



City of Sanford
Revenue Department
225 E Weatherspoon St
Sanford, NC 27330
(919) 775-8215

City of Sanford Public Works Policy on Installing Hydrant Meters for Contractors

Under no circumstances is anyone other than City employees to operate fire hydrants. Options for contractors:

- 1st Option: Pay for a residential/commercial tap or meter set and place a deposit at the Revenue Department to have water available.
- 2nd Option: Purchase water from our supplier, Fire Station #2, at 2220 Woodland Ave.
- 3rd Option: Obtain a hydrant meter by calling or visiting the Revenue Department. Contractors must fill out a hydrant meter form, submit a copy of his or her driver's license, and pay all applicable fees before hydrant meter is installed. The Public Works Department will, at our convenience, install a hydrant meter on a fire hydrant.
- 4th Option: Contractors who are local/in town and are in good standing with the City and has water service with the City of Sanford may sign a meter deposit waiver. Contractors must submit a letter, for approval, to the City of Sanford to eliminate the meter deposit fees for a hydrant meter. However, they are still held accountable for payment of rental and setup/relocation fees. The letter must be on the company's letterhead and state that they will be solely responsible for the City's hydrant meter and will pay for lost, stolen, or damaged hydrant meters while under their care.
1. Revenue Department will notify Public Works Department when fees have been paid and billing information obtained.
 2. Public Works Department will need 48 hours' notice before installing a hydrant meter; they will be installed Monday – Friday 9 am to 4 pm. Hydrant and Valve Crew will install hydrant meter on hydrant and lock meter to the hydrant. Hydrant and Valve Crew will be responsible for attaching hydrant meter to the hydrant and only Hydrant and Valve Crew may remove the meter from the hydrant. The crew will notify Revenue Department with all relevant information on hydrant meter installation.
 3. The contractor is to notify Revenue Department when hydrant meter is to be installed, relocated, and removed. There will be a \$70.00 setup/relocation fee for the initial hydrant meter installation and each additional relocation of the meter.
 4. The contractor will be responsible for paying the water bill when finished with the hydrant meter. Water usage, as well as any applicable rental or setup/relocation fees, will be deducted from deposit fees. Deposit will be forfeited if we do not retrieve meter.

Size	Deposit Fee	Daily Rental Fee	Setup/Relocation Fee
¾" hydrant meter	\$200.00	\$1.00 per day	\$70.00
1" hydrant meter	\$400.00	\$1.00 per day	\$70.00
2½" hydrant meter	\$1,500.00	\$2.00 per day	\$70.00

HYDRANT METER FORM

CUSTOMER INFORMATION

Date _____

Name _____

Phone (____) _____

Company Name _____

Mailing Address _____

Street/P.O. Box

City

State

Zip

ID Information (SS#/Tax ID#) _____

Driver's License# _____

Street location of meter _____

Size of Meter _____

Install/Set Date _____

Deposit Amount \$ _____

I understand that if I do not return this meter I will forfeit my deposit and will be responsible for water usage estimated by the city staff and will lose privilege of this service in the future.

Print Name _____ Signature _____

OFFICE USE ONLY

Account# _____

CID# _____

Initials _____ Posted to system _____

Emailed to HM Supervisor _____

Called HM Supervisor _____