



Meter Removal Form
Fax to Engineering Developer Services
594-5574

Contractor: _____

Date to Remove: _____

Fire Hydrant Number: _____

Location (Nearest Street Intersection): _____

Requested By: _____

(signature)

(printed name)

Date: _____

Received By: _____

Instructions to Contractors Requesting Fire Hydrant Meter

- 1) The Contractor must complete a Fire Hydrant Meter Application for a fire hydrant meter with the Engineering Developer Services Section of the El Paso Water Utilities, located on the third floor of the El Paso Water Utilities Building, 1154 Hawkins Blvd. For information, please contact 594-5540 or 594-5682. Deposit and Set-up/Removal Fee are due at application. Deposit for a fire hydrant meter is \$1500.00, as may be amended by PSB Rules and Regulations. Set up/Removal fee is \$ 100.00. Billing rate for construction water will be as established in the latest Rules and Regulations.
- 2) The Engineering Developer Services Section will forward the application form to the Fire Department for approval. The Fire Department will approve within 48-hrs of receipt of the application.
- 3) Water Distribution Section will have the meter installed within 48 hours after approval by the Fire Department and Engineering Developer Services Section. The Contractor must coordinate with Water Supply Section at 594-5782 to have a Contractor's Representative at the specified fire hydrant for the installation of the meter. The Contractor shall be responsible to secure the valve on the meter to ensure unauthorized use.
- 4) **Readings will be taken monthly from the fire hydrant meter by Utility. Consumption will be billed monthly by the 15th of the month. Payment is due 10 working days later. If not paid, fire hydrant meter will be removed.**
- 5) Immediately after completion of the construction project, the Contractor must complete the attached **Meter Removal Form** requesting removal of the meter. The Utility will remove the meter within two working days.
- 6) A final bill will be consolidated for any damages to the fire hydrant or the fire hydrant meter in addition to any assessments due to violations. Charges will be deducted from the original deposit. Any shortages must be paid before Final Acceptance of the project will be made; any overages will be refunded within 15 days of payment of the final bill.

Notes to Contractors:

- 1) Additional fire hydrant meters will not be issued for other fire hydrants within a 2000-foot radius of the fire hydrant requested. Deposits and Set-up/Removal fees are due for each meter on a project.
- 2) The fire hydrant meter shall not be moved for any reason by the Contractor. If the Contractor needs to move the meter to another fire hydrant, the Contractor must contact Engineering Developer Services Section at 594-5540 or 594-5682 to apply for another fire hydrant meter. Fire Department approval for the new meter location is also required.
- 3) Neither non-metered consumption, removal of the meter, nor tampering with the Fire Hydrant or valve will be allowed under any circumstances. The Contractor agrees that by executing the Fire Hydrant Meter Application any violations of these requirements shall be grounds for **immediate removal of the meter and a \$500 assessment for water losses for each occurrence.**
- 4) The adapter that is installed for use of the Fire Department on the fire hydrant meter **must not** be removed. This is considered as tampering and violation fees will be assessed.



FIRE HYDRANT CONSTRUCTION METER APPLICATION FORM

_____, Contractor, is hereby authorized issuance of a 2-1/2" fire hydrant meter under the Terms and Conditions on reverse side of this form. Meter is to be used for construction under Bid No.____, or under the Developer Agreement for the Subdivision entitled _____, or Project sponsored by _____ and entitled _____

Fire hydrant # _____ is located at _____

- 1) Submit deposit of \$ 1500.00, plus a Setup Removal Fee of \$ 100.00 to the Accounting Department. Attach cash receipt to this form.
2) Fire Department Approval. FD Inspector _____ date:_____

Deposits and fees paid may not be transferred from one project to another. Separate meters and deposits are required for different projects performed concurrently or consecutively. The Utility may deny issuance of a meter to a Contractor who has an outstanding account with the Utility or under other circumstances when it is determined that such an accommodation may not be in the best interest of the Utility.

Developer Services Section Date

Meter Shop Signature

Contractor's Representative Date

Meter Type and Tag Number

Contractor

Initial Reading/Final Reading

Address

Date Returned/Meter Shop Signature

Phone # fax#

Accounting Use:
Payment for Water Use
Payment for Meter Damage:
Payment for Violations
Date Fees Paid
Volume of Pipe

\$
Damages (describe below)
\$
Assessment for Violations (see below)

Installation date: _____

Date Removed: _____

Comments:

