



**CITY OF PRESCOTT WATER OPERATIONS POLICY AND AGREEMENT FOR THE
USE OF FIRE HYDRANT METER/RP ASSEMBLIES**

APPLICABILITY

A Hydrant Meter/Reduced Pressure Principal Assembly (RP) may only be used inside of the City of Prescott limits. At no time shall a Hydrant Meter/RP Assembly be granted for use outside of the Prescott City limits in accordance with City Code (2-1-8a).

Hydrant Meters are issued temporarily for construction use only. Non-construction uses such as irrigation (temporary or permanent), filling of swimming pools, home remodeling projects, etc. are prohibited. (Initial: _____)

Exceptions:

1. Hydrant Meters may be used for a limited period of time for Special Events, which benefit the community as a whole and where a permanent water source is not available.
2. Hydrant Meters may be used outside of City limits when there is a water entitlement as part of a historic contract with the City.

APPLICATION / REQUEST

1. The applicant/contractor shall have a current City permit (E.g. Right of Way permit, Engineering permit, Building permit etc.) from the Permit Center at City Hall prior to submitting an application for a Hydrant Meter/RP Assembly.
2. To request a Hydrant Meter/RP Assembly, the applicant/contractor shall submit the following:
 - A fully completed application for each Hydrant Meter/RP Assembly being requested including a current City of Prescott permit that has been issued for construction activity.
 - A separate \$1000.00 deposit payment by check, made Payable to the City of Prescott, for each Hydrant Meter/RP Assembly being requested.
 - A map indicating the requested hydrant for the hydrant meter to be connected.Alternate methods for dust abatement shall be submitted at the time of application, as use of potable water may not be allowed for dust control during periods of peak water demand from May 1st through October 1st. A City Public Works Inspector will notify the applicant if water use becomes restricted.
3. Within two (2) working days of receipt of all required documents and deposits, the Hydrant Meter/RP Assembly will either be placed at the requested location or requestor will be provided an alternate location.

LIMITATIONS AND USE

Hydrant Meter/RP Assemblies may only be used for the permit on file for a specified period of time. If the hydrant meter has zero (0) usage for six consecutive months, Water Operations will remove the hydrant meter assembly, close the account and refund the deposit less applicable fees or damages to the Hydrant Meter/RP Assembly. (Initial: _____)

Location of the hydrant meter will be at the discretion of Water Operations based on system capabilities. Capabilities include system pressure, adverse effects on existing water customers or the water system

within the requested zone. Every attempt will be made to place the meter as close to the project area based on the criteria noted above.

The Hydrant Meter/RP Assembly and its original fittings shall not be modified in any way with the exception of adapters to the end of the RP Assembly for 2" or larger hose connections. An adapter to reduce the flow to garden hose type use is **NOT** permitted. (Initial: _____)

Any action that results in the inaccurate reading of water usage through a hydrant meter shall result in an automatic charge of 50,000 gallons of water to the account, per occurrence. This includes, but is not limited to the addition of a hose bib or other flow reducing devices, meter tampering, or bypassing of the hydrant meter. If construction projects require a low flow application contact Water Operations for available options. (Initial: _____)

Fire hydrants shall only be opened with a hydrant wrench. A pipe wrench or similar tool is not permitted. Hydrants shall be opened and closed slowly and shall be operated either all the way open or all the way closed. Only the gate valve should be used to regulate the flow once the hydrant has been opened fully. Ball valves shall not be used or placed as additional operating controls on the Hydrant Meter/RP Assembly or at the end of a hose attached to the Hydrant Meter/RP Assembly. (Initial: _____)

The Construction Hydrant Meter and RP Assembly is the responsibility of the applicant to protect. Hydrants should be opened during daily use and closed at night. To prevent damage to the complete assembly during winter months or freezing temperatures, field crews after closing the hydrant should open the meter valve to allow the meter and RP Assembly to fully drain. Draining the complete assembly at the end of each day will help to prevent costly freeze damage. It is also recommended that field crews fully insulate the entire assembly to protect it from damage. Protection of the assembly should be in a manner that allows the City's Water Operations staff to collect the monthly meter reading from the hydrant meter register. If the Hydrant Meter/RP Assembly is damaged and the City of Prescott deems the assembly unserviceable, the hydrant will be locked off until a fully functional Hydrant Meter/RP Assembly is in place. Replacement parts and the timeline to repair the damaged assembly will be contingent upon availability. (Initial: _____)

RP BACKFLOW ASSEMBLY

A Reduced Pressure (RP) Backflow Assembly is provided with the meter. The RP must remain connected to the hydrant meter **at all times with no exceptions**. The City will test the backflow device at the time of installation. The cost of this test is \$100.00 and is valid for one year from the testing date unless the assembly is relocated. The test fee will be added to the first water usage bill.

If a request is made to relocate the Hydrant Meter/RP Assembly to a new location, a relocation fee of \$100.00 will be added to the water service bill. The fee will include recertification of the RP Backflow as state law requires the backflow device to be tested and recertified upon relocation.

(Initial: _____)

USAGE AND FINANCIAL RESPONSIBILITY

This agreement is valid for 12 months from the date of the application and may be renewed for an additional 12-month period. Recertification fees may apply.

Water Operations Staff will inspect and read the meter once per month. During peak season, staff may read the meters daily to determine actual usage. The applicant/user is solely and financially responsible for any water passing through the Hydrant Meter/RP Assembly and any quantities of water used by an unauthorized connection to the potable water supply. Any unauthorized connection to the City's distribution system will result in additional fees and or prosecution per Prescott City Code (PCC).

The applicant shall be solely and financially responsible for damaged, lost or stolen appurtenances to the Hydrant Meter/RP Assembly. Damage to the assigned fire hydrant or connecting equipment is also the responsibility of the applicant until a request for termination of service is received by Water Operations. (Initial: _____)

Upon project completion or hydrant meter relocation request, the applicant shall notify Water Operations by calling (928) 777-1118. A minimum of forty-eight (48) hour notice is required for Water Operations personnel to schedule an inspection of equipment or relocation request evaluation. An inspection of the Hydrant Meter/RP Assembly, fire hydrant and associated equipment will be made by Water Operations. Upon final release, the applicant will be sent a refund of the deposit balance by the Finance Department, less any costs for damages or unpaid water use.

Violation of any part of this agreement on the part of the applicant or its designees will result in immediate removal of the meter, termination of the agreement and fines in an amount determined by Prescott City Code (PCC). The City of Prescott reserves the right to terminate this agreement at the City's sole discretion and deposits may be withheld. (Initial: _____)

I, _____ of _____ acknowledge that
(First & Last Name) *(Company)*

I have read this agreement and understand the permit requirements, fees and technical terms. I am an authorized agent of the entity, business, or contractor requesting service and that any and all costs for damage or loss sustained by the City of Prescott from the customer as a result of this agreement, including court costs or actions resulting in litigation, financially are the sole responsibility of and at cost to the customer. By signing, the customer agrees to all the terms and conditions set herein.

Signature of Authorized Signing Agent: _____

Date: _____

(Office Use Only)

Deposit Amount: \$ _____ Check # _____

Name on Check: _____

Initials of personnel receiving deposit: _____ Date: _____



Hydrant Meter/ RP Assembly Application

Meter Type: Low-Flow Meter High-Flow Meter

I. Applicant Information

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contractor Contact: _____ Phone Number: _____

Email Address: _____

Emergency Contact Name: _____ Phone Number: _____

Contractor License No: _____

II. Billing Information

Bill to Name *(if different from above)*: _____

Bill to Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

III. Project Information:

City of Prescott Permit Number: _____ Project Name: _____

Purpose/Use of Hydrant Meter: _____

Requested Location of Hydrant Meter: _____

Project Duration: _____ to _____

Map Attached: Estimated Average Daily Water Demand: _____ gallons per day

IV. Dust Abatement Program:

Alternate method to water application for dust abatement for construction activities associated with the project:
(Please list the anticipated dust abatement product to be used on this project.)

Estimated Frequency of Dust Abatement Application: _____



Hydrant Meter Relocation Request ONLY

Requestor Name: _____

Requestor Phone Number: _____

Contractor Name: _____

City of Prescott Permit Number: _____

Project Name: _____

Hydrant Meter Number: _____

Current Hydrant Meter Location: _____

Relocate Hydrant Meter to: _____

Map Attached:

Requested Relocation Date: _____

A relocation fee of \$100.00 will be added to the water service bill. This will include recertification as state law requires the backflow device to be tested and recertified upon relocation.

Print Name: _____

Signature of Authorized Signing Agent: _____

Date: _____