



# PUBLIC WORKS DEPARTMENT

## CITY OF PORTSMOUTH

680 Peverly Hill Road  
Portsmouth, NH 03801  
(603) 427-1530

RE: Ability to Serve Letter for Water Service  
City of Portsmouth Water System

Any development that will require a connection to the City water distribution system will require an Ability to Serve letter from the Portsmouth Department of Public Works (DPW). Developments with more complex water infrastructure will require additional project specific submittal requirements. Developments that require alterations or extensions to the water distribution system, have significant water demands, are subdivisions or on-site development projects with multiple buildings, or projects that require multiple services are some examples of developments that will have specific requirements.

Please note that adherence to all requirements is necessary to obtain City approval of the proposed water infrastructure and a water connection permit.

Requirements may include but not limited to the following:

1. Submittal of subdivision or site development plans stamped by a licensed engineer. The water system design must meet current American Water Works Association (AWWA) specifications. Unless otherwise approved, all new water distribution mains shall be ductile iron pipe with a minimum of 8 inches in diameter.
2. Design approval of the proposed water system and appurtenances from the DPW.
3. Submittal of water demand projections:
  - a. Domestic service demand and number of domestic services
  - b. Outdoor irrigation system estimated demand and number of systems
    - i. All irrigation systems must be EPA WaterSense certified
    - ii. All irrigation systems must have separate irrigation meters and backflow prevention devices
  - c. Fire protection service demand and number of fire protection services
    - i. Size of fire service necessary
    - ii. Number of Fire Hydrants
4. The City requires each domestic service to have an approved water service shut off valve.
5. Fire services and domestic services must have separate connections to the water main and independent shutoff valves. Individual residential services with both domestic and irrigation services may utilize one service line that is split prior to any use to provide for separate meters, one for domestic and one for irrigation.
6. Local Town/Municipal/State approval of subdivision or site development plan.
7. Engineering hydraulic analysis of the water distribution system in the area of development to be paid by the developer through a third party agreement with the City.
8. System demands may require additional pumping system. If so, such system shall be designed and constructed after approval from the City. If deemed necessary by the New Hampshire Department of Environmental Services (NHDES) Groundwater and Bureau, the system may require their approval which may include the need for a certified water system operator to be in responsible charge for managing the system.

Ability to Serve Letter  
Subdivision / Site Development

9. Owner/Developer must enter into a “Water Service Agreement” with the City that may include, but is not limited to:
  - a. Construct all water improvements to City specifications.
  - b. Submit shop drawings to the City for approval.
  - c. Enter into an agreement to pay for third party construction inspection services of the water infrastructure by an inspector selected by the City.
  - d. Obtain any and all other approvals and permits necessary for the construction.
  - e. Submit record drawings of installed infrastructure stamped by a licensed engineer in a digital format acceptable to the City at the completion of the work.
  - f. Submit a one-year maintenance bond acceptable to the City at the completion of the work.
  - g. A stipulated timeframe for completion of work from date of Agreement.
  - h. Payment of any additional fees associated with the project incurred by the City.
  - i. Fire hydrant maintenance agreement with responsible party for annual fees.
  - j. If the new water lines are to be constructed on private roads, but intended to be owned and operated by the DPW, easements must be given to the city to provide for management and maintenance of the system.
10. City’s acceptance of ownership (typically for subdivisions), if applicable, only upon: City’s written acceptance of the work; proof that the proposed road construction has been accepted by the municipality in which road is located; delivery of easements/deed to the City, if needed, that are satisfactory to the City, which will require City Council approval. Additional reviews and approvals may be required by the New Hampshire Department of Environmental Services Groundwater and Drinking Water Bureau.
11. After the water main piping and appurtenances are constructed, inspected and approved, individual water service applications will be required for each property/service connection, which will require a standard deposit and payment of a capacity use surcharge for service. Installation of each service connection must be coordinated with the DPW’s Water Department.

If you have any questions or require additional information please contact:

Zach Cronin, Assistant City Engineer  
ph: (603) 610-7304  
email: [zmcronin@cityofportsmouth.com](mailto:zmcronin@cityofportsmouth.com)