

BAL HARBOUR

- V I L L A G E -

Meter Request Form SOP

When a customer is ready to have their meter installed according to their approved plans by Utilities and Public Works, they will need to perform the following steps:

1. Send the customer to Parks and Public Spaces Operations and Compliance office to speak with Jason or Mike.
2. The customer will be given a Meter Service Request Form to fill out.
3. Parks and Public Spaces staff will verify the current meters and meter sizes on the property and determine if a tap is needed.
4. Parks and Public Spaces staff will let the customer know what needs to be done to ensure that the tap can be performed.
5. Parks and Public Spaces will forward the meter request form to Village Engineer plans reviewer to determine if a meter upsize is needed according to the flow demand of the property and the approved plans.
6. If the Engineer signs off on the request form, he will send the form back to Jason. If the Engineer does not approve the size of the meter, they will write in what size is approved.
7. Jason or Mike will direct the customer to the Water Billing Division to pay the required fees.
8. After the payment is processed, the Water Billing Division will contact Jason verifying payment.
9. Jason will then schedule the tap and expose the main.
10. After the tap is performed, Parks and Public Spaces will install the curb stop, meter, and meter box. The curb stop will be in the off position and the curb stop will be locked.
11. The customer will need to install a curb stop on their side of the meter for either an irrigation or domestic water meter. Any ~~irrigation~~ new meter (irrigation or potable) will need to have an approved backflow prevention device installed.
12. After the customer has installed the needed devices, Parks and Public Spaces will unlock the curb stop and provide a New Meter Form to the Water Billing Division of the Finance Department.

BAL HARBOUR
- VILLAGE -

Meter Service Request Form

New Water Customer Deposit

5/8"	\$75.00	<input type="checkbox"/>
1" Water	\$175.00	<input type="checkbox"/>
1" Irrigation	\$105.00	<input type="checkbox"/>
1.5" Water & Irrigation	\$200.00	<input type="checkbox"/>
2" Water & Irrigation	\$250.00	<input type="checkbox"/>
3" Water & Irrigation	\$500.00	<input type="checkbox"/>

Tapping Charges

Tapping Charges 5/8" Meter	\$552.00	<input type="checkbox"/>
Tapping Charges 1" Meter	\$552.00	<input type="checkbox"/>
Tapping Charges 1.5" Meter	\$800.00	<input type="checkbox"/>

Customer Name: _____
Address: _____ Phone: _____

Village Engineer:	
Approved / Disapproved	
Comments:	
Signature:	Date Approved: