
Tap Sales Administration Packet

What's inside?

Tap Sales Checklist

Please use this checklist to make sure all required items are supplied in order to process your requested tap payment.

Quote Information Sheet

Please include the quote you were provided in order to eliminate invoice delays.

Water Supply License

Site Plan

Please complete the license, sections 1-3 (don't forget the legal description.) if outside C&C of Denver the license must be signed by the District on section 4.

Demand form

Demand guidelines

Please complete section 1 on the demand form and 2 through 3 or/and as needed. Note that pages 7-8 has the meter and fire capacities per service line.

Denver Water has initiated an Efficiency Credit Pilot program to encourage new development projects to install the most efficient fixtures, irrigation products and landscape designs by providing a monetary credit to the System Development Charge [SDC] tap fee. Qualifying customers are Non-residential *(commercial) and irrigation customers developing new sites or redeveloping sites where the taps must be resized or additional taps must be purchased. Customers can be Inside City, Read and Bill, Total Service or Master Meter (with approval from the Master Meter District but the efficiency credit will only apply to Denver Water's SDC costs).

**It does not apply if the development is to be individually sold units such as a condominium or town home.*

Please contact Conservation at conservationsdc@denverwater.org if you need additional information or have any questions regarding the Efficiency Credit process. Attached are the agreement and irrigation calculation spreadsheet required when you submit your Water Supply License.

This checklist is to inform the Owner/Developer of the required documents needed before submitting an [Application for Water Supply License](#). This checklist must be included with each tap you are applying for.

Contact Sales Administration at: 303-628-6100, option 3 or: watersales@denverwater.org.

If you have a completed Quote Information Sheet from a Sales Representative, please proceed with this checklist:

- [Application for Water Supply License](#)
 - Service Line Plan
 - Completed Quote Information Sheet signed by a Denver Water Sales Representative.
 - Payment Options:
 - 1.) Provide a check for the amount listed on the Quote Information Sheet, made payable to Denver Water
 - 2.) Pay with a credit card (Visa, Mastercard or Discover). Please provide contact information for the responsible party for payment.
- Name _____ Phone Number _____
- Do not provide credit card information on this form. A Sales Representative will reach out once the application has been processed.*
- [Demand form](#): required only for properties classified as: Commercial, Multi-Family Residential, Mixed-Use, or a Fire Line ($\frac{3}{4}$ ", 1", 1 $\frac{1}{2}$ " or 2"). Not required for only Single-Family Residential or only Irrigation.
 - Fire Line 3" or larger, please refer to the [Water Plan Submittal Process](#) and complete a [Demand form](#).

To ensure your application is processed in a timely manner, please verify the information provided is complete and accurate. If your submittal is incomplete or contains inaccurate information, you will be notified and required to submit a complete application. We cannot accept incomplete applications. All complete application submittals will be processed in the order that they were received.

The information below is required in order to provide an accurate quote for the tap and service line. If any of the provided information changes or is found to be inaccurate, this quote is void. This quote is based on Denver Water's current rates and fees and is valid for 30 days. In the event that these rates and fees change, Denver Water will provide a new quote and will honor the lesser of the two quotes if the application is provided within 30 days. *If your development requires multiple taps, please submit separate Tap Sales Checklist for each tap.*

Requested by: _____ Phone: _____

Company Name: _____ Date: _____

Email address: _____ Denver Water Project Number (if applicable): _____

Please provide the following (one tap per quote sheet):

Address of property: _____

Requested tap size: _____ ($\frac{3}{4}$ ", 1", 1 $\frac{1}{2}$ ", or 2")

Number of units within structure: _____

Total square feet of the entire lot: _____ sq. ft. Total square feet of area to be irrigated: _____ sq. ft.

Total square feet of the foot print of all structures: _____ sq. ft.

Legal description of the property to be served:

Subdivision: _____ Block: _____ Lot: _____

OR Attach a metes and bounds legal description

Are there additional sources of water at this property? (well, ditch, etc.)? Yes No

What will this tap serve? (Check One)

- | | |
|--|--|
| <input type="checkbox"/> Single-Family Residential | <input type="checkbox"/> Multi-Family Residential (single tap, single meter) |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Irrigation only |
| <input type="checkbox"/> Fireline, size: _____ | <input type="checkbox"/> Mixed Use (Combo Residential/Commercial) |
| <input type="checkbox"/> Other: _____ | |

*Submit the Demand form and the Fixture Count Calculation sheet.*Are there any existing taps within the above described legal description? Yes No**To be completed by Denver Water**

Reviewed by: _____ Phone: _____

Quote:

NOTE: The property is within the boundaries of the _____ District.
There may be additional fees owed to the District.

LICENSE APPLICATION

Premise ID:	Tap/Plan ID Number:
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5. Participation Equivalent Allocation (required only if property is governed by a Participation agreement)

Applicants located in areas where participation charges apply may be required to participate in the cost of infrastructure needed to serve a specific area. Signature from the entity may be required with application. Denver Water Sales Administration can help identify if this section applies to this License.

I, _____, as the Authorized Representative of _____, hereby certify that the Property listed in Section 1 of this License is entitled to _____ 3/4-inch participation equivalents, which will be considered part of the total 3/4-inch equivalents to be made available by Denver Water.

Authorized Representative Signature

6. This License application is made under and subject to the following conditions:

- Service line diagram and full payment are required at the time of application.
- This License application is subject to the Charter of the City and County of Denver, Operating Rules, and Engineering Standards as they may be changed from time to time.
- When approved by Denver Water, this document constitutes a License to receive water service at the above property address within its legally described boundaries from the system owned, operated or served by Denver Water. Any variation in the above described water usage could result in additional fees, fines, and/or interruption of water service.
- Water service is limited to water available under the conditions which exist from time to time. Denver Water DOES NOT GUARANTEE to maintain conditions such that the property can receive uninterrupted supply of water. Denver Water accepts no responsibility for the size, connection, pressure, location, or method of operation of any distribution mains or service lines not owned and operated by Denver Water.
- The tap must be reasonably sized in relation to the size and use of the Licensed Premise in the judgment of Denver Water.
- Charges due accrue against the property. Water service may be suspended whenever any charge is past due. Service may also be suspended, and this License may be deactivated or revoked for violations of Denver Water's Operating Rules.

The OWNER/AUTHORIZED AGENT

- Affirms they are the owner of the property described herein or is the authorized agent of the owner.
- Agrees to pay such rates, fees and charges, as established by Denver Water from time to time.
- Understands the License must be activated as required in the Operating Rules and Engineering Standards in order to receive water. Submission of application does not authorize use of water from the tap. Meter must be set and inspected prior to water use through this tap.

Owner Information Property Owner Authorized Agent

Name/Company

Mailing Address

City

State

Zip Code

Phone Number

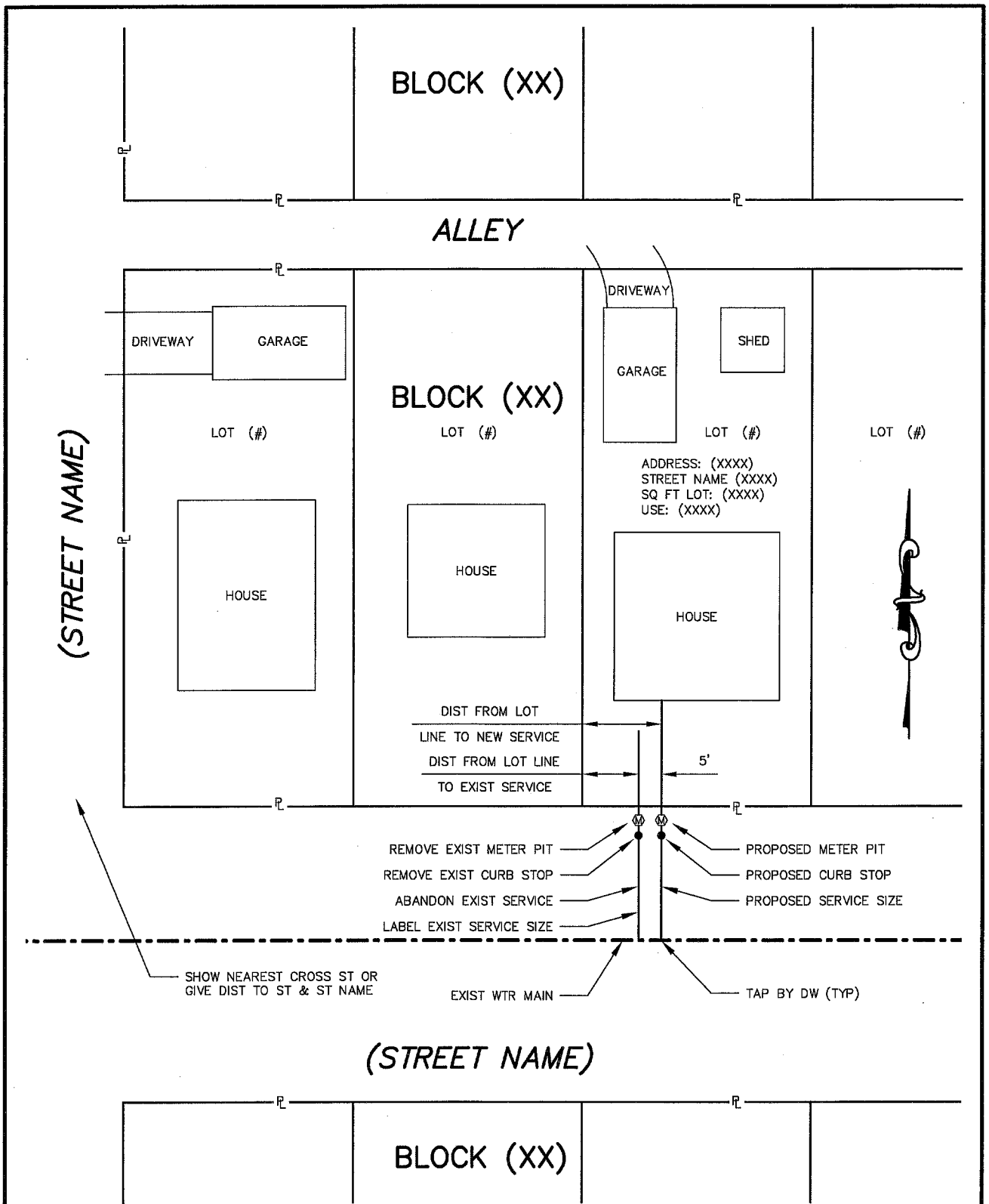
Print Name

Signature of owner or authorized agent

Date

If printing the application, please email it to: watersales@denverwater.org

SAMPLE SITE PLAN



NOTES:

- PLEASE INCLUDE THE FOLLOWING IN YOUR DIAGRAM:
 - PROPOSED ADDRESS
 - WHERE THE PROPOSED STRUCTURE(S) ARE LOCATED ON LOT
 - DRIVEWAY LOCATION
 - LOCATION OF THE PROPOSED TAP, CURB STOP & METER
 - PROPOSED USAGE (IE RESIDENTIAL, COMMERCIAL ETC).
- IF THERE ARE ANY EXISTING STRUCTURES, PLEASE ALSO INCLUDE THE FOLLOWING:
 - EXISTING ADDRESS.
 - WHERE EXISTING STRUCTURE(S) SIT ON THE LOT.
 - LOCATION OF EXISTING TAP AND METER, LABEL DISTANCE FROM LOT LINES.

D DENVER WATER	
(EXAMPLE) 2" & SMALLER SINGLE FAMILY SERVICE LINE PLAN	
Scale: <u> NONE </u>	Date: <u> May 2015 </u>
Drawn: <u> RLB </u>	Ck: <u> K ROSS </u>
Approved: <u> </u>	Dr. <u> XX </u> No. <u> XX </u>



HYDRANT SITE FLOW / FIRE LINE / DOMESTIC/ IRRIGATION CONNECTION DEMAND FORM

Date: _____ Name: _____ Project Tracker ID (if applicable): _____

Property Address: _____
Name of Building or Business: _____
Legal Description: _____
Property use: [] Commercial [] Multi-family (total units _____) [] Mixed use* (Commercial & Multi-family) [] Irrigation only (units to be sprinkled _____) (total units _____)

HYDRANT SITE FLOW DATA -
Total fire flow required for this site: _____ GPM @ 20 PSI Minimum # of required fire hydrants: _____
List ALL hydrants approved for use by the Fire Department to meet the fire flow (by Denver Water hydrant #):
If the hydrant is a new hydrant and a hydrant # has not been assigned, please identify the hydrant as "New" and reference location on site plans
(1) _____ (4) _____ (7) _____
(2) _____ (5) _____ (8) _____
(3) _____ (6) _____ (9) _____

FIRE LINE SPRINKLER DEMAND DATA - all sizes View sheet 2 for flow capacities per size
of square feet to be sprinkled: _____ # of stories to be sprinkled: _____
Required sprinkler flow: _____ gpm Requested size: _____
Required residual pressure: _____ psi Please check the box if there is a redundant fire line: []
Please check the box if fire pump is required: [] Please check the box if this fire sprinkler line is a NFPA 13D: []
Name of the street(s) where the main is to be tapped is: _____

DOMESTIC ONLY DEMAND DATA - all sizes View sheet 2 for meter capacities
Tap size requested: _____ Domestic maximum load: _____ gpm
* For mixed use only, please provide the following: Commercial area: _____ square feet
If this tap will also serve irrigation, please provide the following:
Area of irrigation only: _____ square feet Irrigation maximum load: _____ gpm
Concurrent irrigation/domestic use: [] yes [] no
Name of the street where the main is to be tapped is: _____

IRRIGATION DEMAND DATA - use this section only if irrigation will be served by its own separate tap
View sheet 2 for meter capacities
Tap size: _____ Area of irrigation only: _____ square feet
Maximum load: _____ gpm
If the area of irrigation is over 43,560 square feet refer to denverwater.org/DoingBusinesswithUs/PlanReviews/IrrigationPlanSubmittal/
Name of the street where the main is to be tapped is: _____

For questions, please contact Sales Administration @ 303-628-6100

Guidelines for Service Line and Meter Capacities

Service Flows from DWD Internal Study of Various Code
 Capacities Meter Flows from AWWA Manual M-22
 updated 3/25/21 JG

Tap/Meter/Service Sizing - Maximum DW Rated Velocity is 10 ft/s

Diameter Inches	Maximum Flow @ Velocity 10 ft/s (1,2,4)
0.75	13.8
1	24.5
1.5(3)	55.1
2	97.9
3	220.2
4	391.5
6	880.8
8	1,565.9
10	2,446.7

All flows in gallons per minute (gpm)

- (1) Uniform Plumbing Code 610.12: Maximum velocities shall not exceed 8 ft/s
- (2) International Plumbing Code Figure E103.3(2): Fluid velocities in excess of 5 to 8 ft/s are not usually recommended
- (3) Only Badger meters are manufacturer rated to deliver more than 50 gpm for 1.5"
- (4) AWWA Manual M-22 Chapter 5: Velocities greater than 10 ft/sec should be avoided

Recommended Flow Capacity for Automatic Sprinkler Connection Taps:

Diameter Inches	Flow @ 15 ft/s (1)	Flow @ 20 ft/s (2)	Allowed Combination Domestic Tap Sizes at >= 4:1 Ratio or < 8:1 Ratio (ASC: DOM)	
0.75	21 gpm	28 gpm	NA	
1	37 gpm	49 gpm	NA	
1.5	83 gpm	110 gpm	NA	
2	147 gpm	195 gpm	NA	
3	330 gpm	441 gpm	NA (3" tapping saddle is not available)	
4	587 gpm	780 gpm	0.75"	1"
6	1,322 gpm	1,760 gpm	1"	1.5"
8	2,350 gpm	3,140 gpm	1.5"	2"
10	3,671 gpm	4,895 gpm	1.5"	2"
12	5,287 gpm	7,050 gpm	2"	3"

- (1) From NFPA 20 tables 4.28(a) and 4.28(b), water flow velocity should be less than 15 ft/s to limit turbulent flow
- (2) Maximum recommended flow velocity w/o fire pump is 20 ft/s