



# KINGBROOK

## RURAL WATER SYSTEM

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Arlington, SD 57212  
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1-800-605-5279  
605-983-5636 (f)  
kingbrookruralwater.com

**Date:** 2025 Construction Year  
**To:** New Kingbrook RWS Applicants  
**From:** Danielle Zeeck, Bookkeeping & Accounting Specialist  
**RE:** Hook Up Application

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Enclosed please find an application for a new water service/hook up.

Our construction season is from **March 1st through November 1st** (weather permitting). See the Construction Season section of the "Construction Details and Requirements" enclosed for more information.

**You will need to hire a contractor to dig/install your entire service** (from the mainline to the pit, as well as to from the pit to your house, hydrant, etc.) as **Kingbrook does not do any digging or installation of new hookups**. **Contractors must be approved by Kingbrook** (See "Construction Details and Requirements" pages enclosed for more information).

Below is a summary of the application/hookup process:

1. Complete application and provide a copy of the Warranty Deed for the property
2. Application is submitted to engineer for approval (this could take up to 2 weeks)
3. Upon engineer approval additional paperwork will be sent including:
  - Easement for your property
  - Other easements necessary to bring the water to your property
  - Application for Membership and Water Service Agreement
  - USDA Race/Ethnic/Gender survey form
  - Instructions for construction and contractor requirements
  - Detailed instructions of what to return to the office
  - Other general information about Kingbrook
4. Complete additional paperwork and return with hookup fee of \$3,000.00
5. Contractor can now meet with you and your operator and begin installation

If you have any questions, please give us a call at 605-983-5074 or toll free at 1-800-605-5279.



**MISSION STATEMENT:** To provide member-owners with reasonably priced, reliable, quality water  
*Kingbrook Rural Water System, Inc. is an equal opportunity provider and employer*

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**KINGBROOK RURAL WATER SYSTEM, INC.**

**APPLICATION/WATER USE INFORMATION**

Water User's First and Last Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_ Secondary Phone \_\_\_\_\_

Water User is the: OWNER  TENANT  OTHER

Owner's First and Last Name (if different from Water User) \_\_\_\_\_ Phone \_\_\_\_\_

**Warranty Deed Attached** (Please attach a copy of the most recent Warranty Deed for the property where service is to be installed. If you do not have a copy, one can be obtained by calling the Register of Deeds office in the county which the property lies.)

**LOCATION OF SERVICE**

NW	NE
SW	SE

911 (PHYSICAL) ADDRESS OF HOOK-UP (If one has been assigned)  
 \_\_\_\_\_

Township    Range   Section

Quarter Section (Mark one)      
 NW NE SW SE

3-Mile Radius of City Limits?: YES  NO

Please provide any other information about the location of the new service:  
 \_\_\_\_\_  
 \_\_\_\_\_

Please indicate your hook-up location with a small "x" on the above sample section and quarter. You may also note any landmarks (streams, sloughs, trees, etc.) that may be helpful.

**DOMESTIC AND LIVESTOCK NUMBERS**

Please indicate water use below. The numbers you provide in this section will be used by our engineer to run hydraulics, determine pipe size, etc. If estimating numbers, please be realistic with your estimations. UNDERESTIMATION will result in "under sized" pipes.

	PRESENT NUMBER OF PEOPLE OR LIVESTOCK	FORSEEABLE FUTURE NUMBERS
<b>Residential/Household</b>		
<b>Beef Cattle:</b> <input type="checkbox"/> Feeder Calves <input type="checkbox"/> Fat Cattle <input type="checkbox"/> Cows <input type="checkbox"/> Pairs		
<b>Dairy Cattle:</b> <input type="checkbox"/> Production Cows <input type="checkbox"/> Dry Cows <input type="checkbox"/> Heifers Calves		
<b>Hogs:</b> <input type="checkbox"/> Feeder Pigs (10-50 lbs) <input type="checkbox"/> Finish Hogs <input type="checkbox"/> Sows		
<b>Other:</b> <input type="checkbox"/> Sheep (Feeder) <input type="checkbox"/> Sheep (Ewes) <input type="checkbox"/> Chickens (Laying Hens) <input type="checkbox"/> Chickens (Broilers)		
<b>Other:</b> <input type="checkbox"/> Turkey (Broilers) <input type="checkbox"/> Horses <input type="checkbox"/> Buffalo <input type="checkbox"/> Other _____		

When water is available, I plan to water:  all  3/4  1/2  1/4  none of the stock listed above.

REMARKS: \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Approval \_\_\_\_\_ Date \_\_\_\_\_

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## CONSTRUCTION DETAILS AND REQUIREMENTS

**Please read very carefully as you, the applicant, will be responsible for the proper installation of all materials in accordance with Kingbrook specifications (specification drawing enclosed).**

**INSTALLATION:** The applicant will be responsible for hiring an approved contractor to install the service. The contractor shall be actively engaged in the business of installing and repairing water lines requiring an excise tax license. Kingbrook requires contractors to sign a Sub-Contractor Agreement and provide us with a Certificate of Liability Insurance form (showing a minimum of \$1,000,000.00 commercial liability) with Kingbrook listed as additionally insured. These requirements must be met before any work on Kingbrook waterline can begin. Please call our office to see if your contractor has met these requirements, as we have several contractors who have.

**COSTS:** All construction costs are at the applicant's expense. This includes from the existing main line to the meter pit as well as the applicant's lines after the meter pit. The following items may affect the cost of construction:

- **Distance:** The distance of your property from our existing main line will affect your cost. The further your property is from our existing main line, the more digging and pipe costs you will incur.
- **Road or Driveway Crossings:** All road and driveway crossing are required to be bored. Kingbrook does not allow open cutting.
- **Main Line Pipe Size:** If our main line needs to be extended to reach your property the digging and pipe will be your cost. Any main line extension will be a minimum of 2" class 200 PVC gasketed pipe. Our engineer will determine if the pipe needs to be larger. In some cases, class 250 PVC gasketed joint pipe or yellowmine pipe may be required.
- **Service Line Pipe Size:** Pipe from the service line valve to the meter pit will be 1.5" class 200 PVC gasketed joint pipe unless the length of the service line is greater than 500 feet. If the length of the service line is greater than 500 feet, then 2" class 200 PVC gasketed joint pipe will be required.
- **Pipeline Bury Depth:** When construction is complete, the bury depth of the mainline, service line and meter pit must be at six feet (6') deep, whether fill is brought in or taken out. If you are not certain what this means, make sure you contact the Kingbrook operator before any work begins.
- **Other Costs:** The applicant is responsible for any other costs not mentioned on this sheet.

**CUSTOMER'S BURIED UTILITY LINES:** The applicant shall be responsible for making the location of applicant's buried utility lines on applicant's property. This shall include all buried facilities including but not limited to: electric service entrance and electrical feeders to remote buildings, water tanks, equipment, etc.; water pipelines to wells, building, tanks or other locations; sewer pipelines, drain fields, septic tanks, or other facilities; farmstead communication cables, phone lines, satellite TV, etc.; storm cellars, root cellars and other buried structures.

**SERVICE LINE AND METER PIT LOCATIONS:** A location for the service line and meter pit should be agreed upon between the applicant, Kingbrook, and the applicant's contractor. Carefully consider the location so not to place the service line or meter pit in an area that you may build over at a later date. If any buildings or structures are placed over the service line or meter pit this would be an encroachment on the easement for your property and may create a need to relocate lines at your expense.

**SERVICE LINE VALVE:** A riser pipe two inches (2") in diameter and approximately 12 inches tall (from ground level) will be installed on your service line valve. This riser provides easier access to your service line valve, while also keeping out dirt and debris which could prevent us from shutting your service off in an emergency. All service lines will be marked with a three-foot, six inch (3'6") tall blue fiber glass marker. These markers help us easily identify the location of your service line valve and can be very useful in emergency situations.

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Last revision 9-9-22

Kingbrook Rural Water System, Inc. is an equal opportunity provider and employer.

"If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov)."

## CONSTRUCTION DETAILS AND REQUIREMENTS CONT.

**METER PIT:** The meter pit, measuring approximately six feet (6') in length and 18" inches in diameter, is a plastic cylinder-type apparatus that houses your pressure reducing valve and main water meter. The meter assembly is installed on coiled hoses that can be raised for maintenance and repair purposes and then lowered back down into the pit below the frost line. An insulating pillow and cast-iron lid help protect the meter from freezing in the winter.

Things to be considered when deciding where to install the meter pit:

- The meter pit should be installed at least 50 feet away from the house or other buildings and structures.
- After backfilling has been completed, the meter pit should set above ground level approximately one inch (1").
  - Remember to tell your contractor if you plan to have any landscaping done or any soil added or removed after the water service is installed. This will provide the contractor with guidance as to how deep to bury the meter pit.
  - If a pit riser needs to be added after installation due to improper planning, you will be billed for the riser and any labor to install it.
- Although the meter pit should sit just above ground level, there will be a riser placed in the middle of your meter pit lid that is two and a half inches (2.5") in diameter and 12 inches tall. This riser houses the transmitter for your meter which allows it to communicate your readings every 24-hour period. The riser and transmitter should not be taken down or tampered with and we will get an alarm/notification if it is.

**PRESSURE TESTING AND PIGGING:** Any new main line or service line installed that is over 500 feet in length will be required to be pigged and pressure tested. This should be done by your contractor with Kingbrook's supervision.

**CONSTRUCTION CLEAN UP:** The applicant is responsible for **all** construction clean up and/or trench settlement. This includes other properties crossed to bring water service to the applicant. We strongly encourage the applicant to make sure construction clean up is a part of the agreement with the contractor you hire. If clean up is not performed in a timely manner, Kingbrook may do the work and the applicant may be billed accordingly.

**WARRANTY AND MAINTENANCE:** You, the applicant, are responsible for any warranty on workmanship and material on the facilities installed by your contractor for a period of one (1) year. This includes main line, the service line valve, service line, and the meter pit. Subject to that warranty, Kingbrook will assume full responsibility for all future maintenance and ownership of these facilities.

Lines installed after the meter pit are considered the customer's lines and Kingbrook does not maintain or keep record of where these lines are installed.

**CONSTRUCTION SEASON:** Our construction season is from **March 1st through November 1st** (weather permitting). Hook ups will not be installed outside these dates. If a special exception is given by Kingbrook to install a water service outside the normal construction season dates, the applicant and contractor will be held responsible for all costs associated with any and all freeze-ups that may occur. The applicant will also be billed for any additional materials provided by Kingbrook resulting from installing a water service outside our normal construction season.

**Please make sure your contractor understands and adheres to Kingbrook's installation specifications. If you have any questions, please call us at 605-983-5074 or toll free at 800-605-5279.**