

**HYDRANT METER SET FORM**

City of Napa Revenue Division

955 School St, PO Box 660, Napa, CA 94559 707-257-9508

Deposit: \$1,750.00	53000-22805	By: _____
Meter set fee: \$ 140.00	53001-34612	Payfile: _____
<b>Total: \$1,890.00</b>		Date Paid: _____

Business license #: \_\_\_\_\_

Billing Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City St Zip

Contact Name: \_\_\_\_\_ Email \_\_\_\_\_

Day Contact Number: \_\_\_\_\_

Office Telephone #: \_\_\_\_\_

Hydrant Location: \_\_\_\_\_

Location water being transported to: \_\_\_\_\_

Estimated Length of time meter needed: \_\_\_\_\_

Purpose for water:  construction  irrigation  residential  
 other \_\_\_\_\_

Parcel No(s): \_\_\_\_\_ Project Name: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To be Completed by Corp Yard

Hydrant Meter Number: \_\_\_\_\_

Date Meter Set: \_\_\_\_\_ ON rdg: \_\_\_\_\_ By: \_\_\_\_\_

Date Meter Removed: \_\_\_\_\_ OFF rdg: \_\_\_\_\_ By: \_\_\_\_\_

**Make 3 DUPLEX copies of original validated form:**

- \_\_\_ 1 copy for Balancing/Cashiering backup
- \_\_\_ 1 copy to customer
- \_\_\_ 1 copy to hydrant billing clerk
- \_\_\_ Put ORIGINAL in Service Worker's Tray
- \_\_\_ Fax or email copy of form to Water Administration

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Final billing charges will be calculated when meter is pulled.

Final charges will be deducted from the remaining \$1,750.00 deposit.

The \$140.00 meter set fee is non-refundable.

Rate is \$10.04 per one thousand gallons.

\$10.00 per day service charge (2 day minimum) or 7 days for \$50.00.

\$191.00 (Eff: 2/19/19) charge to move to another location.

<b><u>TO SET, MOVE OR TURN IN</u></b>
<b><u>CONTACT WATER: 707-257-9544</u></b>

# HYDRANT METER SETUP, USE AND BILLING PROCEDURES

## General

- By obtaining this permit, the Applicant agrees to abide by all provisions set forth in Napa Municipal Code, Section 13.04.350, Item D, as well as the hydrant meter procedures outlined below.
- If work requires the use of a hydrant other than the one assigned, the Applicant must request a hydrant meter relocate. Contact City of Napa Staff at 257-9544.
- This permit, or copy of, must be kept at the job site and made readily available to any representative of the City.

## Hydrants

- In the event the hydrant is damaged after the hydrant meter is attached, the Applicant shall contact City of Napa Staff at 257-9544.
- The hydrant will be locked in the open position allowing only the gate valve to control the flow.
- **USE ONLY the GATE VALVE** on the hydrant meter to control flow.
- **Turn valve slowly at a rate of 3 seconds per revolution:**
  - **count one-thousand one, one-thousand two, one-thousand three per one 360-degree revolution of gate valve wheel.**

## Hydrant Meter Setup & Use

1. Fill out the Hydrant Meter Set Form.
2. Pay the Meter Set Fee and Deposit to the Revenue Department at 955 School Street.
3. Call City of Napa Utility Department Staff at 707-257-9544 to schedule the hydrant meter installation.
  - a. City Staff will install and chain the meter to the hydrant. In order to prevent unauthorized use, the City strongly suggests that the Applicant place a second lock (and chain, if necessary) on the hydrant meter gate valve.
  - b. It is the Applicant's responsibility to ensure the hydrant meter is supported from the bottom of the meter to the ground surface at all times.
4. In order to begin drawing water through the hydrant meter, open the hydrant meter gate valve. Close and secure the gate valve after each use.
5. Monthly meter reads will be conducted by City of Napa Utility Department Staff.

Moved By	Date Moved	Reading	New Location	Charge moved within Same Project \$191	Charge Moved to New Project \$191	Fee Billed (Initials)