

YORKTOWN CONSOLIDATED WATER DISTRICT

1080 Spillway Road, Shrub Oak, NY 10588

Telephone: 914.245.6111

Fax: 914.245.8422

TAP APPLICATION PROCEDURE

- TAP application must be completed entirely and returned to the Water District for approval and signature.

As per Yorktown Town Code (280-26 *cross connections*) All commercial properties (Residential homes are exempt) will require installation of a backflow prevention device. The application packet can be obtained from our office; it must be submitted with all necessary paperwork completed to the Water District for processing. **Please be informed that it will take a few months for the Board of Health to process your application. Therefore, it would be to your advantage if you begin the process way in advance.**

- We will contact you when the TAP application has been approved and signed by the Water Superintendent. At that time the application can be picked up from our office and submitted along with full payment to The Receiver of Taxes located at Town Hall, 363 Underhill Avenue, Yorktown Heights.
- After full payment is made, please contact our office in advance with the date and time of the service line installation (see attached Town Code for proper installation) so that we may have enough time to mark out the water main. After the service line is installed we will need to inspect it. Contact our office for an appointment. **We require at least 24 hour notice.**
- After the service line has passed inspection and the proper connections for the meter has been installed as per code, contact the meter department for your water meter. A ¾" or 1" meter will be provided and installed by our meter department. You must call in advance to make an appointment for the installation. If a larger size is needed it will be the owner's responsibility to purchase and install it. Please contact our meter department for the specifics of the meter required.
- When the installation of the meter is completed you must contact our Meter Dept., to set up a final inspection. **We require at least 24 hour notice.** If the inspection fails for whatever reason, please address the problem and contact our office to set up a re-inspection. Please note that the backflow prevention device must be tested and inspected separately by a certified backflow preventer tester.