



PO BOX 759 635 EAST STREET
PITTSBORO, N.C. 27312
PHONE (919)542-4621
FAX (919)542-7109

HYDRANT METER FORM

ACCOUNT # _____

DATE: _____

Name _____

Phone () _____

Company Name _____

Mailing Address _____

City _____ State _____ Zip _____

ID Information (SS/Fed ID#) _____

Driver's License # _____

Street Location of Meter _____

For Town Staff Use only:

METER # _____

METER SIZE: _____

Date out: _____

Date in: _____

Beginning reading: _____

End reading: _____

Checked out by: _____

Checked in by: _____

1. Intent

The Town of Pittsboro is implementing a procedure to schedule and regulate all uses of hydrant meters.

2. Normal Situation

No water valves, hydrant, blow-off or any other connection shall be operated without prior permission from The Town of Pittsboro. The customer who wishes to operate any connection shall contact The Town of Pittsboro and request authorization to operate the water connection. If authorization is to be granted by The Town of Pittsboro for the customer to operate a water connection, the customer must provide the following information:

- a. Name of requesting party and company name
- b. Contact phone/pager numbers
- c. Location of water connection
- d. County Inspector involved
- e. Length and size of I line
- f. Duration of activity (estimate)
- g. Number and size of blow-offs on the line

Based on this information, if the operation is feasible, The Town of Pittsboro will grant permission. The operation of the line connection to The Town of Pittsboro system must take place as scheduled and no extension of the date and time may take place without the Town's permission. If the activity will not take place as scheduled, the requesting party shall call and advise The Town of Pittsboro. Authorization will not normally be given to operate water connections to the Town's water system after normal business hours of the Town or on Town holidays.

3. Emergency Situations, After Hours and Holidays

The Town of Pittsboro will make the decision as to whether or not it is feasible to operate any water connection during an emergency situation. Pre-approved authorization may be subject to termination if an emergency situation arises while water connection is being operated. If water operation has been suspended, The Town shall notify requesting party and cease operation. This should be done immediately.

4. Rate Structure

Customers must pay established rates. Current rates will be published and posted at The Town of Pittsboro office and website. Please be aware that failure to adhere to this procedure may result in a \$500.00 fine. Please inform your employees and subcontractor of this procedure and scheduling process. If you have any questions or would like a copy of the procedure, please contact The Town of Pittsboro at 919-542-4621 ext. 1100.

Cost of new meter if lost or stolen is \$2000.00 – Charges for damages is renter responsibility.

5. Helpful Hints for Operating Fire Hydrants

When using a fire hydrant, make sure you use a hydrant wrench, when using a fire hydrant you need to:

- a. Please open the fire hydrant all the way until the hydrant wrench stops turning counter-clockwise (it will take 17-21 turns to open the hydrant). If it takes longer than 21 turns to open the hydrant, something could be wrong with the hydrant and this needs to be reported to the Town of Pittsboro by calling 542-4621 ext 1100.
- b. Please make sure you regulate the water flow from your meter's gate valve and not the hydrant. If you open the hydrant halfway, water will continuously drain under the hydrant causing damage to the ground under the hydrant which will cave in the ground under the roads and streets.
- c. Please close the hydrant slowly by turning the wrench clockwise until the wrench stops turning, then back off a quarter turn.
- d. Please make sure all hydrant caps and connections are hand tight.

e. Reporting broken fire hydrants: Please call The Town of Pittsboro immediately when the hydrant you are using is broken or is not working properly.

Important Notice:

Please close the hydrant slowly. If the hydrant is closed too fast, this will cause the water lines to break and may cause injury to the persons using the fire hydrant.

6. Cold Weather Maintenance for Hydrant Meters

During the time of year when the temperature drops to freezing, the customer renting the hydrant meter will be held responsible for any and all damage by using a hydrant during freezing weather.

a. Hydrants that do not drain properly are not to be used.

b. Meters used during the day should be thoroughly drained before storing for the night when the temperature drops.

c. Do not wet streets and roads in shaded areas where water is subject to freeze causing a hazard.

7. Contractors and Individuals Requiring Bulk Water Sales and Rental Service

Customers may not move a hydrant to a location other than the location on the original application. If hydrants are not properly used, this can cause severe problems. Opening and closing a fire hydrant too fast can create a water hammer that can rupture water lines some distance away. Also, not opening the hydrant all the way can cause the ground under the street and hydrant to cave in and cause severe damage to the street/highway and hydrant. Because of the costly damage that can be caused, the Town of Pittsboro must have prior notice of where and when the hydrant meters will be used. If The Town of Pittsboro is not given prior notice, the privilege of moving the hydrant meter yourself will be taken away. The Town has authorization to issue civil and criminal penalties for unauthorized tampering with the water or sewer system. The civil penalty is a fine in the amount of \$500.00. The Town may also prosecute each offense as a criminal matter. This notice is to inform you the Town will issue civil penalties in the amount of \$500.00 for any incidence of unauthorized tampering with water or sewer system if warranted. To give prior notice of moving a fire hydrant water meter, please call The Town of Pittsboro and give the new location of the hydrant meter and the time and the day you will be moving the meter.

8. Moving Hydrant Meters in the Town of Pittsboro

Before a hydrant meter can be moved to a different hydrant in The Town of Pittsboro system you must call (919) 542-4621 ext. 1100 and leave the following information:

a. Your name and/or your company's name.

b. Hydrant meter number (located at the top operating nut of the hydrant).

c. The Town of Pittsboro staff will be responsible for moving all hydrants to new locations.