



## FIRE HYDRANT METER & CROSS CONNECTION CONTROL POLICY AGREEMENT

**All fire hydrant meters are required to have a reduced pressure principle backflow prevention assembly installed at the hydrant meter to protect it from actual or potential cross-connections to the City of Glendale distribution system. Water from the hydrant meter shall only be used for dust control and new on-site development within the City of Glendale water service area. Hydrant meters are not intended to be a permanent water source for everyday work activities.**

- 1) Arizona Administrative Code R18-4-215 requires backflow prevention to protect the water distribution system.
- 2) A backflow prevention assembly permit shall be obtained from the City of Glendale, Development Services Center, 5850 W Glendale Avenue, 2nd Floor. For permitting information, please see the [Permit/Plan Review Application](#).
- 3) The Hydrant Meter Backflow Prevention Assembly Permit costs **\$72.42**.
- 4) The contractor shall install a **Reduced Pressure Principle Backflow Assembly (per City of Glendale Standard Detail G-667)** within one (1) business day and **prior to use immediately** after the hydrant meter is set.
- 5) **Any hydrant meter in service without a reduced pressure principle assembly will be assumed not in use and removed immediately from service. All applicable fees for the new setup will be required to reinstall the hydrant meter.**
- 6) The backflow assembly must be tested by a certified backflow assembly tester recognized by the City of Glendale prior to use.
- 7) The City of Glendale shall inspect the assembly installation. Call (623) 915-3263 to schedule the inspection and request type 245. Please have a copy of the test report when the inspection is complete.
- 8) When a hydrant meter and backflow prevention assembly are relocated, it must be tested by a certified backflow assembly tester recognized by the City of Glendale and re-inspected by the City of Glendale Cross Connection Specialist before use. A relocation fee of **\$95.06** (plus applicable taxes) will be billed. In addition, a new permit must be obtained for **\$72.42** when the system is relocated to a different job location. However, a new permit is not required when the system is relocated to the same job site.
- 9) At the time of removal or relocation, the fire hydrant meter backflow prevention assembly shall be removed immediately from the meter and the meter called in for removal or relocation.



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- 10) If you have questions or concerns about backflow and inspection, please call the City of Glendale Cross Connection Control Division at (623) 930-4138.
- 11) Fire hydrant meters are for temporary use only to provide water for new on-site development or other temporary major construction projects within the City of Glendale water service area, such as the installation of water and sewer mains, pre-grading projects, street paving, and any temporary major project that will require large volumes of water.
- 12) After actual field verification, The Superintendent of Water Services or designee will give final approval based on the project type and meter use. NOTE: Refunds take approximately two weeks to process.
- 13) **Fees:** The total payment due is **\$1869.50**. Payment is broken down as follows: a **\$1693.55** deposit, a **\$95.06** setting fee (plus taxes of 9.2%), and a hydrant backflow permit fee of **\$72.42** is required for each meter. The customer will be billed for the relocation fee of **\$95.06** plus applicable taxes. Deposit and advance fees are to be paid at the Development Services Center, 5850 W. Glendale Ave., located on the second floor of the City Hall building.
- 14) **A minimum of a 48-hour notice (excluding weekends and holidays) is required for installation or relocation.** Installation and relocation shall be made by City staff and are to be requested by calling Meter Maintenance (623) 930-2717.
- 15) Each fire hydrant meter will be billed monthly at the three-inch meter minimum service charge (**\$118.00**) plus usage (**\$2.58 for winter rate, \$3.23 for summer rate**) per thousand gallons or fraction and applicable sales tax. The **winter rates** apply from November through April, and the summer rates apply from May through October. Also included is the Arizona Water Quality Tax (Superfund), which is **\$0.0065** for every thousand gallons of water used.
- 16) The customer must notify the City at (623) 930-2717 when the meter should be removed. As long as the meter is set, the account will continue to bill minimum charges, and the customer remains responsible for water usage. Upon notification of removal, the customer's deposit will be applied to all outstanding billing, and a refund, if applicable, will be generated.
- 17) Charges are due and payable when the city renders a statement and shall become delinquent twenty days after rendered. Accounts over two months in arrears will be removed from the hydrant meter, and final charges will be automatically applied against the deposit. If the hydrant meter is needed, any balance owed must be paid in full, and a new deposit and installation fee may be required.



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Outstanding charges unpaid after three months will be turned over to collections.

- 18)The customer is liable for any damages to the hydrant or meter during the contract period, including lost or broken fittings and stolen meters.
- 19)A hydrant wrench is the only tool acceptable for turning the hydrant on or off. Any required water regulation must be done with the gate valve attached to the meter.
- 20)The meter connections cannot be removed or reduced in size to less than two inches. Support must be provided to the hydrant meter when the addition of connections/weight is necessitated. Additional connections made to the meter by the customer must be removed prior to relocation or removal by the city. Failure to do so will result in the city confiscating these parts.
- 21)The applicant is responsible for providing the city with the current mailing address and telephone number.
- 22)The City of Glendale reserves the right to remove a meter that has been inactive for two or more months.
- 23)All hydrant meters are for temporary use only for no more than 18 months. The Water Services Superintendent or designee shall approve additional months.

**I hereby certify that I have read and understand the Fire Hydrant Meter and Cross Connection Operating Policy Agreement and completed the Billing Information on page four (4) of this agreement.**

**Please complete the BILLING INFORMATION on page four (4) of this agreement and provide an authorized signature.**



## FIRE HYDRANT METER & CROSS CONNECTION CONTROL BILLING INFORMATION

CONTACT INFORMATION										
Name						Phone Number				
BILL TO INFORMATION										
Name										
Phone Number				Email						
Street										
City				State			Zip Code			
APPLICANT INFORMATION										
Name										
Phone Number				Email						
Street										
City				State			Zip Code			
CONTRACTOR INFORMATION										
Name										
Phone Number				Email						
Street										
City				State			Zip Code			
AZ ROC License No.				City of Glendale Sales Tax License No.						
CONSTRUCTION SITE ADDRESS   DOMICILIO DE SITIO DE CONTRUCCIÓN										
Street										
City				State			Zip Code			
FIRE HYDRANT METER INFORMATION										
Please provide an 8-1/2" x 11" site plan showing the location of the hydrant meter.										
Street										
City				State			Zip Code			
Fire Hydrant No.				New Meter Setup			Stolen Meter Replacement			
Purpose	Paving	Boring		Dust		Other				
DEVELOPMENT SERVICES DEPARTMENT USE ONLY										
Permit Number				Amount						
CUSTOMER SERVICE BILLING DEPARTMENT USE ONLY										
Account Number				Council District						
Grid Number				Zip Code						
WATER SERVICES DEPARTMENT USE ONLY										
Meter Information	Install			Move Out			Relocate			
	Meter No.				Meter Read					
Street						WTHY			Q.S.	
Date			Employees							

Print Name \_\_\_\_\_ Date \_\_\_\_\_  
 Signature \_\_\_\_\_