



# 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 Public works 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 to sstang@powhatanva.gov, or fax to 804-598-4821 .*** 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 Public Works  
2322 Skaggs Road  
Powhatan, VA 23139

#### **Submit In Person To:**

Department of Public Works  
2322 Skaggs Road  
Powhatan, VA 23139

**Application must be accompanied with full deposit.**

## CONSTRUCTION METER RENTAL RULES & REGULATIONS

### 1.0 GENERAL

- 1.1 Constructions 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 Department of Public Works 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 Public Works Department shall email customers bimonthly a Portable Hydrant Meter Reading Form to record the current meter reading. The customer shall submit the form by the specified date to [sstang@powhatanva.gov](mailto:sstang@powhatanva.gov), or fax 804-598-4821. 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 replacing damages to a meter, fire hydrant, or other appurtenances as the 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 Form and the required deposit of \$1380.00 to the main office of Department of Public Works (3849 Old Buckingham Road).
- 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 Department of Public Works, 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 DISCOLORED 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 back-siphonage. 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 the Department of Public Works 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 A Meter Reading Form to record water usage will be sent via email on a bi-monthly basis. All information on the form is to be filled out and returned to the Public Works Department via email to [sstang@powhatanva.gov](mailto:sstang@powhatanva.gov) or fax to 804-598-4821. Bills will be mailed out approximately one week after receipt of the Meter Reading Form.
- 5.5 Payments shall be remitted to the Department of Public Works main office and made payable to Treasurer, Powhatan County.
- 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

<b>Deposit Amount</b>	<b>\$1,380.00</b>
<b>Bi-Monthly Capacity Charge</b>	<b>\$94.64</b>
<b>Usage Charge per 1,000 Gallons</b>	<b>\$7.42</b>
<b>Minimum Late Payment Charge</b>	<b>\$30.00</b>