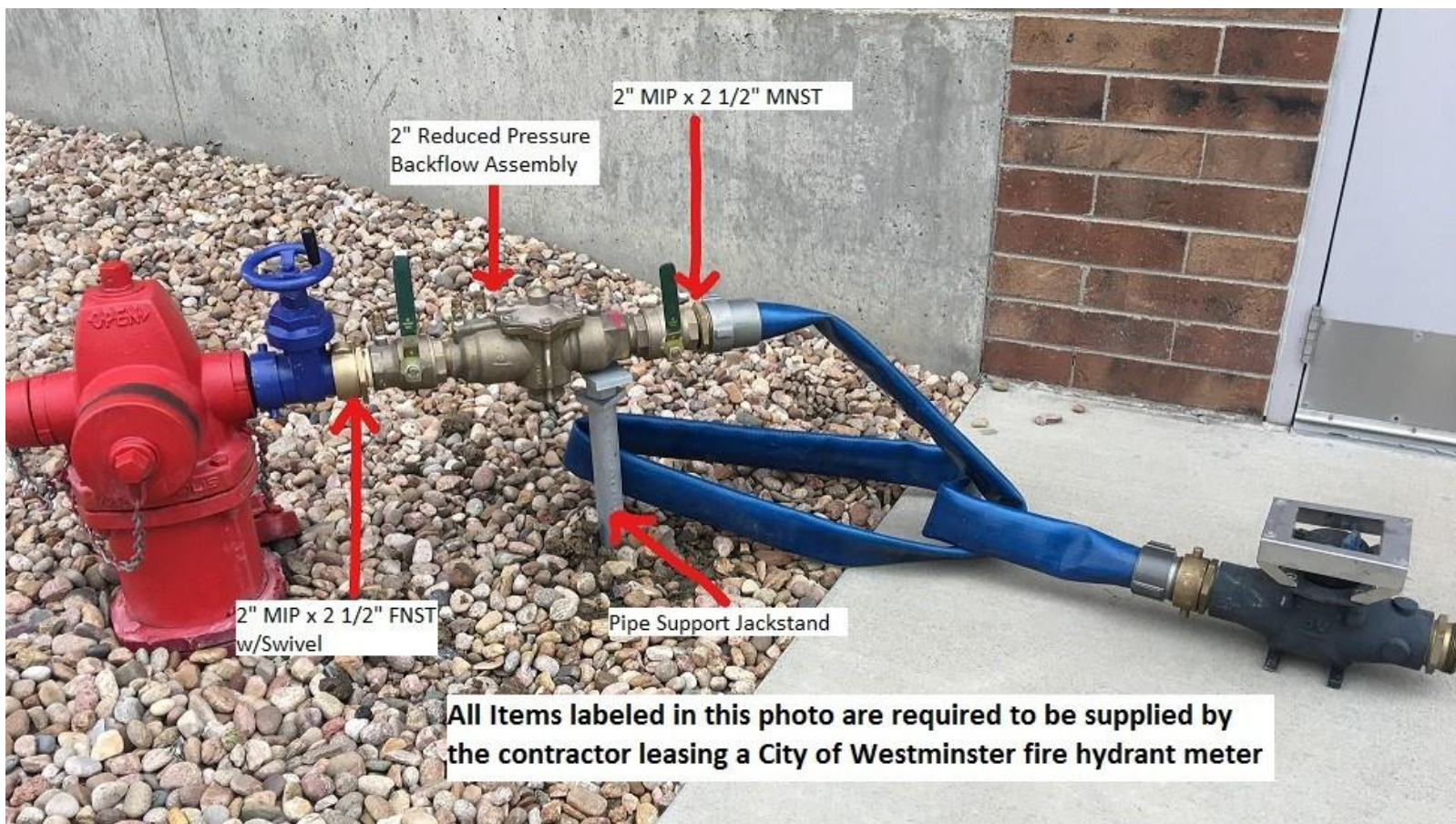


## General Instructions for Contractor

### Temporary Fire Hydrant Meter Lease

In order to receive a fire hydrant meter, contractors must first be a registered contractor on the City of Westminster's permitting program, TRAKiT. Once registered, a fire hydrant meter lease agreement must be filled out via TRAKiT and a deposit of \$2,752.08 must be submitted. Upon completion of the lease, the point of contact listed on the lease will receive a call to schedule the install of the fire hydrant meter. The contractor will be required to supply (1) 2" Male Iron Pipe x 2 1/2" Female National Standard Thread w/swivel, (1) pipe support jack stand or screw jack, (1) 2" Male Iron Pipe x 2 1/2" Male National Standard Thread, a USC approved 2" reduced pressure backflow prevention assembly and this assembly must pass an inspection at the time of install to receive the fire hydrant meter. The fire hydrant meter will be issued for a maximum of 6 months from date of install. Fire hydrant meters will be billed on a monthly basis to include all applicable service fees. Automatic payments must be setup through the City of Westminster's automatic bill pay system, SEW. Upon installation of fire hydrant meter and account activation, an email will be sent to the applicant with instructions on how to register with SEW. For questions regarding the City of Westminster temporary fire hydrant meter program, please call 303-658-2549.

### City of Westminster Fire Hydrant Meter Installation



## How to apply for a Temporary Hydrant Meter for construction

- You will need to be a registered contractor with the City of Westminster.
- If you are not currently a registered contractor, please contact Katie Curry or Genevieve Pizinger in the Community Development Department for registration. Contact information [kcurry@cityofwestminster.us](mailto:kcurry@cityofwestminster.us) or [gpizinge@cityofwestminster.us](mailto:gpizinge@cityofwestminster.us).
- Log in to our eTRAKIT system <https://develop.cityofwestminster.us/etrakit/> using your Professional username (Contractor Registration Number) and password.
- Apply for a new permit.
- Permit type is **TEMP HYDRANT METER**

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT LOGGED IN AS:

### Permit Application

Step 1 Permit Information Step 2 Step 3 Step 4

#### Permit Type Information

PERMIT Type

\*Description:

Location

\*Enter part of address and

SEARCH

**TEMP HYDRANT METER**

Property Owner Check this box if you are the Property Owner

Contractor Check this box if you are the Contractor

*Your Relation to this Permit*

- Fill out all applicable information. The \* indicates it is mandatory information for the application.
- An address of the site must be provided.
- Continue through the application and upon completion the deposit will be assessed.
- Payment must be made at this time. You have the option to pay by check online at no additional cost or you may pay by credit card and a fee of 2.85% will be assessed.
- Once the application is received and processed you will receive an email from our Public Works Division with further instructions.
- Please call the Public Works Meter Shop at 303-658-2549 with specific meter questions.

## Fire Hydrant Construction Meter Lease Application

Applicant Information					
Company/Business Name:					
Name of Applicant:			Job Title:		
Applicant Email:			Applicant Phone:		
Business Address:					
City:		State:		ZIP Code:	
Business Owners Name (If same as applicant mark same):					
Owner Email:			Owner Phone:		
Bank checking account:			Checking account routing number:		
Job Site Information					
Physical address where work will be taking place:					
Contact Name (i.e. Foreman or point of contact on jobsite):					
Contact Email:			Contact Phone:		
Hydrant Meter Information (to be filled out by City Of Westminster Employee)					
Hydrant meter serial number:			Current meter reading:		
Customer account number:			Date of install:		
Name of City Employee:			Job Title:		
Map provided of authorized hydrants to be utilized (circle one): Yes/No			Asset ID's of authorized hydrants:		
Backflow information (to be filled out by City of Westminster Employee)					
Tester Name:		Tester Certification Number:		Certification Expiration Date:	
Backflow Serial Number:		Make:	Model:	Size:	
Test	Tightness	Differential	Comments		
Check #1	<ul style="list-style-type: none"> <li>• Closed Tight</li> <li>• Leaked</li> </ul>				
Check #2	<ul style="list-style-type: none"> <li>• Closed Tight</li> <li>• Leaked</li> </ul>				
Relief Valve	<ul style="list-style-type: none"> <li>• Opened</li> <li>• Yes / No</li> </ul>				
Test Kit Make/Model:		Test Kit Cal. Exp. Date:		Tester Signature:	Test Date:
Acknowledgement					
<p>I agree to comply with and be bound by the terms of the City of Westminster's Fire Hydrant Construction Meter Policy which is attached as Exhibit "A". I hereby authorize the City of Westminster Utility System (CITY) to effect payment of any amounts owed by me for water charges to CITY on or after the due date by initiating debit entries to my account at the banking institution (BANK) indicated. I hereby authorize and request BANK to accept any debit entries initiated by CITY and to debit the same to my account without liability for the correctness of entries. Notification to CITY shall be effective upon receipt. If an erroneous debit is made to my account I authorize CITY and BANK to stop payment, reverse the entry or make any adjustments necessary to my account to correct the erroneous entry. It is understood that I shall have the rights set forth with respect to all entries initiated by CITY under this Agreement. By signing below, I acknowledge that I have fully read and understand this document. Furthermore, I certify that all the information provided here is true and accurate. My signature also acknowledges my understanding of all applicable fees and penalties for any improper usages and damages to the equipment issued to me under this agreement.</p>					
Signature of Applicant:				Date:	

# Checklist for Hydrant Meter Pick-Up

1. Fire Hydrant Meter Damaged: Yes / No
  - a. Damage to meter body\_\_\_\_\_.
  - b. Damage to meter register\_\_\_\_\_.
  - c. Damage to GPS puck\_\_\_\_\_.
  - d. Damage to protective housing\_\_\_\_\_.
  - e. Damage to hydrant meter fittings\_\_\_\_\_.
2. Fire hose damaged: Yes / No
  - a. Damage to hose fittings\_\_\_\_\_.
  - b. Damage to hose body\_\_\_\_\_.
3. Damage/Lost Hydrant Wrench: Yes / No
4. Gate Valve Damaged: Yes / No
  - a. Damage to valve handle\_\_\_\_\_.
  - b. Not valve issued\_\_\_\_\_.
5. Fire Hydrant Damaged: Yes / No

## Fee List for Damage to City of Westminster Equipment

1. Fire Hydrant Meter- \$1652.00
2. GPS- \$290
3. Register Cage- \$155
4. FlexNet MXU Radio- \$195
5. MXU Wire- \$35
6. Antibacterial Fire Hose- \$143.24
7. Hydrant Wrench- \$28.00
8. Gate Valve- \$281.84
9. Fire Hydrant-TBD by Field Crew

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_