



To: Building and Plumbing Contractors

Re: New Meter Installation Policy

Effective immediately, the Town of Ledgeview has the following requirements before a new meter installation can occur.

- * Water Supply Capacity **fee must be paid prior** to requesting meter installation.
- * Curb box is to be visible and accessible **at or above final grade**.
- * Basement steps **shall** be installed providing safe access: otherwise the meter will not be installed. No ladders allowed.
- * Plumbing must have proper piping installed. This includes the valve before and after the meter, a construction spigot before the second valve on the house side, **and a four foot minimum vertical section of pipe, secured to the basement wall up to the sill plate, for attaching the radio transmitter box.**
- * A pressure and leak test will be performed at the time of the new meter installation. **Water will be turned on to the meter at this time.**
- * Basement needs to be adequately heated so there will not be any freezing issues. **If the meter freezes, the builder will be responsible for all costs.**

If you have any questions in regard to this policy, please contact Andrew Tenor, Public Works Operations Supervisor at 920-336-3360 x111.

Thank you for your attention to this matter.

Town of Ledgeview
3700 Dickinson Road
DePere, WI. 54115

I have read and understand this policy:

Signature: _____ Date: _____