



FIRE HYDRANT USE PERMIT PROCEDURE, GENERAL CONDITIONS AND AGREEMENT

1.0 GENERAL

New Kent County Public Utilities (from here on known as DPU in this document) has a program in place that permits various outside entities to use a hydrant meter to obtain water from our fire hydrants within our service area. DPU fire hydrants are yellow and are authorized to be used by hydrant meters when it is impractical to supply water through meters in a fixed location.

Hydrant meters are typically not authorized for the following uses:

1. Irrigation systems
2. Connecting to a building or dwelling for the purpose of providing drinking water for domestic use
3. Anywhere water can be obtained through a meter in a fixed location

Using DPU hydrant meters in any other service area or using another water provider's hydrant meter in New Kent County is considered theft and can result in charges and prosecution by the jurisdictional authorities.

2.0 RULES AND REGULATIONS

- HYDRANT METER SHALL NOT BE LEFT UNATTENDED WHILE CONNECTED TO A FIRE HYDRANT
- **RED** TOP HYDRANTS ARE NOT AUTHORIZED FOR USE
- CHECK ALL CAPS BEFORE USAGE
- HYDRANT METER MAY NOT BE USED AS A PERMANENT CONNECTION
- A HYDRANT WRENCH MUST BE USED TO OPERATE ANY FIRE HYDRANT
- WHEN HYDRANT METER IS ATTACHED TO FIRE HYDRANT, FIRE HYDRANT MUST BE OPENED FULLY
- SPECIAL FIRE HYDRANT RESTRICTIONS OR CONDITIONS MAY BE IMPOSED BY DPU DURING TIMES OF DROUGHT OR WATER SHORTAGE
- DPU RESERVES THE RIGHT TO RESTRICT THE USE OF CERTAIN FIRE HYDRANTS FOR ANY REASON
- FIRE HYDRANTS WITH PROHIBITED INDICATORS ARE NOT TO BE USED
- METERS CANNOT BE MODIFIED
- THE HYDRANT METER USER WILL BE LIABLE FOR ANY REPAIR OR REPLACEMENT COSTS TO THE HYDRANT METER IF DAMAGED
- READINGS SHOULD BE REPORTED (REGARDLESS OF USAGE) BY THE 20TH OF FEBRUARY, APRIL, JUNE, AUGUST, OCTOBER AND DECEMBER TO (804) 966-9676 OR EMAILED TO JCronk@NewKent-VA.us IF USAGE IS NOT CALLED IN IT COULD CAUSE TERMINATION OF ACCOUNT.
- IF A HYDRANT IS FOUND DAMAGED, DO NOT OPERATE. REPORT TO DPU IMMEDIATELY



Construction Hydrant Meter
Public Utilities
7051 Poindexter Road
New Kent, VA 23124
(804) 966-9676

3.0 OPERATING INSTRUCTIONS

- Open the hydrant and let the water flow slowly at a low rate until the water is clear
- Ensure all hydrant caps are secure
- **Close the hydrant slowly**
- Attach the meter to the hydrant ensuring the hydrant meter operating valve is in the closed position
- Once meter is secure, slowly open the hydrant using only a hydrant wrench. A pipe wrench or any other type of wrench shall not be used. Open the hydrant fully and the flow of water through the meter should be controlled by opening/closing the valve on meter.
- The hydrant meter should not be left unattended at any time. At the end of the work hours/day remove hydrant meter from hydrant.
- If the hydrant meter is found unattended it will be confiscated by DPU and account cancelled.

4.0 BACKFLOW PREVENTION

DPU hydrant meters are supplied with dual check valves (3" meters) and vacuum breakers (5/8" meters) or similar devices to help protect against cross-connections and backflow events. If a hydrant meter is being used to fill a tank or container, further protection is needed by utilizing an air-gap separation between the hose and whatever is being filled. The air-gap must be a separation of two times the size of the inside diameter of the water supply pipe between the pipe outlet and the flood rim level of the tank, container, and/or basin with a minimum of 6 inches. A hose must never be submerged into the water while filling a tank, container or pool. Any equipment such as tank trucks and/or portable water tanks that are filled using the hydrant meter shall be properly equipped to prevent contamination of the water system from backflow or back siphonage.

5.0 BILLING

Meter reading must be called into (804) 966-9676 by the 20th of February, April, June, August, October and December or emailed to jcronk@newkent-va.us. Billing rates are established by the Board of Supervisors and are located on our website www.co.new-kent.va.us. If readings are not called in by the 20th it could cause termination of the account. MINIMUM BILL IS CHARGED ON ALL ACCOUNTS EVEN IF NO USAGE

6.0 METER RETURNS

Hydrant meters must be returned to the DPU office when there is no longer a need for them. Once the meter is returned a final bill will be generated. Your deposit will be applied to that final bill and any remaining balance will be refunded.



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I, the undersigned, hereby certify that I am the authorized representative of the organization responsible (or that I am the responsible individual) for compliance with the Fire Hydrant Use Procedures, General Conditions and Agreement. I have read and understand the Fire Hydrant Procedures, General Conditions and Agreement and by signing below agree to abide by the content of the agreement.

Date of Application: _____ Expected Return Date: _____

Connection withdrawal location: _____

Company Name: _____ Federal ID# _____

Contact Name: _____ Cell Number: _____

Mailing Address: _____

Business Phone Number: _____

Print Name: _____ Signature: _____

BILLING CYCLES & CHARGES

Billing periods are bi-monthly. There is a minimum charge per bi-monthly billing for water used through a 3" (\$491.82) and 1" (\$89.02) hydrant meter. Billing periods are Jan-Feb, March – April, May – June, July – August, September – October, November – December. **SPECIAL NOTE: IT IS YOUR RESPONSIBILITY TO PICK UP AND RETURN THE METER TO THE PUBLIC UTILITIES OFFICE LOCATED AT 7051 POINDEXTER ROAD TO RELIEVE YOU OF ANY FURTHER LIABILITY AND TO RECEIVE YOUR DEPOSIT. DEPOSIT WILL BE APPLIED TO YOUR OUTSTANDING BALANCE IF THERE IS NO BALANCE REMAINING THE A REFUND WILL BE ISSUED. IT IS YOUR RESPONSIBILITY TO CALL THE UTILITIES OFFICE BY THE 20TH OF FEBRUARY, APRIL, JUNE, AUGUST, OCTOBER AND DECEMBER WITH YOUR READING FOR THE BILLING PERIOD. IF THIS IS NOT DONE YOU WILL BE BILLED THE MINIMUM.**

Meter Use Fee	\$50.00	POSCMU
Deposit: 3" meter \$950 & 1" meter \$150		UT0000
Total Due:		

OFFICE USE ONLY

Customer # _____ Service Location # _____ Meter # _____

Meter Reading: _____

Paid By: Cash _____ Check # _____ Money Order: _____