



SALT RIVER PIMA-MARICOPA INDIAN COMMUNITY

FINANCE DEPARTMENT-CASHIER'S OFFICE

PHONE: (480) 362-7720

PUBLIC WORKS DEPARTMENT

PHONE: (480) 362-5600

10005 East Osborn Road, Scottsdale, Arizona 85256-9722



Hydrant Meter Application and Agreement

Email completed form to PWWaterResources@SRPMIC-nsn.gov

Company Name:		Primary Contact:	
Billing Address:		Phone # 1:	
City, State, Zip:		Phone # 2:	
Email:			
Project or Development Name:			
Location of Hydrant Meter*:			

***Location must be approved by Public Works Department - Water Resources Section prior to opening a hydrant meter account. Please provide proposed hydrant location to PWWaterResources@SRPMIC-nsn.gov (Christopher Huang at 480-362-3242 or Sherrie Logg at 480- 362-7808)**

Service Request: ☐ Start Service (install a hydrant meter) **Desired Installation Date:** _____
☐ Stop Service (remove a hydrant meter) ☐ Relocation **Desired Removal/Relocation Date:** _____
(Stop Service or Relocation): Water Account No.: _____ Hydrant Meter No.: _____

Hydrant Meter Fees:

New Meter	Amount
Hydrant Meter Deposit - WT3	\$1,200
Turn On, Installation, and Removal Fee - WT2	\$90
Total	\$1,290
Relocation	Amount
Removal and Installation - WT2	\$40
Rates and fees are subject to change per SRPMIC Council resolution.	

Customer Monthly Water Billing:

Monthly Base Fee:		\$45	
Tier #	Rate per 1,000 Gallons	Gallons Used	
		From	To
1	\$1.57	0	2,500
2	\$2.70	2,501	6,000
3	\$3.15	6,001	20,000
4	\$3.38	Over 20,000	

Required at the time of application:

<input type="checkbox"/> Pre-approval of fire hydrant location
<input type="checkbox"/> Attach a copy of Driver License or state issued ID card
<input type="checkbox"/> Attach a copy of Company ID or business card
<input type="checkbox"/> Attach a copy the Company's W-9 Form
<input type="checkbox"/> Acknowledgment of Conditions of Service (page 2-4)

Water Use Estimate:

Truck Capacity:		gallons
Number of Days Needed for Project:		days
Number of Fills Needed / Day:		fills
Total Estimated Use:		gallons

Acceptable forms for payment:	Cash, Business Check, Cashier's Check, Money Order, Credit Card, or Debit Card
Make checks payable to:	Salt River Pima-Maricopa Indian Community
Submit payment to:	SRPMIC Finance Department – 10005 E. Osborn Rd, Scottsdale, AZ 85256
Within 3 business days, Finance will contact customers choosing to make payment by Credit Card or Debit Card	
Please allow up to two (2) business days for service request.	

I have read and agree to comply with the Conditions of Service.

Print Name (Responsible Party): _____

Signature: _____ **Date:** _____

For Finance Department Office Use Only

Verified by: _____	Date of Set-up: _____
Account Set-up by: _____	CUSI Account Number: _____



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SRPMIC Hydrant Meter – Conditions of Service

***** CONTRACTOR WILL BE INDIVIDUALLY RESPONSIBLE FOR INITIATING OR TERMINATING HYDRANT METER SERVICE *****

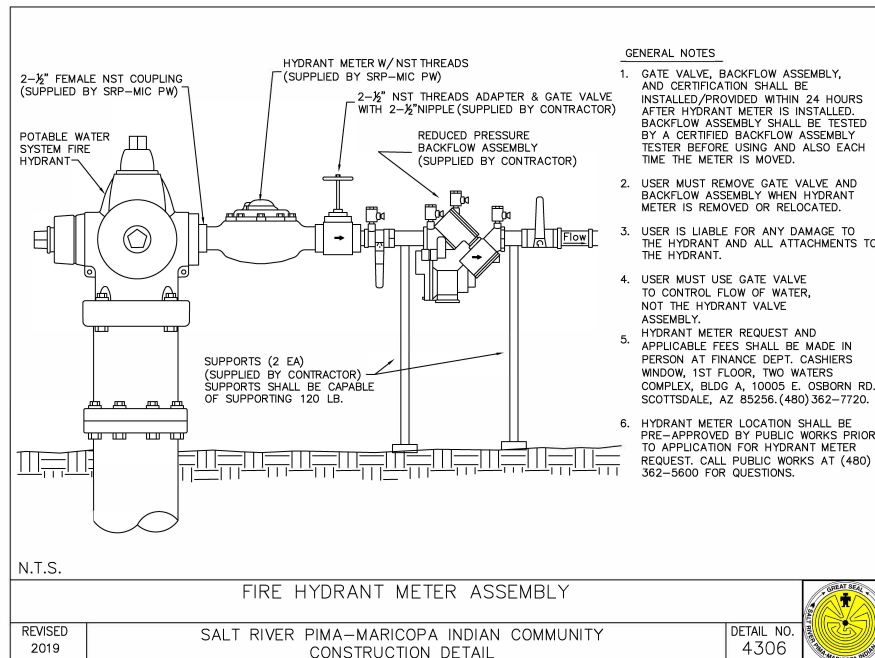
Conditions apply to help protect the Community's water system and personnel. Abuse of condition(s) herein may result in removal of meter without notice. Abuse of conditions include but are not limited to: illegal connections, water theft, vandalism, tampering, damage caused by neglect and failure to notify the Community of any damages/issues.

Requesting For New Hydrant Meter:

When Community water is requested to be used for construction, access and supply must be from an approved and available fire hydrant. All water use shall be metered through a Community supplied hydrant meter. Customer shall use hydrant meter to supply water temporarily to new on-site development or other temporary construction projects within the Salt River Pima Maricopa Indian Community's (Community) water service area.

1. The customer shall be required to email the below following information prior to start a hydrant meter account for each new hydrant meter requested to the SRPMIC Public Work Department – Water Resources Section, PWWaterResources@SRPMIC-nsn.gov;
 - Project name and location.
 - Company name, phone number and address. Primary contact name and phone number.
 - Provide a map of the requested fire hydrant location for the hydrant meter installation for the Water/Wastewater Section Manager approval.
2. Upon approval of the fire hydrant location, fill out the Hydrant Meter Application and email the following required items with the application, a copy of the Driver License of the Primary Contact on the application, Company ID, Company's W-9 form, and etc. Provide a requested hydrant meter **Installation Date** on the form with a minimum of 48 hours' notice is required.
3. Application will process within 48 hours and customer will be notified of scheduled hydrant meter installation date. Customer is responsible for installing the gate valve and the backflow assembly per Detail No. 4306 below. Backflow assembly and gate valve must be installed in 24 hours after hydrant meter installation and must remain installed until the scheduled date of the hydrant meter removal.

SRPMIC Fire Hydrant Meter Assembly – Detail #: 4306





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4. Backflow assembly shall be tested by a certified backflow assembly tester before use, each time the hydrant meter is relocated, and annually if it is in use for more than a year. Backflow certification shall be provide to SRPMIC Public Work Department – Water Resources Section, PWWaterResources@SRPMIC-nsn.gov within 48 hours after the testing.
5. SRPMIC Finance-Office Services will contact the primary contact person on the application to collect the new account fee and a deposit.
6. The customer will be billed once a month for water consumption and a base fee. Account shall become delinquent when past due sixty (60) days and will cause hydrant meter removal and final charges posted against the deposit. To reinstall the hydrant meter, any balance owed plus a commercial delinquent account fee of \$250 shall be paid in full, and a new deposit and installation fee may be required. It is the customer's responsibility to provide the Community with current billing/mailling address and phone number.
7. Payment can be made using credit or debit card over the phone or a check can be drop off at the SRPMIC Finance-Office Services.

Finance-Office Services

Salt River Pima-Maricopa Indian Community
10005 E. Osborn Road, Scottsdale, Arizona 85256
Telephone: (480) 362-7720
Email: Finance-OfficeServices@SRPMIC-nsn.gov

8. Questions regarding account activity on water bills please contact SRPMIC Finance-Account Receivable Department.

Finance-Accounts Receivable Department
Salt River Pima-Maricopa Indian Community
10005 E. Osborn Road, Scottsdale, Arizona 85256
Telephone: (480) 362-7735
Email: Finance-AR@SRPMIC-nsn.gov

Hydrant Meter Operation and Maintenance:

Customer is responsible for the entire fire hydrant and hydrant meter assembly from theft, vandalism and any other damage from day to day operations. The hydrant meter and its original fittings shall not be modified in any way.

1. A hydrant wrench is the only tool acceptable for turning the hydrant on or off. The hydrant shall be opened and closed slowly and shall be operated all the way open or all the way closed.
2. Customer must use a gate valve or the backflow assembly (and not the hydrant) to control the flow of water. The water is to be turned off at the hydrant when the construction site is unattended at night, on weekends or for extended periods of time. No hydrant should be left under pressure when leaving the jobsite. The customer is responsible for managing any standing water or excessive mud around the hydrant.
3. The hydrant meter will be secured with a Community locking collar connection. Any other security measures such as cages or locking devices must be approved by the Community prior to installation and are the sole responsibility of the customer.
4. Customer is responsible for any costs required to repair and/or replace the fire hydrant, hydrant meter or other related fixtures from any damage, loss or theft until the Community resumes possession.
5. Please notify SRPMIC Public Works Department – Water Resources Section at (480) 362-3242 or Public Works Customer Services at (480) 362-5600 immediately of any damages and/or issues and do not attempt to repair or replace any parts of the hydrant meter and the fire hydrant assembly.
6. The customer shall not obstruct the SRPMIC Fire Department's access to the larger port on the fire hydrant as it is reserved for their use.



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Hydrant Meter Relocation:

Customer is **NOT** permitted to relocate the hydrant meter. Customer must submit a request to SRPMIC Public Works Department – Water Resources Section to relocate a hydrant meter.

1. Email a map of the requested new fire hydrant location for the hydrant meter relocation to PWWaterResources@SRPMIC-nsn.gov for the Water/Wastewater Section Manager approval.
2. Upon approval of the new fire hydrant location, fill out the SRPMIC-PW Hydrant Meter Application and provide a requested hydrant meter **Relocation Date, Account # and Hydrant Meter #** on the form with a minimum of 48 hours' notice is required. Email application to PWWaterResources@SRPMIC-nsn.gov.
3. Customer is responsible for the removal of the adapter, gate valve, backflow assembly, supports and all other connections (not the hydrant meter) shall be removed prior to the scheduled date for the relocation.
4. Application will process within 48 hours and customer will be notified of scheduled hydrant meter relocation date.
5. After the relocation of the hydrant meter, customer is responsible for installing the gate valve and backflow assembly per Detail No. 4306. Backflow assembly and gate valve must be install in 24 hours after hydrant meter installation and must be remain installed until the scheduled date of the hydrant meter removal.
6. Backflow assembly shall be retested by a certified backflow assembly tester before use. Backflow certification shall be provide to SRPMIC Public Work Department – Water Resources Section, PWWaterResources@SRPMIC-nsn.gov within 48 hours after the testing.

Hydrant Meter Removal and Water Account Close Out:

The customer is responsible to notify SRPMIC Public Works Department – Water Resources Section of the completion of the project to remove the hydrant and to close the water account. Customer is **NOT** permitted to remove the hydrant meter. Customer must submit a request to SRPMIC Public Works Department – Water Resources Section to remove a hydrant meter.

1. Fill out the SRPMIC-PW Hydrant Meter Application and provide a requested hydrant meter **Removal Date, Account # and Hydrant Meter #** on the form with a minimum of 48 hours' notice is required. Email application to PWWaterResources@SRPMIC-nsn.gov.
2. Customer is responsible for the removal of the adapter, gate valve, backflow assembly, supports and all other connections (not the hydrant meter) shall be removed prior to the scheduled date for the removal.
3. Application will process within 48 hours and customer will be notified of scheduled hydrant meter removal date.
4. After the removal of the hydrant meter, application and final read will to provide to SRPMIC Finance-Accounts Receivable Department to close water account and process for final billing.
5. SRPMIC Public Works will remove the hydrant meter and close the water account when there are 3 consecutive months in which there is no activity.