



2023 CONSTRUCTION WATER METER PERMIT

Water usage from City of Fort Lupton fire hydrants requires an annual permit and metered use of water by Permittee supplied hydrant water meters. Contractors must complete this form, provide current testing documentation for backflow assembly test & maintenance report, and provide the City with a payment of **\$1,525.00** (\$25.00 permit fee + \$1,500) deposit surety for water hydrant damage). Meter and backflow device will be inspected by a City official at water loading operations and will confiscate the meter if found to be in noncompliance with this requirement. Copy of Proof of tests needs to be presented during application process. Operators will maintain the testing report with the truck and provide any testing done during the permit time frame.

At job's end, the contractor must report final meter reading to City Hall for the final water usage and final inspection of condition of hydrant used by a Public Works employee. After payment of all water use charges, a check will be issued within 30 days for the balance of deposit funds.

Upon receipt of the above listed funds and the completion of this form, a Public Works staff member will assign a hydrant location and instruct the contractor regarding meter usage. Do not use any other fire hydrant than the one assigned.

On the last week of each month, you **MUST** email billing@fortluptonco.gov and publicworks@fortluptonco.gov with a picture of the reading at the delivery site with the phone's geolocation turned on. If we do not hear from you at the end of the month, Public Works will call you for the meter reading. If we are unable to get a reading from you after 45 days, the hydrant water permit will be revoked and no further use of water from the City's system will be allowed.

Water costs are currently charged at \$12.00 per 1,000 gallons used.

How to operate the Fire Hydrant

- **DO NOT OPERATE FIRE HYDRANT WITH ANYTHING BUT A FIRE HYDRANT WRENCH.**
- **CONNECT THE METER TO THE PROPER NOZZLE.**
- **GATE VALVE ON HYDRANT METER SHOULD BE SLIGHTLY CRACKED OPEN.**
- **SLOWLY OPEN HYDRANT UNTIL WATER STARTS TO FLOW.**
- **OPEN FIRE HYDRANT FULLY.**
- **OPERATE FLOW RATE BY USING THE GATE VALVE ON THE HYDRANT METER.**
- **WHEN FULL, CLOSE GATE VALVE ON HYDRANT METER.**
- **SLOWLY SHUT DOWN FIRE HYDRANT. DO NOT CINCH DOWN.**
Please note that caution must be taken when closing the hydrant valve; the valve must be closed slowly to prevent a water hammer from damaging the City's water line. Adequate support for the meter while attached to the hydrant is required.
- **REMOVE METER – NEVER LEAVE METER ON THE HYDRANT.**
- **FIRE HYDRANT OPERATIONS ARE FULLY CLOSED OR FULLY OPEN. (NO IN BETWEEN)**

NOT FOLLOWING THESE INSTRUCTIONS MAY DAMAGE FIRE HYDRANT, WATER SYSTEM AND COULD CAUSE BODILY INJURY.

Contractor is responsible for proper operation and care of the fire hydrant when using. Any damage done to the hydrant and water system will be fault of contractor and will be billed for repairs.

CONTRACTOR’S ACKNOWLEDGEMENT:

I have read the above information. **I understand that no water may be taken out of the Northern Water District (please see the link for a map of the water district <https://nw.maps.arcgis.com/apps/webappviewer/index.html?id=698f042c618342c3974e7992cd617d0b>)** When I am finished using water from the City’s hydrants, I will return to City Hall and pay for the water used at the current water rate, plus any damage to the assigned hydrant. I understand that my deposit funds will be returned to me after all charges have been paid in full.

_____ Signature of Company Representative Who is Responsible for Meter and Reporting Water Usage	_____ Date
_____ Printed Name	_____ Cell Number
_____ Company Name	_____ Office Number
_____ Contact Email	
_____ Full Company Address to Send Invoice to	
_____ Construction Location (Lat/Long) <i>*location changes MUST be reported immediately</i>	_____ Hydrant Location
_____ Estimated Time Span of Meter Usage <i>* Please note: annual renewal is required for usage longer than 1 year.</i>	Shut-off valve included? Yes <input type="checkbox"/> No <input type="checkbox"/>
_____ Application Renewal Date	Braced stands available Yes <input type="checkbox"/> No <input type="checkbox"/>
_____ Meter Serial #	Hydrant Wrench In Use Yes <input type="checkbox"/> No <input type="checkbox"/>
_____ Comments:	_____ Backflow Preventer Serial #

Commercial water rate = \$12.00 per 1,000 gallons used

_____ Initial Meter Reading	_____ Date of Meter Check Out
\$1,525.00 (\$25.00 permit fee & \$1,500.00 deposit) Received By	_____ Staff Signature
_____ Check or Credit Card Authorization Number	_____ Receipt Number / Staff Signature
_____ Final Meter Reading	_____ Date of Meter Return (Company Representative Please Initial)
_____ Date of Deposit Funds Return	_____ Staff Signature



Public Works Department

130 S. McKinley Avenue
Fort Lupton, CO 80621
www.fortluptonco.gov

Phone: 303.857.6694
Fax: 303.857.0351

Quick Guide: Procedures on the Use of City Fire Hydrant Meters

- Water will NOT be taken out of the Northern Water Conservancy District. Failure to abide by the boundary limits will result in a fine from the City of Fort Lupton for an amount no less than \$10,000.00 for the first instance, and progressing upward for future loads by multiples of 100% increase per incident.
- Do not operate fire hydrant with anything but a fire hydrant wrench. Hydrant wrenches are available to be checked out when the meter is picked up for a \$50 deposit.
- Open fire hydrant fully. Fire hydrant operations are fully closed or fully open. (no in between)
- Slowly shut down fire hydrant. Do not cinch down.
- Remove meter – never leave meter on the hydrant.
- Contractor is responsible for proper operation and care of the fire hydrant when using. Any damage done to the hydrant and water system will be fault of contractor and will be billed for repairs or taken out of deposit monies.
- You will pull water from one (1) hydrant, if a change of location is needed please call 720-466-6112 (locations are subject to availability and approval by Public Works staff).
- It is the responsibility of Permittee to bring the meter to City Hall for inspection upon the City's request. Additionally, the meter must be provided with annual backflow testing and calibration per testing requirements. Failure to renew will result in permit revocation. This will involve filling out a new application, a \$25 application fee, and testing of meter.
- Company representatives must also cooperate in getting monthly reads on meters, failure to do so will result in Permit Revocation. Reads must be emailed to billing@fortluptonco.gov , picture must be taken at the delivery site with geo location turned on.

Any questions about the usage of hydrant meters, please call the City of Fort Lupton Public Works at 720-466-6112.