

2019 CONSTRUCTION WATER METER PERMIT

Water usage from City of Fort Lupton fire hydrants requires an annual permit and use of City of Fort Lupton hydrant water meters. Contractors must complete this form, air-gap affidavit (for drop fill trucks) or current backflow assembly test & maintenance report, and provide the City with a payment of **\$1,525.00** (\$25.00 permit fee & \$1,500.00 deposit). Truck(s) will be inspected by a City officials at water loading operations and will confiscate the meter if found to be in noncompliance with this requirement. Trucks with direct hook up are required to be equipped with an annually tested reduced pressure backflow device. Proof of test needs to be present during application process. Operators will maintain the testing report with the truck and provide to City inspector when requested.

At job's end, the contractor must return the hydrant water meter, brace stand(s), shut-off valve, and hydrant wrench, to City Hall for the final reading of water usage and final inspection of condition by a Public Works employee. After payment of all water use charges, a check will be issued within 30 days for the \$1,500 deposit less damage and/or lost equipment fees.

Upon receipt of the above listed funds and the completion of this form, a Public Works staff member will suggest a hydrant location and instruct the contractor regarding meter usage. Do not use any other fire hydrant than the one you were assigned to. **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. No attachments to the meter are allowed unless the Public Works Manager is notified and approves the attachment.**

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 city hydrant meter will be impounded from you until your bill has been paid in full.

You may pay your water usage bill at the time the reading is presented to city hall or it can be billed to the office address on this form. Your other option is to have a Public Works employee visit your job site every 3 to 4 weeks to obtain a current reading from the meter gauge and inspect the meter and backflow preventer to assess condition and check for any damage. Water usage during that time period will then be billed to the office address on this form.

Water costs are currently charged at \$10.00 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.

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 with the meter assembly, I will return it to City Hall and pay for the water used at the current water rate, plus any damage to the meter. 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 of Company Representative Who is Responsible for Meter and Reporting Water Usage	_____ 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 ___ No ___
_____ Application Renewal Date	Number of braced stands issued <u> 0 </u>
_____ Meter Serial #	Hydrant Wrench Issued Yes ___ No ___
_____ Comments:	_____ Backflow Preventer Serial #
 <u>Commercial water rate = \$10.00 per 1,000 gallons used</u>	
_____ 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

Air Gap Certification Affidavit For Mobile Applications

WATER SUPPLIER: City of Fort Lupton

ADDRESS: 130 South McKinley Ave. Fort Lupton CO 80621

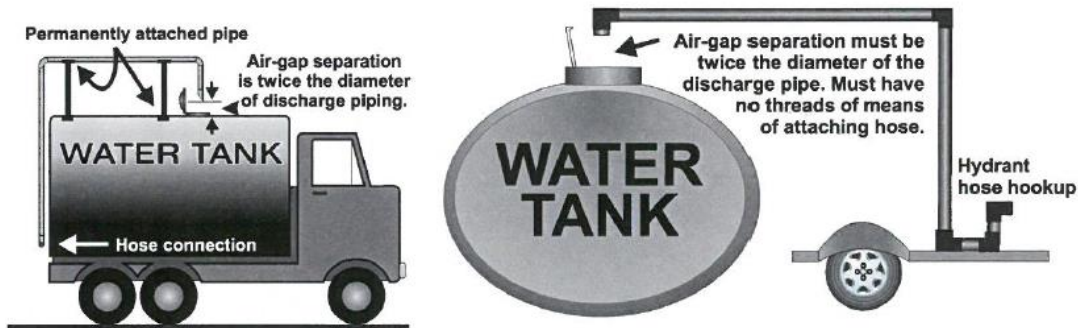
A completed form must be on file with each water supplier you obtain water from and a copy kept in vehicle.

Form must be filled out and signed by a person responsible for the fabrication, maintenance and repair of any air gap to be used on tank trucks, trailer mounted fill spouts or any other tank designed to carry water obtained from any potable water distribution system.

Form must be signed by the owner of the conveyance and notarized.

MINIMUM SPECIFICATIONS FOR A MOBILE AIR-GAP: (Applies to external piping only)

1. Vertical distance from discharge pipe to the flood level of the container must be at least 2 times the diameter of the discharge pipe.
3. No hoses to prevent spillage or splashing shall be attached to the discharge pipe at any time.



VEHICLE: Make: _____ License Number: _____

ID Number: _____

Tank Size: _____ gal. Fill Pipe Diameter: _____ inches

Vertical Distance: _____ inches

Address of normal storage location of vehicle: _____

COMPANY: _____

PHONE: (____) _____

ADDRESS: _____ CITY: _____

STATE: _____ ZIP: _____

OWNER/OWNER'S AGENT: _____

TITLE: _____

The above-described vehicle and air gap specifications exist at this time and will be maintained at all times in the future. I understand that not maintaining these air gap specification is in violation of Colorado Department of Public Health and Environment and the Colorado State Plumbing Code. Violation of these regulations can result in all permits for obtaining water from a public water system being revoked in addition to other fines and penalties.

Person Inspecting Air Gap:

Signature _____ Date: _____

Owner/Owner's Agent:

Signature _____ Date: _____

State of: _____ County of: _____

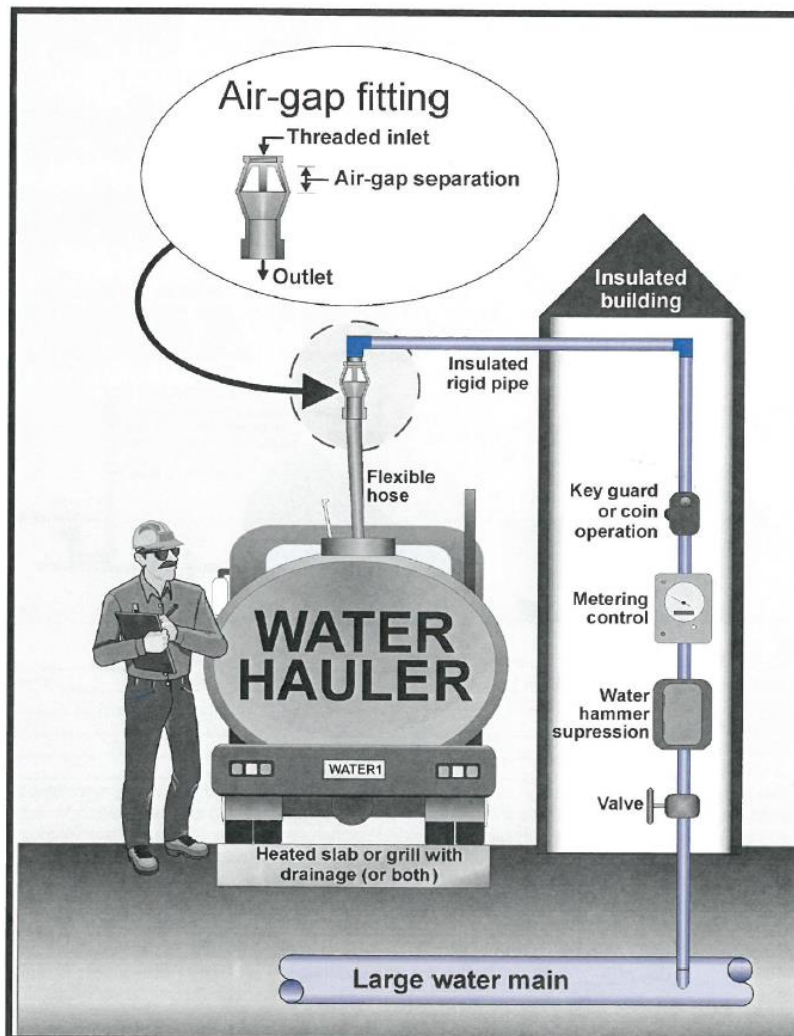
On this _____ day of _____, 20____ before me, the undersigned, a Notary Public in and for said State, personally appeared.

Known to me, or proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) are subscribed to in the foregoing instrument and acknowledged that executed the same.

Witness my hand and official seal

Signature: _____

My commission expires: _____



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 the company renting the hydrant meter to bring the meter to the City Hall for inspection upon the City's request. Additionally, the meter must be returned to the city annually for testing and calibration on the scheduled day in April. Failure to renew will result in meter confiscation. This will involve filling out a new application, a \$25 application fee, and bringing in the old meter to be replaced with a new meter.
- Any water used for fracking requires a signed Agreement for Bulk Water Haulers and the use of a Water Hauler's Manifest spreadsheet.
- Company representatives must also cooperate in getting monthly reads on meters, failure to do so will result in meter confiscation. 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.