

**URBANDALE WATER UTILITY
RULES AND REGULATIONS**

May 1, 2023



Urbandale, Iowa

URBANDALE WATER UTILITY
RULES AND REGULATIONS
Urbandale, Iowa

Adopted by action of the Urbandale Water Board of Trustees on June 12, 2018, and effective July 1, 2018.

Addendum #1: Dated February 11, 2020
Comments: Changes in Appendix A – Fee Schedule

Addendum #2: Dated October 13, 2020
Comments: Changes to Section 105.4 Material for Service Piping

Addendum #3: Dated June 10, 2021
Comments: Changes in Section 105.4 Material for Service Piping, Section 109.11 Meter Pits for 5/8” to 2” Meters, and Appendix A - Fee Schedule

Addendum #4: Dated June 1, 2022
Comments: Changes made to Preface, 102.6 Customer Responsibility, 104.3 Size of Tap, 104.5 Removal of Tap or Connection, 106.5 Cross Connection – Containment Provisions, 108.1 Commercial Industrial Private Fire Protection Systems, 109.1 Water Meters General, 109.7 Size of Meters, 109.8 Installation, 109.12 Meter Pits for 3” Meters and Larger, 109.21 Automated Meter Reading Unit (AMR) & Remote Meter Installation/Repair, 110.1 Public Mains, 112.6 Water Rationing Enforcement, Fee Schedule and Drawings.

Addendum #5: Dated May 1, 2023
Comments: Fee Schedule Updated

Addendum #6: Dated _____
Comments:

Addendum #7: Dated _____
Comments:

Table of Contents

	PREFACE	1
	DEFINITIONS	3
100	ADMINISTRATIVE.....	5
	100.1 PURPOSE.....	5
	100.2 APPOINTMENT	5
	100.3 REMOVAL	5
	100.4 COMPENSATION.....	5
	100.5 POWERS AND DUTIES	5
101	GENERAL.....	7
	101.1 WATER PRESSURE	7
	101.2 TEMPORARY INTERRUPTION OF SERVICE	7
	101.3 LOCATION OF WATER FACILITIES	7
	101.4 WATER AVAILABILITY.....	8
	101.5 WATER CONNECTION TO OTHER WATER SUPPLIES	8
	101.6 MATERIAL AND INSTALLATION PRACTICES	8
102	APPLICATION FOR THE USE OF WATER	9
	102.1 APPLICATION.....	9
	102.2 DEPOSIT.....	9
	102.3 BILLING	10
	102.4 DEFAULT IN PAYMENT.....	11
	102.5 UNAUTHORIZED USE OF UNMETERED WATER	11
	102.6 CUSTOMER RESPONSIBILITY.....	11
	102.7 SHUT-OFF NOTICE DELIVERY	12
103	APPLICATION FOR INSTALLATION OF WATER SERVICE.....	13
	103.1 APPLICATION FOR WATER SERVICE PERMIT	13
	103.2 APPLICATION REQUIREMENTS FOR FIRE SERVICES AND DOMESTIC SERVICES 1-¼” IN DIAMETER AND LARGER	13
	103.3 OBLIGATION OF CONTRACTOR.....	14
	103.4 PLUMBING INSPECTION	14
104	TAPS AND CONNECTIONS	15
	104.1 GENERAL	15
	104.2 LOCATION OF TAP	15
	104.3 SIZE OF TAP	16
	104.4 EXCAVATION FOR TAP	16
	104.5 REMOVAL OF TAP OR CONNECTION	17

105	WATER SERVICE INSTALLATION	18
105.1	APPLICATION.....	18
105.2	GENERAL LOCATION REQUIREMENTS.....	18
105.3	SIZE OF WATER SERVICE LINES.....	18
105.4	MATERIAL FOR SERVICE PIPING	18
105.5	SERVICE LINE APPURTENANCES	19
105.6	COMMERCIAL COMBINATION SERVICE PIPES.....	21
105.7	MAINTENANCE OF WATER SERVICES	21
106	CROSS CONNECTIONS AND BACKFLOW PREVENTION	22
106.1	GENERAL	22
106.2	BACKFLOW PREVENTION.....	22
106.3	REQUIRED INSTALLATION	22
106.4	INTERCONNECTED SERVICES AND/OR FIRE LINES	23
106.5	CROSS CONNECTION CONTROL - CONTAINMENT PROVISIONS	23
107	PUBLIC FIRE PROTECTION	29
107.1	OPERATION OF FIRE HYDRANTS	29
107.2	PENALTY FOR UNAUTHORIZED USE	29
107.3	RELOCATION OF PUBLIC FIRE HYDRANTS	29
107.4	CHANGE OF GRADE.....	29
107.5	OBSTRUCTION OF HYDRANTS	29
107.6	PAINTING OF PUBLIC HYDRANTS	30
108	PRIVATE FIRE PROTECTION	31
108.1	COMMERCIAL/INDUSTRIAL PRIVATE FIRE PROTECTION SYSTEMS ...	31
108.2	RESIDENTIAL FIRE PROTECTION SYSTEMS	32
109	WATER METERS	34
109.1	GENERAL	34
109.2	RESIDENTIAL	34
109.3	APARTMENTS, DUPLEXES, CONDOMINIUMS, AND INSTITUTIONS.....	35
109.4	SHOPPING CENTERS AND STRIP MALLS	36
109.5	INDUSTRIAL	36
109.6	TYPES OF METERS	36
109.7	SIZE OF METERS	36
109.8	INSTALLATION	37
109.9	METER VALVES.....	37
109.10	METER LOCATION	38
109.11	METER PITS FOR 5/8" TO 2" METERS	38
109.12	METER PITS FOR 3" METERS AND LARGER	40
109.13	METER BY-PASS	41

109.14	MAINTENANCE.....	41
109.15	SEWER DEDUCT METERS.....	42
109.16	NON-DEDUCTING SEWER METERS.....	42
109.17	SUB-METERS	43
109.18	TEMPORARY METERS	43
109.19	CHANGES IN LOAD.....	43
109.20	USE OF HYDRANT METERS	43
109.21	AUTOMATED METER READING UNIT (AMR) & REMOTE METER INSTALLATION/REPAIR	44
109.22	AUTOMATED METER READING OPT OUT	44
110	MAIN EXTENSIONS	45
110.1	PUBLIC MAINS	45
110.2	TRANSMISSION MAINS.....	45
110.3	PRIVATE MAINS & SERVICES.....	45
110.4	SHARING OF MAIN COSTS	45
111	PLAN SUBMITTALS & PROCEDURES.....	47
111.1	PLATS.....	47
111.2	SITE PLANS.....	47
111.3	MATERIALS FOR SERVICE MAINS	49
111.4	PRESSURE TESTING.....	49
111.5	DISINFECTION.....	49
111.6	TRACING WIRE TEST	50
112	WATER SHORTAGE PLAN.....	51
112.1	INTRODUCTION.....	51
112.2	CURRENT CAPACITY TO PROVIDE SAFE DRINKING WATER AND EXPECTED PEAK DEMAND.....	52
112.3	STAGE I: VOLUNTARY 25% REDUCTION IN TURF IRRIGATION	52
112.4	STAGE II: VOLUNTARY 50% REDUCTION IN OUTDOOR WATER USE (INCLUDING TURF IRRIGATION).....	53
112.5	STAGE III: MANDATORY ALL TURF IRRIGATION IS PROHIBITED	55
112.6	STAGE IV: WATER RATIONING.....	56
113	SCHEDULE OF CHARGES	58
113.1	METERED WATER.....	58
113.2	FIRE PROTECTION CHARGES	58
113.3	UNIFORM TAP CHARGES.....	59
113.4	FILLING OF POOLS.....	59
113.5	ADJUSTMENT TO CHARGES	59

APPENDIXES

A FEE SCHEDULE – ADDENDUM #5

I WATER RATES *Addendum #5*.....60

II SEWER RATES.....60

III SOLID WASTE.....60

IV STORM WATER.....60

V APPLICATION FEE *Addendum #5*.....61

VI TEMPORARY METER DEPOSIT AND RENTAL FEE.....61

VII ADMINISTRATIVE FEE FOR LATE PAYMENTS.....61

VIII NON-SUFFICIENT FUNDS.....61

IX CURB BOX (STOP BOX) CAP REPLACEMENT.....62

X SHUT-OFF NOTICE DELIVERY.....62

XI TURN-ON FEE.....62

XII TAPPING FEES.....62

XIII SERVICE CALL FEE.....62

XIV CONNECTION FEE *Addendum #5*.....63

XV HYDRANT METER ASSEMBLY.....63

XVI POOL FILL FEES.....63

XVII METER TESTING.....63

XVIII FROZEN/DAMAGED METERS.....64

XIX BACTERIOLOGICAL SAMPLE FEES.....64

XX FLUSHING WATER MAINS FEES *Addendum #5*.....64

XXI PRIVATE FIRE PROTECTION.....64

XXII STANDARD LABOR AND EQUIPMENT CHARGES.....64

XXIII UNAUTHORIZED USE OF UNMETERED WATER PENALTY.....64

XXIV TAMPERING OF A METER OR UNAUTHORIZED OPERATION
OF VALVES OR STOP BOXES.....65

XXVI AMP OPT OUT SERVICE FEE.....65

XXVII PRIVATE FIRE HYDRANT MAINTENANCE AGREEMENT.....65

B FIGURES.....66

LATE NOTICE/DISCONNECT POLICY.....B-1

DETAIL OF 1" COPPER SERVICE INSTALLATION.....B-2

DETAIL OF 1-1/2" OR 2" SERVICE INSTALLATION.....B-3

EXCAVATION DETAIL FOR TAPPING SLEEVE.....B-4

1ST FLOOR SETTING WITH CRAWL SPACE BELOW.....B-5

BUILDING WITH STANDARD BASEMENT.....B-6

ADJUSTING STOP BOX TO NEW GRADE (ARCH PATTERN BOX).....B-7

TYPICAL COMMERCIAL FIRE SERVICE LINE WITH DOMESTIC TEE IN LINE	B-8
DETAIL OF THE STANDARD METER PIT - 5/8", 3/4" & 1" METERS.....	B-9
DETAIL OF THE STANDARD METER PIT 1-1/2" & 2" METERS	B-10
FIRE HYDRANT DETAIL	B-11
TYPICAL COMBINATION NON-CIRCULATING FIRE/IRRIGATION & DOMESTIC SERVICE	B-12A
TYPICAL DOMESTIC CIRCULATING FIRE SYSTEM & IRRIGATION SERVICE ...	B-12B
STANDARD PLAN FOR METER & BYPASS INSTALLATION	B-13
TURBINE OR COMPOUND METER PIT DETAIL WITH TRACER WIRE	B-14
RESIDENTIAL IRRIGATION AND/OR NON-CIRCULATING FIRE SERVICE INSTALLATION	B-15A
RESIDENTIAL IRRIGATION AND/OR CIRCULATING FIRE SERVICE INSTALLATION	B-15B
TAP CUT AT MAIN PROCEDURES 3/4" TO 2" DIRECT TAPS ONLY	B-16
PRIVATE MAIN ABANDONMENT DETAILS	B-17
TRACER WIRE DETAIL	B-18
CONCRETE THRUST BLOCK STANDARD	B-19
IRRIGATION METERS AND SYSTEM REQUIREMENTS.....	B-20
RESIDENTIAL NON-CIRCULATING FIRE SERVICE METER AND SYSTEM REQUIREMENTS	B-21
HYDRANT METER RENTAL AGREEMENT	B-22
PRIVATE FIRE HYDRANT MAINTENANCE AGREEMENT	B-23