



The City of Sanford Public Works Policy on Installing Hydrant Meters for Contractors

Under no circumstances is anyone other than City employees to operate fire hydrants.

- 1st Option: It is required that contractors pay for a residential/commercial tap or meter set and place a deposit at the Revenue Department to have water available.
- 2nd Option: Another choice would be to contact a water distributor to purchase water from our supplier (Fire Station #2) on Woodland Avenue.
- 3rd option: The City of Sanford Public Works will, at our convenience, install a hydrant meter on a fire hydrant. If you opt for this option, the contractor is to call Public Works Service Center and leave name, phone#, and location for hydrant meter to be installed. We will call contractors with deposit fees. We will need 48 hours notice after deposit is received before installing hydrant meter. Hydrant meters will be installed Monday thru Friday 9 a.m. to 4 p.m. Contractor will place a deposit fee at the Revenue Department before hydrant meter is installed.

See Deposit Fees Below (Current and Proposed)

3/4"	Hydrant Meter:	\$ 200.00
1"	Hydrant Meter:	\$ 400.00
2 1/2"	Hydrant Meter:	\$ 1,500.00

There will also be a daily rental fee:

See Rental Fees Below

3/4"	Hydrant Meter:	\$1.00 per day (per calendar year)
1"	Hydrant Meter:	\$1.00 per day (per calendar year)
2 1/2"	Hydrant Meter:	\$2.00 per day (per calendar year)

4th Option: Contractors, whom are local/in town in good standing with the City and has water service with the City of Sanford, may sign a meter deposit waiver and submit a letter for approval to the City of Sanford to eliminate the meter deposit fees for a hydrant meter but are still held accountable for payment of rental and setup/relocation fees. The letter must state that they will be solely responsible for the City's hydrant meter and will pay for lost, stolen or damaged hydrant meters while under their care. We will need 48 hours notice before installing a hydrant meter. Hydrant and Valve crews will be responsible for attaching hydrant meter to the hydrant and only Hydrant and Valve crews may remove meter from the hydrant.

1. Revenue Department will notify Service Center when deposit fees/waive letter has been submitted and billing information obtained.
2. Public Works will install hydrant meter on hydrant and lock meter to hydrant.
3. Public Works is to notify Service Center with all relevant information on hydrant meter installation.
4. Contractor is to notify us when hydrant meter is to be installed and removed. There will be a **\$70.00** setup/relocation fee for the initial hydrant meter installation and for each additional relocation of the meter.
5. Contractor will be responsible for paying the water bill when finished with the hydrant meter.
6. Water usage as well as any applicable rental fees or setup/relocation fees will be deducted from deposit fees. Deposit will be forfeited if we do not retrieve meter.

HYDRANT METER INFORMATION

DATE: _____ NAME: _____ PHONE #: () _____

Company Name: _____

Mailing Address: _____

City-State-Zip-Attn: _____

ID information: Copy of Drivers Licenses & Social Security # or Federal ID #: _____

Street location of meter: _____ Circle one: City or County Deposit Amt: _____

I understand that if I do not return this meter I will forfeit my deposit and will be responsible for water usage estimated by the city staff and will lose privilege of this service in the future.

Print Name: _____

Signature: _____

OFFICE USE ONLY: Route: _____ Sequence: _____ Account #: _____

Initials: _____ Posted to system: _____ Made copy for Phil: _____ Called Phil: _____ Size of meter: _____

Circle one: GALLON METER or CUBIC FEET - Meter reading going out _____

Meter reading when meter returned: _____ Total Usage: _____

For meters used monthly - Complete the following and give date when meter is returned: _____

Reading: _____ Date: _____ Crew #: _____ Initials of reader: _____

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