

**Town of Hamilton**  
**Water Utility Superintendent**

900 S. Wayne St. / PO Box 249  
Hamilton, IN. 46742  
Phone: 260.488.3607  
Fax: 260.488.2577  
Email: [jstouder@townofhamilton.org](mailto:jstouder@townofhamilton.org)



**Inspection form for new compliance**

Property address: \_\_\_\_\_

Date new compliance required: \_\_\_\_\_

Reason for new compliance: \_\_\_\_\_

**Inspections – (check off, date and initial)**

First (concrete work if applicable) - \_\_\_\_\_

Second (underground to service connection) - \_\_\_\_\_

Final (meter set and / or any other applicable) - \_\_\_\_\_

100 PSI pressure test satisfactory – yes: \_\_\_\_\_ no: \_\_\_\_\_

Tap fee paid (if applicable, check off) - \_\_\_\_\_

Approved (check one) – yes: \_\_\_\_\_ no: \_\_\_\_\_

*If no, Noncompliance solution (meter pit, dig up line, etc.) - \_\_\_\_\_*

\_\_\_\_\_

\_\_\_\_\_

Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Installation Instructions for Ford Check Valves

1. Most Ford check valves, angle and straight, are designed for installation on the outlet side of a water meter. The integral meter coupling nut (or flange) is attached to the meter and serves as a union fitting for easy removal of the check from the service line. Various service line connections are also available for both ends.
2. It is recommended that a strainer be installed upstream of the check valve and meter installation. Any foreign particle may foul internal check valve components.
3. Be careful when using thread sealants during installation; sealants may damage the internal parts of any check valve.
4. Make sure that the direction of flow arrow on the check valve matches the water flow direction in the system. Place wrench only on flats provided. Wrench placement at any other location could damage the check valve.
5. Install the check valve in an accessible location with ample clearance so inspection and maintenance of the valve can be easily accomplished.

**Note:** Check valves are mechanical devices subject to fouling, wear and mineral deposits. Inspection and maintenance are critical for continued operation. ~~Repair kits are available and listed in the Ford Meter Box Catalog.~~

6. Install the check valve in an area safe from freezing.

**Note:** Thermal water expansion in the water heater can cause excessive pressure to build within a closed system (when a check valve is installed). Appropriate pressure relief valves or expansion tank systems should be installed at or near the water heater.

### WARRANTY - READ BEFORE INSTALLING

All merchandise is warranted to be free from defects in material and factory workmanship. We will provide free of charge new products in equal quantities for any that prove defective within one year from the date of shipment from our factory. **Manufacturer should not be liable for any loss, damage, or injury, direct or consequential, arising out of the use of or the inability to use the product. Before using, user shall determine the suitability of the product for his intended use and user assumes all risk and liability whatever in connection therewith. No claims for labor or consequential damage will be allowed.** The foregoing may not be changed except by agreement signed by an officer of the manufacturer.

DAMAGE CAUSED BY IMPROPER TOOLS OR HANDLING  
WILL VOID OUR WARRANTY

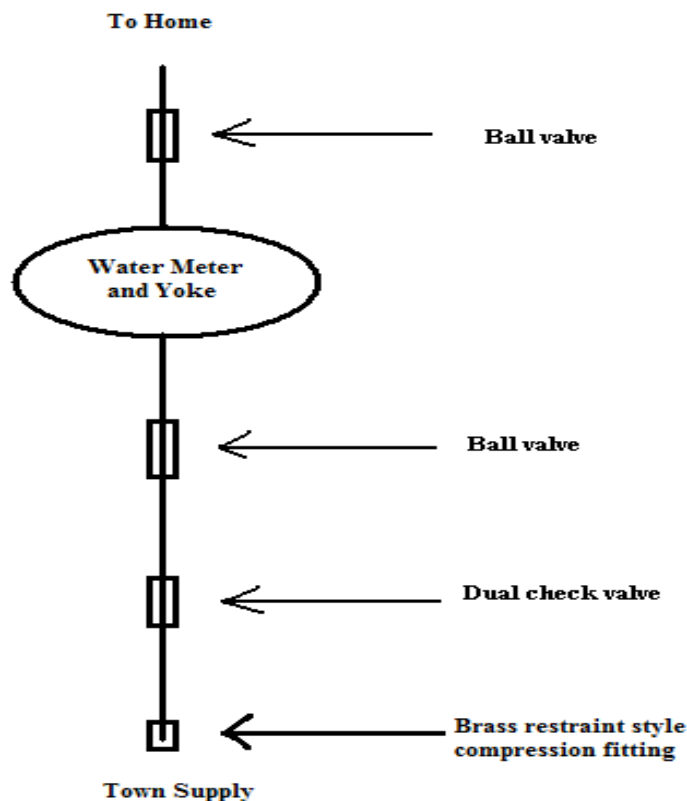
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### Typical home meter placement compliance sheet



#### Please Remember:

- 1) Only authorized personnel are permitted to turn on or shut off any water valve that is owned by the Town of Hamilton. If water is illegally turned on or off by an unauthorized individual, you may be subject to a \$50 per day fine for each day you are suspected to be in violation.
- 2) Meter pits are installed at the decision of the Water Utility. All water meters located within the Town right of way are the responsibility of the Town of Hamilton to provide a freeze proof condition. If the meter is located on your property, then it is your responsibility to ensure the meter is protected. If the meter located on your property is damaged, the water utility needs to be contacted immediately to perform repairs and fees will apply.
- 3) It is a violation of state law to tamper with any water meter located on your property or in the Town right of way.
- 4) If the meter is installed incorrectly a second inspection fee may apply.
- 5) Service line required: CTS 200-PSI HDPE or type "K" copper. For "K" copper we suggest a 1" line, for HDPE we suggest a minimum of 1" - 1.5". We also suggest that you sleeve all water lines under the concrete or hard service areas.
- 6) Only restraint style compression fittings (with stainless steel pipe stiffener) are permitted for the main service line initial connection. Manufactured by Ford, Mueller or AY McDonald
- 7) Water meter, meter yoke, and dual check valve are provided by the Utility. All piping from check valve to ball valve must be hard piped copper or brass. Plastic, Galvanized, pex, pro press (etc.) piping between valves is prohibited. Meters are to be installed in the horizontal position. Piping from the restraint compression to the first ball valve must be threaded brass.
- 8) 100 PSI pressure test is required prior to water being turned on. Pressure test is required from the restraint compression fitting to the curb stop. The pressure tested restraint compression fitting must be the same fitting used for the permanent water supply.

**Any questions please contact the Water Utility**

# Town of Hamilton

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## Instructions for new water service

- 1) Homeowner / Company must go to the Hamilton Town Hall and request water service.
- 2) Customer will be required to fill out a water user agreement and to pay a minimum payment of \$500 + an Availability / Equity fee based on meter size. **Note:** The minimum payment does not cover the entire cost of installation; it will be invoiced separately if the tap is not already installed. Please ask if you would like to receive a quote.
- 3) The Town Hall will contact the Water Utility to install or verify the water service.
- 4) Once the Water Utility has inspected the property a representative from the Utility will be in contact with the customer to determine the water meter placement. Ex. Home, meter pit or other approved location. **Note:** The Water Utility provides water service to the property line only. The customer is responsible for installing the water service from the property line to the home – however this line must be installed according to the Town of Hamilton’s specifications and does require an inspection prior to anything covering the service line. Ex. concrete, dirt, footers, etc. No water service will be turned on until all compliance measures have been met.
- 5) After the water line is installed from the Towns shut-off valve to the home or business you must contact the Water Utility or Town Hall to have the water line inspected and pressure tested before backfilling – this includes any covering of the pipe!!! Ex. footers, driveways, floors, etc. **ALL INSPECTIONS REQUIRE AT LEAST 24-HOUR NOTIFICATION** and can be performed Monday – Friday 8am – 3pm. If the customers fails to contact for inspections water service will not be granted. Alternative measures will be granted under the approval of the Utility Superintendent. **Note:** The Water Utility inspects the water line for proper connections and pressure test the line using Town water pressure only. If any additional pressure testing is requested it is the customer’s responsibility and must be coordinated with the Utility.
- 6) Once the water line has been inspected the customer will receive a meter yoke and dual check valve or necessary meter installation materials at their request. The yoke, check valve or other granted material must be installed to the Water Utilities specifications and inspected once completed.
- 7) Final Inspection – In order to have a final inspection you must contact the Water Utility or Town Hall and request the work to be done. **Note:** Water will not be turned on to any property until final inspection is complete.
- 8) Once all inspections are complete and within compliance you must contact the Hamilton Town Hall or the Water Utility to request your water service to be turned on. At that time a Water Utility representative will arrange a time to complete the work.

**Please Remember:** Only authorized personnel are permitted to turn on or shut off any water valve that is owned by the Town of Hamilton. If water is illegally turned on by an unauthorized individual you may be subject to a \$50 per day fine for each day you are suspected to be in violation.

Meter pits are installed at the decision of the Water Utility. All water meters located within the Town right of way are the responsibility of the Town of Hamilton to provide a freeze proof condition; if the meter is located on your property then it is your responsibility to ensure the meter is protected. If the meter located on your property is damaged, you will need to contact the Utility immediately and fees will apply for repair.

**It is a violation of state law to tamper with any water meter**