



# Water Utility Agreement

Permit#

Address:

Subdivision:

Lot#

Contractor:

This form will be required to be remitted to the Building Department at the time of the request for a Water Meter in order to establish a utility account. A water meter will not be set until this paperwork is completed and returned to the City. The following information must be provided in order to consider this paperwork complete.

Billing Contact:

Phone:

Email:

Mailing Address:

A signature below is an acknowledgment that a water meter will be set at the above referenced property and that the contact provided will be billed for all metered water services until such time as the account change is requested.

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Signature

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Date

# Standards for installation of a water meter

In order for the meter to be set in a timely manner, please follow the directions below:

- Final Inspections will not be scheduled until a Water Meter is set.
- Water meter shall be installed before any landscaping is put in.
- Meter box shall have all dirt and debris removed to a minimum depth of twelve (12) inches below the top of the meter setter.
- Meter box ring/lid shall not be damaged.
- Top of meter lid shall be adjusted to Town Standards (i.e., 3/8" to top back of sidewalk; Standard Drawing #19).
- Should damages occur to meter box, meter, or meter lid due to using heat for thawing, then damages shall be repaired, or additional costs will be billed to the builder/owner.
- Meter box, meter lid, meter setter, and meter (if in place) shall be protected from any damage during construction of home. If broken or damaged, a charge will be assessed of \$250.00 for replacement.
- If at any time a jumper or bypass unit is found, a \$1,000.00 penalty will be issued. No exceptions!
- Additional time to set meter may be required, if above conditions are not met.