



City of Richmond, Department of Public Utilities
PORTABLE WATER METER APPLICATION

This section to be completed by customer:

Company Name: _____ Date: _____

Applicant's Name: _____ [] Contractor [] Owner [] Company Representative [] Resident

Billing Address: _____

VA Contractors License # _____

Telephone Number: (____) _____ Estimated duration of use: _____

Project Name: _____ Meter Location: _____ (MUST BE IN CITY LIMITS)

Will water be returned to sewer system? [] Yes [] No Wastewater Permit Number: _____

Will water be used for drinking? [] Yes [] No

Use of Meter: (check one) * Possible Wastewater Discharged # High Hazard - air gap required
[] Construction * [] General Industrial Use * # [] Chemical Application #
[] Irrigation/Landscape # [] Professional Cleaning Service * # [] Application of substance #
[] Ground Remediation # [] Other *: (explain) _____

DPU USE ONLY

METER ISSUED:

Deposit Required: \$ _____ Receipt Number: _____ Date: _____

Cross Connection Specialist Comments: _____

Mtr #: _____ Manuf: _____ Mtr Size: 1 1/2" _____ Mtr Reading: _____

Backflow Preventer Serial # _____ Size: 1" _____
Spanner Issued: YES NO Meter Support Issued: YES NO CMS Initials: _____ Date: _____
Wastewater to be Charged: YES NO ECO Initials: _____

Environmental Compliance Officer Comments: _____

Account No.: _____ Service #: _____ (200/300) New Serv. Initials: _____

METER RETURNED:

Date of Return: _____ Reason Returned: _____
Spanner Returned: YES [] Mtr Support Returned: YES [] *Meter Damaged: YES [] Repair Charges: YES []
NO [] NO [] NO [] NO []

*Note if Meter or Backflow Preventer is damaged charges will be billed if applicable.

REISSUE NEW METER

New Mtr #: _____ Manuf: _____ Mtr Size: 1 1/2" _____ Mtr Reading: _____

Backflow Preventer Serial # _____ Size: 1" _____
New Spanner Issued: YES NO Meter Support Issued: YES NO CMS Initials: _____ Date: _____

New Premise No.: _____ New Serv. Initials: _____ Date: _____



City of Richmond, Department of Public Utilities
PORTABLE WATER METER APPLICATION

PLEASE READ BEFORE SIGNING:

Portable water meters are meters that can be attached to a fire hydrant in order to obtain water service when lines are not available and a regular water meter cannot be used. **THESE METERS MUST BE USED ONLY IN THE CITY OF RICHMOND AND ON HYDRANTS OWNED BY THE CITY. THEY CAN NOT BE USED AS A PERMANENT METER.** Any violation of use will result in a fine of \$100.

- **Charges** – I understand that I am responsible for a **water establishment fee**, charges for all water used and associated fees as outlined below. I may also be subject to wastewater charges based on my use.
- **Deposits** – I hereby agree to pay the City of Richmond a deposit of \$500 per meter. I understand that the entire deposit is refundable after the final bill has been paid and the meter returned undamaged **Or** may be applied to the final bill after the meter is returned and the remaining balance refunded.
- **Damage to the Meter/Backflow Preventer and/or Meter Support** – I understand I am responsible for all fees for repairs and damages to the meter, backflow preventer, meter support and spanner and it is my responsibility to return the meter if it malfunctions.
- **Meter Readings** – I agree to bring the meter to the Commercial Meter Shop, at 400 Jefferson Davis Highway, to be read **by the 2nd business day of the month** for the first months billing.
- **Late Penalties** – I understand that failure to bring in the meter the first month for reading by the **2nd business day of the first month** will result in a late penalty charge of **\$20.00 per day** until meter is brought in.
- **Testing of the Meter** - I understand that failure to bring in the meter to be tested quarterly (every 3 months) **by 4th business day** of the applicable month be a violation of this agreement and may result in retrieval of the meter.
- **Delinquent Accounts** – Payments are due by the due date shown on the bill. A late charge of .83% will be applied to any unpaid balance. Future applications for portable meters will be denied until charges are paid in full. I further understand that balances over 60 days may result in retrieval of the meter.
- **Contact Person** – To ask questions about your bill, please contact the Special Billing Office at (804) 646-5270. For questions regarding the meter or its usage, please contact the Commercial Meter Shop at (804) 646-8460, Cross Connection Specialist (804) 646-8502.
- **Installing the meter** – see attached instructions. If you have any problems, call the Commercial Meter Shop number above.

Acknowledgement

Applicants be aware when utilizing Portable Meters that an approved Backflow Prevention Device must be installed to protect consumer’s water system where a health, pollution or system hazard to the Water Works exists. Applicants must acknowledge and comply with the Virginia Department of Health Waterworks Regulations, Article 3, **Cross Connection Control and Backflow Protection in Waterworks**, which governs the required conditions and regulatory requirements for issuance also continued use of devices to prevent hazardous conditions caused by cross contamination of The City Of Richmond’s Potable Water System.

I have received all equipment and hereby have read and understand the policies and procedures above as they apply to Portable Meters and their use within the City of Richmond. I also understand that failure to comply may result in legal action. In addition, all information that was provided by me on this form is accurate and current.

Printed Name: _____ **Position w/Company:** _____

Signature: _____ **Date:** _____

Cc: Customer
DPU – Cross Connection Specialist
Special Billing Office
Commercial Meter Shop
Environmental Compliance Officer