

INSTRUCTIONS
LEAD WATER SERVICE REPLACEMENT AND ASSESSMENT PROGRAM
(For Property Owners in Project Areas)

☆☆☆ **THIS IS A VOLUNTARY PROGRAM** ☆☆☆

Lead Water Service Replacement Instructions

1. **Verify that the private property portion of your water service piping (from the meter to the property line) is lead.** To do this, have someone familiar with plumbing materials look at the water pipe on the street side of the water meter. Lead pipe is a gray color. If you have questions about this, please call Saint Paul Regional Water Services (SPRWS) Engineering Division at 651-266-6270, weekdays between 8:00 a.m. and 4:00 p.m.
2. Hire a St. Paul licensed plumbing contractor to perform all necessary work in your property. It is recommended that you obtain bids from at least three different plumbing contractors. For your convenience, a partial list of plumbing contractors licensed to work in Saint Paul is enclosed. However, you may hire any plumber licensed in Saint Paul.
3. The most common service connection size for a single family residential property is one-inch. SPRWS uses one-inch diameter pipe as a minimum size water service. Some properties may require larger sized pipe.
4. The street portion of your lead water service may be replaced by SPRWS as early as the first part of April. To improve scheduling and minimize your costs, you should have your plumber install the new copper service in your property before SPRWS performs their work. **Installing the copper service in your property prior to replacement of the street portion could save you the cost of sidewalk repair.**

Assessment Instructions

- A. Prior to replacement work, the property owner must submit an **Assessment Application** (blue postcard) if you choose to replace your lead water service and have the cost of the lead service connection replacement assessed and collected with your property taxes. The work eligible for assessment is the installation of a new copper water service from the lot line to the water meter, both water meter valves, plumbing permit, and turn-on fees.
- B. After completion of replacement work, the owner must submit a **Completion Form** (yellow form), together with the plumber's **Lien Waiver** and **Final Invoice** of costs to SPRWS for payment.
- C. SPRWS will calculate all costs incurred in the replacement of the lead service, including a one time assessment administration fee, and will submit these total costs for assessment against the property. The amount assessed will be payable, together with interest, over the length of the assessment period specified in the Program policy. The Program policy currently specifies the length of the assessment period to be up to 20 years. The assessment balance may be paid partially or completely at any time, pursuant to prepayment criteria.
- D. SPRWS will process the forms and mail a check to the property owner, payable to the owner and the plumber. Allow four weeks for processing and mailing.



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