

2020 HYDRANT METER REQUEST



Instructions: Fill out the top half of this form and submit along with the deposit and a completed Cross-Connection/Backflow Prevention Questionnaire. You will be contacted to coordinate the hydrant meter rental. If you have questions, contact Colleen Cameron by phone at (970) 962-3701 or by email at Colleen.Cameron@cityofloveland.org.

BILLING ADDRESS	COMPANY CONTACT INFORMATION
Company Name: _____	Contact Name: _____
Attn: _____	Phone: _____
Mailing Address: _____	
City, State Zip: _____	

HYDRANT METER REQUEST	
Location of hydrant requested: _____	
Water to be used for: <input type="checkbox"/> Water-hauling trucks <input type="checkbox"/> Public event <input type="checkbox"/> Fire hydrant use for construction sites <input type="checkbox"/> Fertilizer/pesticide applicator trucks Other: _____	
Set date requested: _____	Removal date requested: _____
RELEASE: I hereby agree to pay the current hydrant meter rates, abide by the hydrant meter guidelines, and be responsible for any damages to meter and/or hydrant.	
Signature: _____	Date: _____

Hydrant Information (Completed by City of Loveland Water Operations staff)	
Meter No: _____	Hydrant No: _____
Begin Date: _____	Begin Meter Reading: _____
End Date: _____	End Meter Reading: _____

Billing Information (Completed by City staff)	
Water Use: (_____ ÷ 1,000) Gallons	x \$ 5.96
Meter rental (# of days): _____	x \$ 5.00
Regular Trips (set / remove / move): _____	x \$ 60.00
Other Items: _____	

Email completed form to:
Colleen.Cameron@cityofloveland.org

Drop off form at:
City of Loveland
Attn: Colleen Cameron
200 N. Wilson Ave.
Loveland, CO 80537

Fees: \$2000 Deposit Required

- **Checks:** Make payable to "City of Loveland"
- **Credit or Debit Card Payments:** Accepted in person or over the phone at 970-962-3000

Deposit Payment Information	
<input type="checkbox"/> Check <input type="checkbox"/> Credit or Debit Card	Total Paid: \$ _____ (Code to #300-21200) Pmt Received By: _____ Date Paid: ___ \ ___ \ 2020

HYDRANT METER GUIDELINES

General: Fire hydrants are installed for the main purpose of fire protection. Whenever a hydrant meter is placed on a hydrant, that hydrant is, for all practical purposes, out of service and the chances of causing damage to that hydrant are increased. For these reasons and the potential for problems involved with providing hydrant meters on a rental basis, the following hydrant meter guidelines and procedures were developed.

Intent: The use of fire hydrant meters is intended for only those situations in which a large volume of water is needed in a short period of time. These meters shall not be used as a temporary substitute for a permanent water service connection or a permanent irrigation tap. Examples of acceptable and unacceptable uses are as follows:

Acceptable:

- Providing water for increasing moisture during earthmoving.
- Filling swimming pools.
- Filling tanks on water truck (No chemicals allowed in tank).

Unacceptable

- Car washes
- Irrigation
- Water for concrete saws
- Washing streets or parking lots

Guidelines & Procedures: The following guidelines shall be used for regulating the use of fire hydrant meters:

1. Requests for hydrant meters must be received a minimum of 48 hours prior to the time needed. All requests should be made by contacting the Water and Power Department at (970) 962-3701. The applicant must sign the Hydrant Request Form at the Water and Power Department, 200 N. Wilson Avenue, and post a deposit of \$2000.00 (check, credit card or debit card) before the meter will be set. The deposit shall be held until all costs associated with the hydrant rental are paid in full and may be used to offset any such costs not paid within 30 days of issuance of the final invoice.
2. Each request will be reviewed to determine if the proposed use meets the intent of these guidelines. The use of the water from a hydrant meter for other than the stated purposes or misrepresentation of that use will result in the loss of the convenience of obtaining water in this manner.
3. The City will determine on a case-by-case basis whether or not a particular hydrant is acceptable for the installation of a meter. Not all hydrants are available for use with a meter. If the requested hydrant is not available, alternate hydrants will be suggested.
4. Water Utility personnel will install the meter, secure it to the hydrant, and operate the hydrant. The Customer shall control flow of water with valve provided on meter assembly. The Customer is responsible for securing this valve to prevent the unauthorized use of water by others. Removal of the handle or hand wheel from the control valve is not an acceptable method of securing the valve. ONLY trained City employees will be authorized to operate fire hydrants.
5. All overhead bulk-water dispensing stations must have an air gap between the filling outlet and the receiving tank as a cross-connection control mechanism.
6. During the winter months, it is the Customer's responsibility to wrap the hydrant and hydrant meter with a concrete blanket.
7. Meters will be issued with a male 2½" National Standard thread connection. No hoses or adapters will be provided.
8. The Customer is responsible for all rental fees and other charges. The current fees are listed below. These fees include charges for all water use.
9. The Customer is responsible for any and all damage to the meter and/or fire hydrant while meter is installed. If damage occurs, an invoice will be issued to cover all repair or replacement costs, and the Customer shall promptly pay the invoiced amount.
10. The number of hydrant meters is limited; therefore, the meters are available on a first-come/first-serve basis. A separate request form must be submitted for each location and/or time period requested.
11. In accordance with the City Code, it is unlawful to waste water. Every effort should be made to conserve this valuable resource. Wasteful uses will not be allowed.
12. Failure to comply with these guidelines, or illegally obtaining water from, or in any way tampering with a fire hydrant, is in violation of the City Code, and upon conviction is punishable by a fine or imprisonment.

Summary of Hydrant Meter Fees and Charges

• Installation of meter	\$ 60.00 *
• Moving meter	\$ 60.00 *
• Removal of meter	\$ 60.00 *
• Meter rental	\$ 5.00 / day
• Water used	\$ 5.96 / 300 gallons

*In case of emergency, after-hour services will be charged for overtime labor rates in addition to the \$60.00 charge. Normal business hours are Monday through Friday, 7:00 a.m. to 3:30 p.m.

Internal Processing Instructions - Hydrant Meter Install

1. Collect the Following from the Customer:

1. Hydrant Meter Request Forms

- W&P Shared\Admin\Templates\Water & Wastewater Fee Form.xlsx ("Hydrant Rental" tab)
- <http://www.cityofloveland.org/departments/water-and-power/development-building/wwwds>

2. Cross-Connection/Backflow Prevention Questionnaire

- W&P Shared\Admin\Templates\Water & Wastewater Fee Form.xlsx ("Cross-Connection" tab)
- <http://www.cityofloveland.org/departments/water-and-power/development-building/wwwds>

3. \$2,000 Hydrant Meter Rental Deposit

2. Copies: Make (2) copies of the Hydrant Meter Request Form.

- Copy 1: Customer Receipt** - Make sure to include page 2 (Hydrant Meter Guidelines)
- Copy 2: Utility Accounting** - Make copy of page 1
 - Give copy of form & payment to Kelly Dougherty. Attach merchant copy receipt for credit/debit card pmts.
 - Code hydrant meter rental deposit to: [300-00-000-0000-21200](tel:300-00-000-0000-21200)

3. Map: Print a GIS map. Mark the location of hydrant where they are requesting to have the hydrant meter installed.

4. Scan: Scan the following items into one document:

- 1. Hydrant Meter Request Form
- 2. Cross-Connection/Backflow Prevention Questionnaire
- 3. Marked up GIS map

5. Email: Email scanned documents to:

- Water Operations Supervisor (Andy Tenbraak)
- Water Metering Crew Leader (Blake Hornung)
- Cross-Connection Control Specialist (Bryan Easterly)

6. Location Verification:

- Water Operations Supervisor (Andy Tenbraak) will do a field verification that the location selected is OK.
- If it is not, Water Operations Supervisor (Andy Tenbraak) works with Colleen Cameron and customer on alternate location.

7. Meter Install:

Water Operations installs the hydrant meter in field. Fills in the information listed below in the "Hydrant Information" box of the Hydrant Meter Request form. Give completed form to Colleen Cameron.

- Meter Number
- Begin Date
- Hydrant Number
- Begin Meter Reading

8. Save PDF to Server:

Cross-Connection Control Specialist (Bryan Easterly), saves the Hydrant Meter Request Form & Cross-Connection /Backflow Prevention Questionnaire to:

<V:\Water & Power\Water and Power\Water - Water Meters\Hydrant Backflow and Meter Form\2020\Location d-m-yyyy>

Internal Processing Instructions - Hydrant Meter Removal

1. Removal Request:

Customer contacts Colleen Cameron when they are ready for the meter to be removed. Colleen Cameron gives the Hydrant Meter Request Form to Water Operation Supervisor (Andy Tenbraak).

2. Meter Removal:

Water Operations crews remove the hydrant meter. Fill in the information listed below in the "Hydrant Information" box of the Hydrant Meter Request form. Gives completed form to Colleen Cameron.

- End Date
- End Meter Reading