

## **Fire Hydrant Meter Request Questionnaire**

Name \_\_\_\_\_

Company \_\_\_\_\_

Hydrant Meter rental process

- Answer questions below
- Read and sign Fire Hydrant Meter Policy and Procedure document
- Fill out top section of Permit
- Pay hydrant meter deposit at City Hall
- Pick up hydrant meter from Public Works Department
- Bring in monthly for meter reading

Why do you need a Hydrant Meter- what is the water being used for?

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How long do you anticipate needing the Hydrant Meter?

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We provide a hydrant wrench with the rental. Do you need any other attachment(s)?

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Will you be operating in a Right of Way (ROW)? Do you have a permit from the ROW agency?  
(Provide a copy of ROW permit)

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Which Fire Hydrant will you be using? What is the nearest intersection? (You must use this hydrant only-unless written approval from the Public Works Director)

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## FIRE HYDRANT METER POLICY AND PROCEDURE

**Changes effective December 13, 2018**

### **Application/Permit**

Permits may be issued for the temporary connection to and operation of fire hydrants for construction sites and other approved uses. Permits can be obtained through the Public Works Department. Fees associated with said permit are set by resolution.

Fire hydrant meters are for use with fire hydrants only- no other connections are allowed under any circumstances.

Fire hydrant meters (hydrant meters) will not be issued for use at building construction sites where a water system is available, which has been accepted for operation and maintenance by the City of Warrenton (COW). A permanent connection and meter installation will be required for those systems.

Hydrant meters will be issued to contractors and businesses who have a valid COW business license and are bonded and insured.

The party to be issued the hydrant meter and permit shall be required to sign a statement "City of Warrenton Fire Hydrant Meter Policy and Procedure" (this document) acknowledging and accepting their responsibilities under the policy prior to issue of a permit.

Hydrant meters found without a valid permit will be confiscated. Unattended meters will be confiscated and the permit will be revoked.

Hydrant meters shall be issued to the specific party who will utilize the meter and who will be responsible for the meter and payment for water usage. No third party billing will be allowed.

A Right of Way (ROW) permit will be required for use of a fire hydrant in a ROW. Proof of a valid ROW permit from the ROW agency is required before issuance of a hydrant meter.

### **Hydrant Meter Use**

Hydrant meters may only be used on the hydrant specified on the permit, and must be removed from the hydrant after each use (no less than at the end of the business day). Any hydrant meter still attached to the hydrant and unattended, will be removed and the permittee will be billed for any damages to the hydrant or hydrant meter.

Hydrant meters issued by COW can be used in the COW water system only.

Hydrant meters will need to be exchanged for backflow assembly testing. When requested, the meter must be returned and a new meter issued. Failure to exchange the hydrant meter when requested is a violation of COW's Cross Connection Control Program and subject to all fees, penalties, and fines. Failure to exchange a meter assembly during the exchange month may result in a daily **inaccessible to read penalty** until the meter is exchanged, returned, or confiscated. If you have any questions regarding the exchange or return of the meter, please contact the Public Works Department at 503-861-0912. You may exchange or return the hydrant meter to 45 SW 2<sup>nd</sup> Street - Monday thru Friday between 7:00 AM and 3:30 PM.

Customers shall utilize an approved fire hydrant wrench with the meter assembly to operate hydrants; no other tools or methods of operation are allowed. The meter assembly needs to be supported between the meter,

backflow, and at least 12" off of the ground when attached to a fire hydrant. Please flush the hydrant (approximately 1 minute) before attaching the meter assembly to avoid damage to the meter.

Customers who return damaged hydrant meter assemblies to the Public Works Department will be charged the actual cost of repair or replacement and the deposit will not be returned. Damaged condition shall mean any wear or deterioration, beyond the wear to be expected from normal use and operation of the assembly.

Hydrant meters are to be made available to COW upon request for inspection and verification of reported readings. Failure to produce a hydrant meter upon request will result in revocation of the fire hydrant meter and permit.

COW shall have the authority to refuse service to customers who are found to be chronic violators of the Fire Hydrant Meter Policy. Violations include the failure to report meter readings, exchange the meters on time, make regular invoice payments, and are known to use unmetered water at any hydrant for any other reason than for fire protection.

In the event of the theft of an issued meter, a police report must be filed. Customers shall notify COW as soon as possible by phone or in person and also provide a written statement with a copy of the police report in order to halt the monthly billing on the meter. Customers will forfeit the existing deposit. If a replacement meter is needed, an additional deposit will have to be paid and the account made current prior to the new issue.

In the event of unmetered use of a fire hydrant, the violator will pay an **unauthorized use penalty** (set by resolution) plus estimated water usage. Violators shall be reported to the police for theft of service.

### **Billing, Charges, and Payments**

A hydrant meter **deposit** (set by resolution) is required prior to hydrant meter rental. The deposit will be returned after the hydrant meter has been returned and is inspected for damage. Deposits will be forfeited for failure to comply with the policies set forth in this document and **Warrenton Municipal Code Chapter 13.04 Water Department Regulations**.

Hydrant meter readings are to be reported on a monthly basis between the 18th and the 25th day of each month. All information should be reported to the Public Works Department. Please bring the hydrant meter into the Public Works office for reading, Monday thru Friday between 7 a.m. and 3:30 p.m. Failure to provide readings within specified dates may result in a daily **inaccessible to read penalty** (set by resolution). For any questions related to reporting of meter reads, please contact the Public Works Department at 503-861-0912.

Hydrant meter customers shall be billed at the beginning of each month following the usage month. Monthly charges will include; water usage, a meter base fee, late fees, and any damages or penalties incurred by the customers for non-compliance to the policy. The deposit will not be applied toward the monthly billings, but will be used against the final bill, when the meter is returned.

Customers who have a past due balance will not be issued new meters or permits until the account balance is current. In addition, customers with a past due balance, will have all fire hydrant meter permits revoked and the meter shall be confiscated.

For questions regarding your monthly invoice or refund of deposit, please contact COW Utility Billing at 503-861-2233.

**I, as the authorized representative/agent of the company named below, understand and agree to comply with the conditions of the policy stated above.**

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

Print Name \_\_\_\_\_

Company \_\_\_\_\_



## Hydrant Meter Permit

Hydrant Meter # \_\_\_\_\_

Check Out Date \_\_\_\_\_

Deposit Date \_\_\_\_\_

Deposit Rec'd By \_\_\_\_\_

In-City Use ☐

Outside-City Use ☐

Hydrant Deposit Amount \$500

Due upon request-prior to issuance of hydrant meter

### Customer Information

Company/Name \_\_\_\_\_

Billing Address \_\_\_\_\_

Billing Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Field Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Business License # \_\_\_\_\_ CCB# or POI \_\_\_\_\_

Fire Hydrant Location \_\_\_\_\_

Nearest Intersection (street names) \_\_\_\_\_

The hydrant meter CAN NOT be left unattended at anytime and must be removed from the hydrant by the end of each work day. Any hydrant meter still attached to a hydrant will be removed in the case of an emergency or drill and you will be billed for any damages to the hydrant or hydrant meter. This hydrant meter can only be used on the site specified above.

**This hydrant meter must be returned every month between the 18th & 25th for reading.**

**Billing will occur at the beginning of each month for the previous month.**

Once the hydrant meter has been returned to Public Works, and the meter has been inspected and no damage has been determined, a refund of the deposit, if owing, will be issued by check within 30 days of the final read. If consumption fees exceed the deposit amount, an invoice will be issued for the difference.

Authorized City Employee-Approval \_\_\_\_\_

### OFFICE USE ONLY

Date \_\_\_\_\_

Beginning Read \_\_\_\_\_

Date \_\_\_\_\_

Read \_\_\_\_\_

Date \_\_\_\_\_

Read \_\_\_\_\_

Date \_\_\_\_\_

Read \_\_\_\_\_

**Date Hydrant Meter Returned** \_\_\_\_\_

*(to be filled out ONLY when meter has been returned and deposit can be applied)*

OFFICE USE ONLY

Date \_\_\_\_\_

**Read** \_\_\_\_\_

Date \_\_\_\_\_

**Read** \_\_\_\_\_

Date \_\_\_\_\_

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