



COUNTY OF POWHATAN

CONSTRUCTION METER RENTAL APPLICATION

Billing Information:

Contact Name:

Business Name:

Mailing Address:

City, State, & Zip:

Email Address:

Phone(s):

Purpose:

Location of Meter:

I have received a copy of the rules, regulations and rates set forth by the Department of Utilities and the Board of Supervisors. ***It is my responsibility to bring the meter to the Dutoy Creek WWTP office at 2040 Anderson Highway for reading or submit my self-reported reading using the County's approved form by the fifth working day of each even month.*** I hereby agree to abide by these rules, regulations and rates.

Applicant Name:

Applicant Signature: _____ Date: _____

COUNTY USE ONLY	
Date Received: _____	Processed By: _____
Deposit Amount: _____	Check Number: _____
Meter Number: _____	BFP Number: _____
Reading (Out): _____	Read By: _____

Submit by mail to:
 Department of Utilities & General Services
 3834 Old Buckingham Road, Suite A
 Powhatan VA 23139

Submit in person to:
 Department of Utilities & General Services
 3849 Old Buckingham Road
 Powhatan VA 23139

Application will not be processed unless form is complete and accompanied by full deposit.

CONSTRUCTION METER RENTAL RULES & REGULATIONS

1.0 GENERAL

- 1.1 Construction meters shall be used only when it is impractical to supply water through meters in fixed locations.
- 1.2 Construction meters shall be furnished by the Utilities Department and only to the actual user of the water. Meters shall not be loaned to others.
- 1.3 Customers using construction water meters shall assume the risk of the working conditions and accuracy of the meters furnished to them. Should a meter become damaged or fail to register, its use thereafter by the customer is unauthorized and unlawful and it shall be the duty of the customer to promptly return the meter.
- 1.4 Construction meters shall be returned to the Dutoy Creek WWTP office at 2040 Anderson Highway by the fifth working day of every even month (i.e., February, April, June, etc.) for reading or the customer may self-report the reading using the County's approved form. Readings not received by the specified time will be estimated for that billing cycle.
- 1.5 Customers are responsible for all costs related to losses or repairing damages to a meter, fire hydrant, or other appurtenances as a result of misuse or negligence.

2.0 PROCEDURES FOR OBTAINING METER

- 2.1 The customer renting a meter shall submit a completed Construction Meter Rental Application and required deposit (see attached rate schedule) to the Department of Utilities & General Services main office.
- 2.2 After the application is processed, the customer will receive notification with instructions for receiving a meter from the Dutoy Creek WWTP office.

3.0 OPERATING INSTRUCTIONS

- 3.1 The customer shall install the meter by placing it on a fire hydrant, making sure the flow is in the direction of the arrow, and **fully opening** the hydrant valve by turning it counter-clockwise. Flow of water shall be controlled by the valve provided on the meter.
- 3.2 At the end of each work day, the customer shall **fully close** the hydrant valve by turning it clockwise and removing the meter from the hydrant, thereby leaving the fire hydrant in normal working condition. *Any construction meter found unattended overnight, on holidays, or on weekends shall be confiscated by the Utilities Department, the use of construction meters shall be terminated and no refund will be returned.*
- 3.3 Meters shall be fully drained and kept out of the elements to avoid freezing.

CAUTION: CUSTOMERS MAY EXPERIENCE MUDDY WATER WHEN METER IS FIRST USED

4.0 CROSS CONNECTIONS

- 4.1 Cross connections are prohibited by the County Ordinance.
- 4.2 Any equipment such as tank trucks which are filled using a construction meter shall be properly equipped to prevent contamination of the potable water system from backflow or backsiphonage. This shall be accomplished by installing an approved reduced pressure backflow preventer on the fill piping or by providing an air gap (minimum twice the nominal diameter of the pipe) between the fill pipe and the tank.
- 4.3 All tank trucks shall be inspected and approved by the Utilities Department prior to issuance of a construction meter.

5.0 PREVAILING RATES FOR CONSTRUCTION METERS

- 5.1 A deposit is required for each meter rental. This deposit will be refunded upon return of the meter and payment of all outstanding charges on the account, subject to a 30-day check clearing period.
- 5.2 A minimum bi-monthly capacity charge shall apply.
- 5.3 Cost of water registered on a meter will be charged per 1,000 gallons. If no water is consumed, only the bi-monthly capacity charge shall apply.
- 5.4 Bills are mailed by the fifteenth working day of every even month (i.e., February, April, June, etc.).
- 5.5 Payments shall be remitted to the Department of Utilities & General Services main office.
- 5.6 Customers shall be allowed 30 days from the billing date to pay all charges before the account is considered delinquent and penalty charges shall apply.
- 5.7 Penalties shall be a late payment charge of 5% (\$2.00 minimum) plus 1% per month of any unpaid balance.

CONSTRUCTION METER RENTAL RATE SCHEDULE

Deposit Amount:	\$ 1,380.00
Bi-monthly Capacity Charge	\$ 94.64
Usage Charge per 1,000 gallons	\$ 2.87
Minimum Late Payment Charge	\$ 2.00
Standard Late Payment Charge	5% Unpaid Balance
Penalty Charge	1% Per Month on Unpaid Balance



Portable Hydrant Meter Reading

Please use a copy of this form to provide your self-reported meter reading every other month. Be sure to report all numbers, including stationary digits. Readings should be faxed to 804-598-4821 by the fifth working day of each even month (i.e., February, April, June, August, October, December). Bills will be mailed by the fifteenth working day of that month.

Date: _____

Account #: _____

Company Name _____

Contact Name: _____

Contact Number: _____

Reading: _____

The Powhatan County Utilities Department reserves the right to have a County staff member verify the meter reading as needed. Readings will be audited at least once a year when the meter is replaced for another with a renewed backflow prevention certification date.

Contact the Main Utilities Office at 804-598-5764 if you have any questions.

Thank you for your business!