gravel