

Email completed form to meterreaders@erieco.gov



WATER METER INSTALLATION ORDER

Town of Erie

Public Works Department Operations and Maintenance Division

150 Bonnell Avenue | Erie, CO 80516

TO BE COMPLETED BY APPLICANT:

PROPERTY OWNER: _____	CONTRACTOR/BUILDER: _____
BILLING ADDRESS: _____	PHONE: _____
CITY, STATE, ZIP: _____	
ADDRESS OF METER INSTALLATION: _____	
LEGAL DESCRIPTION: _____	LOT: _____ BLOCK: _____ SUBDIVISION: _____
Building Permit No: _____	Residential Single Family <input type="checkbox"/>
In Town <input type="checkbox"/>	Residential Multi Family <input type="checkbox"/>
Out of Town <input type="checkbox"/>	Town Homes <input type="checkbox"/>
Pit Meter? Yes <input type="checkbox"/>	Commercial <input type="checkbox"/>
No <input type="checkbox"/>	Industrial <input type="checkbox"/>
Town Sewer <input type="checkbox"/>	Irrigation <input type="checkbox"/>
Private Septic <input type="checkbox"/>	
Potable <input type="checkbox"/>	
Non-Potable <input type="checkbox"/>	
TAP SIZE 3/4" <input type="checkbox"/>	1" <input type="checkbox"/>
Other Size & Type: _____	1-1/2" <input type="checkbox"/>
	Other <input type="checkbox"/>

TO BE COMPLETED BY PUBLIC WORKS

Tap Fee Paid Yes <input type="checkbox"/> No <input type="checkbox"/>	Date: _____
Approved to be Set: _____	Date: _____
Installation Date: _____	Install By: _____
General Location of Meter /Readout: _____	
Installer Comments: _____	

New Meter

Meter Model: _____
Meter Size: _____
Meter Body: _____
Register/Encoder: _____
Endpoint/XPNDR: _____ <small>(please include endpoint sticker)</small>
Reading at Install: _____

Reinspection fee paid _____	Date: _____	Staff: _____
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TO BE COMPLETED BY FINANCE DEPARTMENT

Entered By: _____	Route: _____	Account Number: _____
Date: _____		



Are You Ready to Receive a Water Meter?

The items on the checklist below must be complete and in compliance with the Town of Erie Construction Standards & Codes before this water meter installation form is submitted to the Town.

- Curb stop is accessible and clear of all dirt, debris, water or snow (must be dry)
- Curb stop is straight
- Curb stop turn on nut is in the center of the curb stop box
- Curb stop and meter pit lid nuts are in working order
- Curb stop and meter pit lids fit properly
- Curb stop is turned on
- Meter pit is accessible and clear of all dirt, debris and snow
- Meter yolk is installed properly
- First stop valve in the house is closed
- Frost lid is installed and is the correct type and size
- Curb stop lid, meter pit lid, and frost lid have no cracks
- Frost lid is clear of all dirt, debris and snow
- Address is posted clearly on the property
- All meter pits and curb stops shall be protected at the time of installation with a minimum of 3 t-posts and orange safety fence. The t-posts and safety fence shall remain in place and in good condition until the landscaping is installed.
- Meter pit and curb stop are at acceptable height per Town Standards.
- No jumper or other bypass devices are in place.

No act will be performed by any person(s) that will alter the flow of water and/or accurate registration of the meter. (Violators may be fined)

NOTE: Any damage found to the above items will result in a meter not being installed. A follow up inspection will be required and a \$100.00 return trip fee will be charged. This fee must be paid in full before the installer will return to set the meter.

By signing below you are acknowledging all the above items are completed.

Applicant Signature: _____

Date: _____

Printed Contact Name: _____

Phone #: _____