



**TOWN OF COLONIE**  
 DEPARTMENT OF PUBLIC WORKS  
 DIVISION OF LATHAM WATER  
 347 Old Niskayuna Road  
 Latham, New York 12110



Peter G. Crummey  
 Town Supervisor

Telephone: (518) 783-2750  
 Fax: (518) 786-7320  
 Website: [www.colonie.org/departments/lathamwater](http://www.colonie.org/departments/lathamwater)

Daniel Seaver, P.E.  
 Superintendent

April 2024

**Re: Lawn Irrigation and Sprinkler System Permit Application**

Dear Sir/Madam:

This letter is to inform your company that the TOWN OF COLONIE Department of Public Works, Division of Latham Water now requires that a **\$75.00** Permit Fee be paid at the time an application is submitted for review. All irrigation systems and their appurtenances must be permitted. A copy of Latham Water’s “Policies Procedures and Specifications for the Lawn Irrigation and Sprinkler System Permit Application” (revised 9/4/14), “Typical Residential Lawn and Sprinkler Connection and Double Check Valve Assembly Installation Detail” and an “Lawn Irrigation and Sprinkler System Permit Application” (revised 9/4/14) has been enclosed for your use.

When your company calls Dig Safely New York @ 1-800-962-7962, the TOWN OF COLONIE Department of Public Works Division of Latham Water will require that you deliver a copy of the proposed sprinkler sketch plan, completed installation detail and completed irrigation application form to our office. The sketch should include the information outlined on the attached “Policies, Procedures and Specifications for the Application and Installation of Lawn Sprinkling and Irrigation Systems”. Upon receipt of an acceptable application form, sketch plan, installation detail and location request ticket, our office will provide the utility locations for the Division of Latham Water within the required time stipulated in New York State Industrial Code 53.

You should also be aware that the TOWN OF COLONIE does not allow the installation of lawn sprinkler systems within the Town R.O.W. To ensure this standard, the Department of Public Works, Bureau of Engineering will also be reviewing. We will forward a copy of your sketch plan to that office for review.

Should you have any questions regarding Latham Water’s permitting requirements, please contact Jim Howlan at (518)783-2750.

Sincerely,

**DIVISION OF LATHAM WATER**

Daniel Seaver, P.E.  
 Superintendent

DCS:ch  
 Enclosures



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**POLICIES, PROCEDURES AND SPECIFICATIONS FOR THE LAWN IRRIGATION AND  
SPRINKLER SYSTEM PERMIT APPLICATION**

1. Lawn sprinkling or irrigation systems shall not be installed without first obtaining a permit from the Department of Public Works/Division of Latham Water.
2. A \$75.00 Permit Fee must be paid at the time an application for a permit is submitted.
3. Dig Safely New York @ 811 or 1-800-962-7962 must be called by installer.
4. The permit may be issued to the property owner or the installer.
5. The following application packet be submitted and approved prior to issuance of the sprinkler permit and commencement of any work:
  - a. "Lawn Irrigation and Sprinkler System Permit Application".
  - b. "Typical Residential Lawn Sprinkler Connection and Double Check Valve Assembly Installation Detail".
  - c. "Foundation Location Plan" – the plan must show the proposed sprinkler heads, curb stop or shut-off valve location, rain sensor, property corner monumentation (if any can be found), edge of pavement (all roadways), driveway(s), right of way line(s), all building(s) and street addresses. The "Foundation Location Plan" may be obtained from the Building Department (518-783-2706); if one does not exist for your property, a copy of the subdivision plan may be used.
6. No portion of the proposed lawn sprinkling or irrigation system shall be installed within the Town of Colonie right-of-way or utility easement.
7. The service line must be connected to the existing service downstream of the water meter and can be no larger than 1 inch in diameter, unless approved by the Water Superintendent. The sprinkler head(s) orifice can be no larger than 3/16 of an inch.
8. All systems shall be equipped with a rain moisture sensor or a Smart Controller that receives weather data via the internet and a New York State Department of Health approved backflow prevention device.
9. An inspection of the backflow prevention device and rain sensor/Smart Controller must be made by Latham Water after installation.
10. No injection of lawn treatment chemicals into the irrigation system is allowed.
11. No portion of the proposed lawn sprinkling or irrigation system shall be installed within the Town of Colonie right-of-way or utility easement.
12. REQUESTS FOR INSPECTION MUST BE RECEIVED 24 HOURS IN ADVANCE OF THE INSPECTION BY TELEPHONING THE DIVISION OF LATHAM WATER AT 783-2750.



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**LAWN IRRIGATION AND SPRINKLER SYSTEM  
PERMIT APPLICATION**

The property owner or installer is required to submit this Application, Double Check Valve Assembly Diagram and Foundation Location Plan to the DPW Division of Latham Water for review and approval in order for a Permit to be issued.

**PROJECT LOCATION:**

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City, State & Zip)

**PROPERTY OWNER:**

\_\_\_\_\_  
(Name of Person(s)/Company on Deed)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City, State & Zip)

\_\_\_\_\_  
(Telephone No.)

**INSTALLER NAME:**

\_\_\_\_\_  
(Name of Company)

\_\_\_\_\_  
(Name of Contact Person)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City, State & Zip)

\_\_\_\_\_  
(Telephone No.)

\_\_\_\_\_  
(E-Mail Address)

**PROPOSED INSTALL DATE:**

\_\_\_\_\_

CHECK LIST: Application \_\_\_\_\_; Valve Installation Detail \_\_\_\_\_; Foundation Location Plan \_\_\_\_\_;

Have you submitted a copy of your most current Certificate of Liability Insurance (Accord 25) to our office? \_\_\_\_\_

**OFFICE USE ONLY**

Payment Received: \_\_\_\_\_

Permit No. Issued: \_\_\_\_\_

Called/Email to Pick Up Date: \_\_\_\_\_

### INSTALLATION LOCATION

NAME : \_\_\_\_\_  
 ADDRESS : \_\_\_\_\_  
 OFFICE PHONE # : \_\_\_\_\_

### CHECK ONE:

RAIN SENSOR

SMART CONTROLLER

RAIN SENSOR

WIRE TO CONTROLLER

CONTROL VALVE(S)

TO SPRINKLER SYSTEM

**APPROVED DOUBLE-CHECK VALVE ASSEMBLY:**  
 - AN ASSEMBLY OF AT LEAST TWO GO INDEPENDENTLY ACTING IMPROVED CHECK VALVES, INCLUDING TIGHTLY CLOSING SHUT OFF VALVES ON EACH SIDE OF THE CHECK VALVE ASSEMBLY AND SUITABLE TEST COGS, PLUS CONNECTIONS AVAILABLE FOR TESTING THE WATER TIGHTNESS OF EACH CHECK VALVE.

DOUBLE CHECK VALVE ASSEMBLY SIZE:

3/4"  1"  OTHER

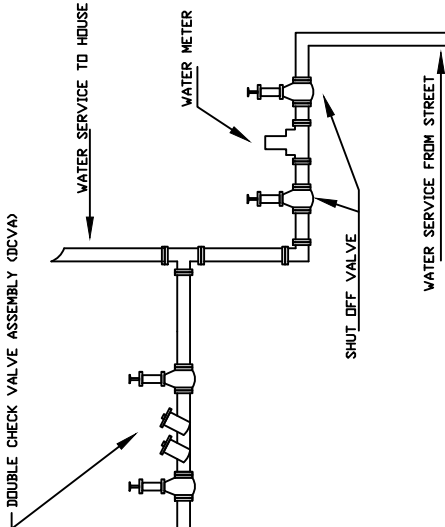
DOUBLE CHECK VALVE ASSEMBLY:

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_

THIS BOX MUST BE CHECKED, BY CHECKING THIS BOX, THE APPLICANT CERTIFIES THAT THE DOUBLE CHECK VALVE ASSEMBLY INDICATED ABOVE IS ON THE CURRENT EDITION OF THE LIST OF APPROVED BACKFLOW PREVENTION ASSEMBLIES GENERATED BY THE UNIVERSITY OF SOUTHERN CALIFORNIA FOUNDATION FOR CROSS CONNECTION CONTROL AND HYDRAULIC RESEARCH (CROSS) AS REQUIRED BY THE NEW YORK STATE DEPARTMENT OF HEALTH AND SECTION 5-1.31 OF THE STATE SANITARY CODE.

### NOTES:

1. CONNECTION TO WATER SYSTEM AND DOUBLE CHECK VALVE ASSEMBLY MUST BE INSTALLED AS CLOSE TO THE WATER METER AS POSSIBLE.
2. INSTALLER MUST PROVIDE A MINIMUM OF 8 INCHES CLEARANCE ALL AROUND THE DOUBLE CHECK VALVE ASSEMBLY.
3. RAIN SENSOR LOCATION MUST BE SHOWN ON SITE SKETCH PLAN



SCALE : N.T.S.

LATHAM WATER DISTRICT

TYPICAL RESIDENTIAL LAWN SPRINKLER  
 CONNECTION AND DOUBLE CHECK  
 VALVE ASSEMBLY INSTALLATION DETAIL