

METER INSTALL FORM

DATE: _____

WATER BUDGET ADMINISTRATION OFFICE TRACKING # _____

CUSTOMER NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTACT PERSON: _____

WORK #: _____ OTHER PHONE #: _____

METER SIZE: _____ TEMPORARY PERMANENT

SERVICE ADDRESS: _____

ZIP CODE: _____ SUBDIVISION: _____ PHASE: _____

CITY COUNTY COMMERCIAL SINGLE-FAMILY RESIDENTIAL MULTI-FAMILY RES # Units _____

OFFSET FEES RIGHTS DEDICATED RETROFIT CREDITS AFFORDABLE HOUSING WATER BUDGET: _____

Temporary or permanent new meter service requires that the following items be in place at the service site at the time of completion of this form. If requirements are not met, and administrative fee of \$100 will be applied to the customer's utility bill and the meter will not be set. Customer will be required to complete an additional meter set form when requirements are met. The \$100 administrative fee will be applied each time the requirements are not met. The water system must be accepted by SDCW Engineering staff in the particular subdivision in which service is requested. If the subdivision is not accepted, the customer will be contacted and the meter will be set within 10 business days upon acceptance. If the subdivision is accepted, requirements are met, and paperwork is complete, the meter will be set within 7 business days. If you should have any questions regarding the meter set status **beyond the 10 business days**, please contact Customer Service at 955-4333.

METER LID EXPOSED ADDRESS CLEARLY POSTED (At meter can)
HOSE BIB OR FROST FREE HYDRANT TIED IN
PRESSURE REDUCING VALVE (Existing homes only) MARK THE METER YOKE (If the can has multiple services)

By signing below, customer certifies that all requirements of this meter install form are in place. Customer acknowledges that if the requirements are found not to be in place at the time the work order is issued for the meter set, a \$100.00 administrative fee will be applied to the customer's first utility bill and the meter will not be set.

CUSTOMER SIGNATURE DATE

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WBAO APPROVAL: _____ DATE: _____
ENGINEERING APPROVAL: _____ DATE: _____
COMMENTS: _____

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DATE ENTERED: _____ WORK ORDER #: _____
S/A #: _____ READ CYCLE: _____ RTE#: _____
ADDRESS BOOK #: _____
UCIS ACCOUNT #: _____