

# **COUNCIL BLUFFS WATER WORKS**

## **Hydrant Meter Assembly Permit**

### **Terms and Conditions of Service**

Effective April 15, 2008

Amended April 7, 2021

#### **PURPOSE**

The intended use of fire hydrants is for the purpose of fighting fires, not as a routine source of water supply. Fire hydrants represent a significant investment and significant resources are committed to the continued maintenance of fire hydrants each year.

Section 7.11 of the Rules and Regulations established by the Board of Trustees of the Council Bluffs City Water Works (the Board) provides for access to fire hydrants (hydrants) by qualified applicants for construction water or other approved uses. The following terms and conditions provide for the orderly use of hydrants for purposes other than the intended use.

#### **APPLICATION FOR SERVICE**

Each person (Applicant) applying for a Hydrant Meter Assembly (Assembly) will be required to complete and sign the appropriate application provided by the Council Bluffs Water Works (Water Works) and to pay all required fees and charges. Upon written approval by the Water Works, a Hydrant Meter Permit (Permit) is issued to the Applicant (Permittee) for the use and operation of an Assembly.

1. Applicant shall apply in person at the Water Works Office, 2000 N. 25<sup>th</sup> Street.
2. Applicant shall complete the Application/Permit Form for each Assembly requested.
3. Applicant shall provide the name, address, and contact information for the applicant and applicant's company.
4. Applicant shall submit prior to the issuance of a Permit a Certificate of Liability Insurance (ACORD Form 25 or equivalent) verifying that the Applicant is the insured of a reputable insurance company under a public liability insurance policy having property damage limits of not less than Five Hundred Thousand (\$500,000) and personal injury limits of not less than Five Hundred Thousand Dollars (\$500,000) and One Million Dollars (\$1,000,000) per accident.
5. Applicant shall indicate purpose, use, location, and estimate of water consumption.
6. Applicant agrees to make a security deposit in such amount as established by the Board. The deposit will be returned to the applicant once the account is closed, less

any amounts due for water, service, and such other charges that may have accrued against the applicant.

7. Applicant agrees to pay those charges as established by the Board.
8. Applicant agrees to abide by all terms and conditions of service.

**TERMS AND CONDITIONS OF SERVICE**

Permittees are subject to the following terms and conditions of service:

1. Permits are granted only when, in the opinion of the Water Works, the use of the Assembly will not disrupt water service to customers or otherwise interfere with normal public activities and when water is not available from other sources.
2. Assemblies will be set Monday through Friday, between the hours of 8:30 A.M. and 3:00 P.M.
3. The location of the Assemblies and hydrants used shall be determined by the Water Works.
4. Permittee shall notify the Water Works twenty-four (24) hours in advance before an Assembly will be reset by Water Works personnel.
5. Damage to public or personal property caused by the use or improper use of the Assembly will result in revocation of the permit.
6. Permittee is responsible for any and all damage to public or personal property resulting from the use of an Assembly.

**SCHEDULE OF FEES AND CHARGES** – Effective April 1, 2023

<b>Hydrant Permit Fee (non-refundable, per Assembly)</b>	<b>\$100.00</b>
<b>5/8-inch Hydrant Meter Assembly Deposit (per Assembly)</b>	<b>\$500.00</b>
<b>3-inch Hydrant Meter Assembly Deposit (per Assembly)</b>	<b>\$2000.00</b>
<b>Water Usage</b>	<b>150% of Inside-City rates</b>
<b>Hydrant Meter Assembly Set Fee</b>	<b>No charge</b>
<b>Hydrant Meter Assembly Reset and Removal Fee</b>	<b>\$60.00</b>
<b>Unauthorized use of hydrant (includes improper use of backflow meter assembly)</b>	<b>\$450.00</b>

## **READING AND BILLING**

Meters will be read on the 25<sup>th</sup>, or the day closest if the 25<sup>th</sup> lands on a weekend or holiday. Permittees will be billed monthly. Any fees for relocation or damages will be included on the monthly statement.

## **USE OF ASSEMBLIES**

1. The Water Works will set an Assembly and activate a hydrant at an approved location within forty-eight (48) hours of issuance of the permit.
2. The Permittee or representative must be present at the time of delivery and installation of the Assembly. Water Works personnel will set and then instruct the permittee or representative on the operation of the Assembly. The permittee will be issued a key to the valve locking device at this time. All water used from the hydrant shall be controlled by the take off valve attached to the Assembly.
3. Adaptors for connection to Assemblies are not provided. The connection to 5/8-inch Assembly requires 3/4-inch female hose bib thread. The connection to a 3-inch Assembly requires 2-inch male standard pipe thread.
4. Permittee is authorized to access water from an Assembly only if the use does not interfere or disrupt normal water service in connection with its use. If use of the Assembly causes low pressure or otherwise interferes or disrupts normal water service the Assembly will be removed and set at a more suitable location, if available.
5. The hydrant will remain activated until the permittee requests to remove the Assembly or as determined by the Water Works. The permittee shall not operate the hydrant or remove or otherwise tamper with the Assembly unless authorized by the Water Works.
6. Assemblies will be cabled and locked to the hydrant and the permittee is responsible for the Assembly throughout the permitted period. The permittee is responsible for any and all damage to the Assembly and shall pay all costs and charges incurred by the Water Works for repairs to the Assembly.
7. Assemblies shall not be used as a source of potable water for the purpose of human consumption or food preparation, unless specifically authorized for said use.
8. Permittee is responsible to protect the hydrant and assembly from freezing. Furthermore, any damage to the hydrant meter and/or the assembly or any related damage as the result of freezing is the responsibility of the permittee.

## **VIOLATIONS OF TERMS AND CONDITIONS**

Violations of the terms and conditions of the permit and unauthorized connections to any hydrant, public or private, are strictly prohibited.

Violators are subject to the following:

1. Revocation of the permit and forfeiture of any and all deposits.
2. Suspension of future Assembly use privileges.
3. Confiscation of any and all equipment and materials in connections with the unauthorized use.
4. Criminal prosecution to the full extent of the law.

[Application/Permit Form Follows]

**Council Bluffs Water Works**

**Hydrant Meter Application/Permit Form**

Permit Fee \_\_\_\_\_ Amount Deposited \_\_\_\_\_

Date of Issue \_\_\_\_\_ Date of Expiration \_\_\_\_\_

Name of Applicant/Company \_\_\_\_\_

Mailing  
Address \_\_\_\_\_

Name and Telephone Number of Contact Person \_\_\_\_\_

Purpose or Use \_\_\_\_\_

Location of Work \_\_\_\_\_

Meter Size Requested \_\_\_\_\_ Estimated Usage Amount \_\_\_\_\_

Certificate of Insurance Received: Yes or No

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APPLICANT HEREBY ACKNOWLEDGES THAT APPLICANT HAS REVIEWED THE ABOVE TERMS AND CONDITIONS OF SERVICE, SPECIFICALLY INCLUDING, WITHOUT LIMITATION, THE RULES AND REGULATIONS OF THE WATER WORKS, AND AGREES TO ABIDE BY THE TERMS THEREOF.

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Applicant's Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Approved by the Council Bluffs Water Works.

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Council Bluffs Water Works Representative \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_