



HICKSVILLE WATER DISTRICT

4 Dean Street, Hicksville, NY 11801 ♦ (516) 931-0184 ♦ (516) 931-6506 -Fax ♦
info@hicksvillewater.org

SERVICE DISCONNECT

ANY PROPERTY OWNER WANTING TO DEMOLISH A STRUCTURE LOCATED IN THE HICKSVILLE WATER DISTRICT MUST HAVE THE WATER SERVICE DISCONNECTED AT THE MAIN UNDER THE DISTRICT'S RULES AND REGULATIONS, AT THE PROPERTY OWNER'S EXPENSE.

BEFORE ANY SERVICE CAN BE DISCONNECTED, THE OWNER MUST:

- ♦ SUBMIT "OWNER AUTHORIZATION FORM"
- ♦ REMIT \$100 DISCONNECT FEE TO DISTRICT
- ♦ SUBMIT "ROAD OPENING PERMIT"
- ♦ ESTABLISH A PLUMBER AT OWNER'S EXPENSE:
 - ✓ PLUMBER MUST BE LICENSED (TOWN OF OYSTER BAY / HEMPSTEAD)
 - ✓ PLUMBER MUST BE BONDED WITH THE DISTRICT FOR \$10,000
- ♦ PAY FOR ANY WATER USAGE ON THE WATER METER
- ♦ 48 HOUR NOTICE NEEDED

AFTER THE OWNER SUBMITS ALL PAPERWORK AND PAYS ALL FEES:

- ♦ OWNER MUST SCHEDULE DISCONNECT DATE AT LEAST 48 HOURS IN ADVANCE
- ♦ OWNER MUST OBTAIN FULL UNDERGROUND UTILITY MARK-OUT
- ♦ NOTE: WATER DISTRICT WILL MARK OUT WATER MAIN AND SERVICE
- ♦ WATER DISTRICT WILL REMOVE METER
- ♦ PLUMBER DIGS OVER MAIN, UNCOVERS CORPORATION COCK
- ♦ PLUMBER REMOVES CURB BOX AND/OR PIT ASSEMBLY
- ♦ IF THERE IS A PIT:
 - ✓ WATER DISTRICT WILL REMOVE PIT COVER
 - ✓ PLUMBER MUST FILL WITH DIRT
- ♦ WATER DISTRICT SHUTS OFF CORPORATION COCK, AFTER OLD SERVICE IS DISCONNECTED DISTRICT WILL CAP CORPORATION COCK
- ♦ PLUMBER MUST BACK FILL AND RESTORE ROAD OPENING

AFTER ALL OF THE WORK IS COMPLETED, THE WATER DISTRICT WILL ISSUE A "LETTER OF DISCONNECT" FOR THE OWNER TO PRESENT TO THE TOWN OF OYSTER BAY / HEMPSTEAD

PLEASE CONTACT THE DISTRICT OFFICE WITH ANY QUESTIONS AT 516.931.0184

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Owner Authorization Form

To Whom It May Concern:

I (WE), _____

AS THE OWNER(S) OF THE PREMISES SITUATED AT:

_____ (STREET) (CITY) (ZIP CODE)

SECTION: _____ **BLOCK:** _____ **LOT:** _____

HAVE AUTHORIZED: _____

TO DO: _____

AT SAID PREMISES.

SIGNED: _____
(SIGNATURE)

ADDRESS

() _____
TELEPHONE NUMBER

DATE