PORT WASHINGTON WATER DISTRICT
38 Sandy Hollow Road, Port Washington, NY 11050 ▶ (516) 767-0171 ▶ (516) 767-1145 -Fax

SERVICE DISCONNECT

ANY PROPERTY OWNER WANTING TO DEMOLISH A STRUCTURE LOCATED IN THE PORT WASHINGTON WATER DISTRICT MUST HAVE THE WATER SERVICE DISCONNECTED AT THE MAIN UNDER THE DISTRICT’S RULES AND REGULATIONS, AT THE PROPERTY OWNER’S EXPENSE.

BEFORE ANY SERVICE CAN BE DISCONNECTED, THE OWNER MUST:

- Submit "owner authorization form"
- Submit "Road Opening Permit"
- Establish a Plumber at owner’s expense:
  - Plumber must be licensed (Village/Town of North Hempstead)
  - Plumber must be bonded with the District for $10,000
- Pay for any water usage on the water meter
- 48 Hour Notice Needed

AFTER THE OWNER SUBMITS ALL PAPERWORK AND PAYS ALL FEES:

- Owner must schedule disconnect date at least 48 hours in advance
- Water District will mark out water main and service
- Water District will remove meter
- Plumber digs over main, uncovers Corporation Cock
- Plumber removes Curb Box and/or Pit Assembly
- If there is a pit:
  - Water District will remove pit cover
  - Plumber must fill with dirt
- Water district shuts off Corporation Cock, after old service is disconnected District will cap Corporation Cock
- Plumber must back fill and restore road opening

AFTER ALL OF THE WORK IS COMPLETED, THE WATER DISTRICT WILL ISSUE A "LETTER OF DISCONNECT" FOR THE OWNER TO PRESENT TO THE VILLAGE/TOWN OF NORTH HEMPSTEAD

PLEASE CONTACT THE DISTRICT OFFICE WITH ANY QUESTIONS AT:

Phone: (516) 767-0171 Fax: (516) 767-1145

Updated: May 5, 2017