



PEOPLE YOU KNOW. SERVICE YOU TRUST.

N30 W5926 Lincoln Blvd., P.O. Box 767

Cedarburg, Wisconsin 53012-0767

Phone: (262) 375-7650

E-Mail: generalmail@cedarburglightandwater.org

Website: cedarburglightandwater.org

DETAILED EXPLANATION OF WATER SERVICE RULES

Overview

The following information complies with the Water Utility Operating Rules, Schedule X-1, approved for Cedarburg Light & Water Utility by the Public Service Commission of Wisconsin. The information covers options that are available in the Cedarburg Utility's service area for new and existing customers/properties. These explanations were reviewed by PSCW staff in a Rates & Rules Team meeting on September 13, 2004, and found not to contradict the PSCW rules and regulations. These explanations do not supersede the PSCW approved Schedule X-1, but are, as the PSCW Rates & Rules Team stated, "a nice addition to any kind of water utility policy manual."

The Department of Commerce also reviewed these explanations and found that they do not contradict or limit State Uniform Plumbing Code.

Who must follow water utility rules and regulations

All persons now receiving water service from Cedarburg Light & Water Utility, or who may request service in the future, shall be considered as having agreed to be bound by the rules and regulations as filed with the Public Service Commission of Wisconsin.

Establishment of water service

Application for water service may be made in writing on a form furnished by the water utility. The application will contain the legal description of the property to be served, the name of the owner, the exact use to be made of the service, and the size of the service lateral and meter desired. Note particularly any special refrigeration, fire protection, or water-consuming air-conditioning equipment.

The water utility may withhold approval of any application where full information of the purpose of such supply is not clearly indicated and set forth by the applicant property owner.

Service will be furnished only if (a) the premises have a frontage on a properly platted street or public strip in which a cast iron or other long-life water main has been laid, or where the property owner has agreed to and complied with the provisions of the water utility's filed main extension rule, (b) the property owner has installed or agrees to install a service lateral from the curb stop to the point of use that meets all requirements of State Uniform Plumbing Code (for example, depth and insulation) and meets the water utility's specifications, and (c) the premises have adequate piping beyond the metering point.

No division of the water service lateral to any lot or parcel of land shall be made for the extension and independent metering of the supply to an adjoining lot or parcel of land.

In all cases, the **property owner** (or in the case of condominiums, the condominium owner(s) or association) shall own and maintain the service lateral beginning with the connection at the curb stop to the point of use. Note that repairs on the house-side of the curb stop as well as costs associated with diagnosis of such problem will be the customer's responsibility. The property owner (or in the case of condominiums, the condominium owner or association) shall be responsible for all costs associated with the service lateral as described; such as installation, replacement, and maintenance. The property owner (or in the case of condominiums, the condominium owner or association) is also required to provide interior plumbing and meter settings. All installations must comply with State Uniform Plumbing Codes and the water utility's specifications.

The **utility** shall own and maintain the water main in the street, the piece of pipe connecting the water main to the curb stop, and the curb stop itself up to, but not including the connection on the house-side of the curb stop. The utility shall also own and maintain the water meter.

New construction of single-owner residential buildings having MORE THAN TWO dwelling units:

The owner has the following options:

- 1) One lateral may be installed from the curb stop to the point of use, with individual meters and locking shut-offs (prior to the meters) in a public meter room that is accessible to the utility 24 hours a day, 7 days a week. An individual meter shall be installed for each separate dwelling and common area(s). The owner is required to provide interior plumbing and meter settings to enable individual metered service to each unit and common area, and individual disconnection without affecting service to other units or common area(s). *Under this option, each tenant would typically receive their own water bill and the owner would receive the water bill for the common area(s).*
- 2) Separate laterals, for each dwelling unit and common area(s) may be installed from separate curb stops to the point of use. *With this option, there can be one or more service lateral leads tapped into the public water main. If only one lead is tapped into the public water main, then it must be split at the property line to allow separate curb stops for each dwelling unit and common area(s).* In this case, an individual shut-off shall be installed at the property line for each lateral and there shall be an individual meter inside the building for each lateral. The owner is required to provide interior plumbing and meter settings to enable individual metered service to each unit and common area, and individual disconnection without affecting service to other units or common area(s). *Under this option, each tenant would typically receive their own water bill and the owner would receive the water bill for the common area(s).*
- 3) One lateral may be installed from the curb stop to the point of use, with one shut-off at the property line, and one meter inside the building. *Under this option, the property owner would receive one water bill for the water usage of the entire building.*
- 4) A combination of the above that is approved by the utility.
- 5) State Uniform Plumbing Code permits installation of sub-meter(s) inside the building, **after** the utility-owned meter. Sub-meters shall be owned, installed and maintained by the property owner. Sub-meter(s) enable determination of water usage for a separate unit(s), common area, etc.,

without the requirement for a separate shut-off in a publicly accessible meter room for each unit or common area. Sub-meters must be read and usages calculated by the property owner. The property owner is the utility's customer, not the dwelling residents. The utility will not generate a bill from sub-meter(s). The property owner is responsible for having the interior plumbing modified to permit separate metering of water usage through a sub-meter(s). A property owner may request that the utility test sub-meter(s), however the property owner shall be responsible for costs associated with the testing.

New construction of single-owner residential duplexes having TWO dwelling units:

The owner has the following options:

- 1) Separate laterals, for each dwelling unit and common area(s) shall be installed from separate curb stops to the point of use. This is the option most recommended by the utility. *With this option, there can be one or more service lateral leads tapped into the public water main. If only one lead is tapped into the public water main, then it must be split at the property line to allow separate curb stops for each dwelling unit and common area(s).* An individual shut-off shall be installed at the property line on each lateral and there shall be an individual meter inside the building for each lateral. The owner is required to provide interior plumbing and meter settings to enable individual metered service to each unit and common area, and individual disconnection without affecting service to other unit or common area(s). *Under this option, each tenant would typically receive their own water bill and the owner would receive the water bill for any common area(s).*
- 2) One lateral may be installed from the curb stop to the point of use, with one shut-off at the property line, and one meter inside the building. *Under this option, the property owner would receive one water bill for the water usage of the entire building. IMPORTANT ... IF AND WHEN A DUPLEX WOULD BE CONVERTED INTO CONDOMINIUMS, this is no longer an acceptable option. See options defined in the section titled New construction of condominiums / condominium complexes, and duplexes or multi-dwelling buildings being converted to condominiums.*

New construction of condominiums / condominium complexes, and duplexes or multi-dwelling buildings being converted to condominiums:

The following options shall apply:

- 1) One lateral may be installed from the curb stop to the point of use, with individual meters and locking shut-offs (prior to the meters) in a public meter room that is accessible to the utility 24 hours a day, 7 days a week. An individual meter shall be installed for each separate condominium and common area(s). The condominium owner and/or association is required to provide interior plumbing and meter settings to enable individual metered service to each condominium and common area, and individual disconnection without affecting service to other condominiums or common area(s). *Under this option, each tenant would typically receive their own water bill and the condominium association would receive the water bill for the common area(s).*

- 2) Separate laterals, for each condominium and common area(s) may be installed from separate curb stops to the point of use. *With this option, there can be one or more service lateral leads tapped into the public water main. If only one lead is tapped into the public water main, then it must be split at the property line to allow separate curb stops for each dwelling unit and common area(s).* In this case, an individual shut-off shall be installed at the property line for each lateral and there shall be an individual meter inside the building for each lateral. Interior plumbing and meter settings shall enable individual metered service to each condominium and common area, and individual disconnection without affecting service to other condominiums and common area(s). *Under this option, each condominium owner would typically receive their own water bill and the condominium association would receive the water bill for the common area(s).*
- 3) A combination of the above that is approved by the utility.
- 4) Other configurations accepted by the utility prior to October 18, 2004 will remain acceptable to the utility unless there is a change in the utility's rules or mandated codes, or there is a risk to public health or water safety. **In a situation of individually owned condominiums, the recommendation of the utility is to adhere to the specifications outlined in option 1 or 2 due to the benefits of separate water shut-offs, separate water meters and individual water bills.** If, in a condominium situation, there is more than one dwelling unit served from the same meter and it is the decision of the condominium owners not to change the existing water lateral, shut-off and metering configuration, it will be the responsibility of the condominium owners to work out billing and payment arrangements. If one or more condo units are being sold in a situation where the configuration does not conform to option 1 or 2, but the original conversion from a multi-dwelling building to condos occurred prior to October 18, 2004 and the water configuration was approved by the utility at the time of conversion, then the condo owner(s) will not be required to change the existing configuration (due to challenges in determining financial responsibility when more than one property "owner" is involved). *A viable option in any situation outlined under this item (#4) may be to install sub-meter(s) inside the building, after the utility-owned meter as per Wisconsin Uniform Plumbing Code. Sub-meters shall be owned, installed and maintained by the property owner. Sub-meter(s) enable determination of water usage for a separate unit(s), common area, etc., without the requirement for a separate shut-off in a publicly accessible meter room for each unit or common area. Sub-meters must be read and usages calculated by the property owner(s). The utility will not generate a bill from sub-meter(s). The property owner(s) are responsible for having the interior plumbing modified to permit separate metering of water usage through a sub-meter(s). A property owner may request that the utility test sub-meter(s), however the property owner shall be responsible for costs associated with the testing.*

New construction of single-owner NON-residential buildings having MORE THAN TWO business units (commercial, industrial or public):

The owner has the following options:

- 1) One lateral may be installed from the curb stop to the point of use, with individual meters and locking shut-offs (prior to the meters) in an area accessible to the utility 24 hours a day, 7 days a week. This is the option most recommended by the utility. An individual meter shall be installed for each separate unit and common area(s). The owner is required to provide interior plumbing and meter settings to enable individual metered service to each unit and common area, and

individual disconnection without affecting service to other units or common area(s). *Under this option, each tenant would typically receive their own water bill and the owner would receive the water bill for the common area(s).*

- 2) Separate laterals, for each unit and common area(s) may be installed from separate curb stops to the point of use. *With this option, there can be one or more service lateral leads tapped into the public water main. If only one lead is tapped into the public water main, then it must be split at the property line to allow separate curb stops for each unit and common area(s).* In this case, an individual shut-off shall be installed at the property line for each lateral and there shall be an individual meter inside the building for each lateral. The owner is required to provide interior plumbing and meter settings to enable individual metered service to each unit and common area, and individual disconnection without affecting service to other units or common area(s). *Under this option, each tenant would typically receive their own water bill and the owner would receive the water bill for the common area(s).*
- 3) One lateral may be installed from the curb stop to the point of use, with one shut-off at the property line, and one meter inside the building. *Under this option, the property owner would receive one water bill for the water usage of the entire building.*
- 4) A combination of the above that is approved by the utility.
- 5) State Uniform Plumbing Code permits installation of sub-meter(s) inside the building, **after** the utility-owned meter. Sub-meters shall be owned, installed and maintained by the property owner. Sub-meter(s) enable determination of water usage for a separate unit(s), common area, etc., without the requirement for a separate shut-off in a publicly accessible meter room for each unit or common area. Sub-meters must be read and usages calculated by the property owner. The property owner is the utility's customer, not the building occupants. The utility will not generate a bill from sub-meter(s). The property owner is responsible for having the interior plumbing modified to permit separate metering of water usage through a sub-meter(s). A property owner may request that the utility test sub-meter(s), however the property owner shall be responsible for costs associated with the testing.
- 6) If there is more than one building that will be used in the same business, and located on the same parcel, the buildings may be served by a single lateral. In this case, the property owner must have the water supply piping installed to a central point so that volume can be metered in one place.

Existing single-owner residential buildings having MORE THAN TWO dwelling units:

The owner has the following options:

- 1) One lateral, installed from the curb stop to the point of use, with individual meters and locking shut-offs (prior to the meters) is an acceptable option. **The utility would prefer that these meters and shut-offs be in a public meter room that is accessible to the utility 24 hours a day, 7 days a week, however in the case of an existing single-owner residential building having more than two dwelling units, this is not a requirement.** In this option, an individual meter installed for each separate dwelling and common area(s) is required. The owner must ensure interior plumbing and meter settings enable individual metered service to each unit and common area, and individual disconnection without affecting service to other units or common area(s). *Under this option, each tenant would typically receive their own water bill and the owner would receive the water bill for the common area(s).*

- 2) Separate laterals, for each dwelling unit and common area(s), installed from separate curb stops to the point of use is an acceptable option. *With this option, there can be one or more service lateral leads tapped into the public water main. If only one lead is tapped into the public water main, then it must be split at the property line to allow separate curb stops for each dwelling unit and common area(s).* In this option, an individual shut-off installed at the property line for each lateral and an individual meter inside the building for each lateral is required. The owner must ensure interior plumbing and meter settings enable individual metered service to each unit and common area, and individual disconnection without affecting service to other units or common area(s). *Under this option, each tenant would typically receive their own water bill and the owner would receive the water bill for the common area(s).*
- 3) One lateral, installed from the curb stop to the point of use, with one shut-off at the property line, and one meter inside the building is an acceptable option for existing structures that fall into this category. *Under this option, the property owner would receive one water bill for the water usage of the entire building. IMPORTANT ... IF AND WHEN A MULTI-DWELLING BUILDING WOULD BE CONVERTED INTO CONDOMINIUMS, this is no longer an acceptable option. See options defined in the section titled New construction of condominiums / condominium complexes, and duplexes or multi-dwelling buildings being converted to condominiums.*
- 4) A combination of the above that was approved by the utility.
- 5) Other configurations accepted by the utility prior to October 18, 2004 will remain acceptable to the utility unless there is a change in the utility's rules or mandated codes, or there is a risk to public health or water safety.
- 6) State Uniform Plumbing Code permits installation of sub-meter(s) inside the building, **after** the utility-owned meter. Sub-meters shall be owned, installed and maintained by the property owner. Sub-meter(s) enable determination of water usage for a separate unit(s), common area, etc., without the requirement for a separate shut-off in a publicly accessible meter room for each unit or common area. Sub-meters must be read and usages calculated by the property owner. The property owner is the utility's customer, not the dwelling residents. The utility will not generate a bill from sub-meter(s). The property owner is responsible for having the interior plumbing modified to permit separate metering of water usage through a sub-meter(s). A property owner may request that the utility test sub-meter(s), however the property owner shall be responsible for costs associated with the testing.

Existing single-owner residential duplexes having TWO dwelling units:

- 1) Separate laterals, for each dwelling unit and common area(s) installed from separate curb stops to the point of use is an acceptable option. This is the option most recommended by the utility. *With this option, there can be one or more service lateral leads tapped into the public water main. If only one lead is tapped into the public water main, then it must be split at the property line to allow separate curb stops for each dwelling unit and common area(s).* An individual shut-off installed at the property line on each lateral and an individual meter inside the building for each lateral are required under this option. Interior plumbing and meter settings must enable individual metered service to each unit and common area, and individual disconnection without affecting service to other unit or common area(s). *Under this option, each tenant would typically receive their own water bill and the owner would receive the water bill for any common area(s).*
- 2) One lateral installed from the curb stop to the point of use, with one shut-off at the property line, and one meter inside the building is an acceptable option for existing structures that fall into this category. *Under this option, the property owner would receive one water bill for the water usage of the entire building. IMPORTANT ... IF AND WHEN A DUPLEX IS CONVERTED INTO CONDOMINIUMS, this is no longer an acceptable option. See options defined in the section titled New construction of*

condominiums / condominium complexes, and or multi-dwelling buildings being converted to condominiums.

- 3) One lateral installed from the curb stop to the building, divided inside the building, with multiple shut-offs and meters is an acceptable option for existing structures that fall into this category. **The utility would prefer that these meters and shut-offs be in a public meter room that is accessible to the utility 24 hours a day, 7 days a week, however in the case of an existing single-owner duplexes, this is not a requirement.** This option is discouraged by the utility. In this option, an individual meter installed for each separate dwelling and common area(s) is required. The owner must ensure interior plumbing and meter settings enable individual metered service to each unit and common area, and individual disconnection without affecting service to other units or common area(s). *Under this option, each tenant would typically receive their own water bill and the owner would receive the water bill for the common area(s).*
- 4) Other configurations accepted by the utility prior to October 18, 2004 will remain acceptable to the utility unless there is a change in the utility's rules or mandated codes, there is a risk to public water safety, or the property is being converted into condominiums. See options defined in the section titled New construction of condominiums / condominium complexes, and duplexes being converted to condominiums.
- 5) State Uniform Plumbing Code permits installation of sub-meter(s) inside the building, **after** the utility-owned meter. Sub-meters shall be owned, installed and maintained by the property owner. Sub-meter(s) enable determination of water usage for a separate unit(s), common area, etc., without the requirement for a separate shut-off in a publicly accessible meter room for each unit or common area. Sub-meters must be read and usages calculated by the property owner. The property owner is the utility's customer, not the dwelling residents. The utility will not generate a bill from sub-meter(s). The property owner is responsible for having the interior plumbing modified to permit separate metering of water usage through a sub-meter(s). A property owner may request that the utility test sub-meter(s), however the property owner shall be responsible for costs associated with the testing.

Existing single-owner NON-residential buildings having MORE THAN TWO business units (commercial, industrial or public):

The owner has the following options:

- 1) One lateral installed from the curb stop to the point of use, with individual meters and locking shut-offs (prior to the meters) accessible to the utility is an acceptable option. In this option, an individual meter installed for each separate dwelling and common area(s) is required. Interior plumbing and meter settings must enable individual metered service to each unit and common area, and individual disconnection without affecting service to other units or common area(s). *Under this option, each tenant would typically receive their own water bill and the owner would receive the water bill for the common area(s).*
- 2) Separate laterals, for each unit and common area(s) installed from separate curb stops to the point of use is an acceptable option. *With this option, there can be one or more service lateral leads tapped into the public water main. If only one lead is tapped into the public water main, then it must be split at the property line to allow separate curb stops for each unit and common area(s).* An individual shut-off installed at the property line on each lateral and an individual meter inside the building for each lateral are required under this option. Interior plumbing and meter settings must enable individual metered service to each unit and common area, and individual disconnection without

affecting service to other unit or common area(s). *Under this option, each tenant would typically receive their own water bill and the owner would receive the water bill for any common area(s).*

- 3) One lateral installed from the curb stop to the point of use, with one shut-off at the property line, and one meter inside the building is an acceptable option. *Under this option, the property owner would receive one water bill for the water usage of the entire building.*
- 4) Other configurations accepted by the utility prior to October 18, 2004 will remain acceptable to the utility unless there is a change in the utility's rules or mandated codes, or there is a risk to public water safety.
- 5) State Uniform Plumbing Code permits installation of sub-meter(s) inside the building, **after** the utility-owned meter. Sub-meters shall be owned, installed and maintained by the property owner. Sub-meter(s) enable determination of water usage for a separate unit(s), common area, etc., without the requirement for a separate shut-off in a publicly accessible meter room for each unit or common area. Sub-meters must be read and usages calculated by the property owner. The property owner is the utility's customer, not the building occupants. The utility will not generate a bill from sub-meter(s). The property owner is responsible for having the interior plumbing modified to permit separate metering of water usage through a sub-meter(s). A property owner may request that the utility test sub-meter(s), however the property owner shall be responsible for costs associated with the testing.
- 6) If there is more than one building used in the same business, and located on the same parcel, the buildings may be served by a single lateral. In this case, water supply piping must be installed to a central point so that volume can be metered in one place.