

# IMPORTANT CHANGES FOR FIRE HYDRANT METER ACCOUNTS

*Effective September 10, 2015*

The Northlake Town Council ratified the fee schedules for the Town of Northlake during the September 10, 2015 Town Council meeting. **Some of the changes to the fee schedule have impacted the Fire Hydrant Meter Agreement, therefore, the Town of Northlake would like you to make note of important changes to the agreement.**

- 1) The deposit amount has increased to a \$3,000.00 refundable deposit. The deposit is for water consumption and will be charged even if you supply your own fire hydrant meter.
- 2) The monthly rental fee has increased to \$100.00 per month. Contractors who supply their own fire hydrant meter will not be charged the monthly rental fee.
- 3) Contractors are **required** to return the fire hydrant meter to the Public Works Department, located at 1400 FM 407, Northlake, TX 76247, during business hours, between the 20<sup>th</sup> and 25<sup>th</sup> day of each month for the monthly meter reading. **Even if you use your own meter you must bring in the meter for the monthly reading.**
- 4) Failure on the part of the contractor to obtain a reading between the 20<sup>th</sup> and 25<sup>th</sup> day of each month will result in a fee of \$250.00 per incident being charged to the account.
- 5) The Fire Hydrant Meter Agreement will expire on the 25<sup>th</sup> day of the sixth month following the date of the agreement. If you need to keep the meter longer than six months we simply need you to complete a new Fire Hydrant Meter Agreement and your current deposit will be honored under the new agreement.
- 6) The Water Service Application, Water Service Agreement, and Fire Hydrant Fire Hydrant Meter Agreement **must be fully completed before we can begin your service.** Be sure to supply complete billing and contact information so that we are able to contact you if there are questions or during an emergency.

If you have any questions concerning your account or the establishment of a new account please contact our office at 940-648-3290 and a staff member will be glad to assist you.



# WATER SERVICE APPLICATION

Form revised 9/24/2014

## APPLICATION TYPE

New Service    Update Billing Information    Discontinue Service    Other (explain in special instructions below)

## SERVICE TYPE

Residential (check below if applicable)    Commercial (check below if applicable)    Fire Hydrant Meter

Owner Occupant    Owner Occupant

Landlord/Property Manager    Landlord/Property Manager

Renter/Tenant    Renter/Tenant

## WATER SERVICE INFORMATION

Service Start Date (no weekends or Holidays for new or discontinued service): \_\_\_\_\_

Service Address: \_\_\_\_\_

## BILLING CONTACT INFORMATION

Billing Name: \_\_\_\_\_

Billing Contact (if billed to company or organization): \_\_\_\_\_

Billing Address: \_\_\_\_\_ City/State/ZIP: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Drivers License Number: \_\_\_\_\_ State Issued: \_\_\_\_\_

## ACCOUNT PRIVACY

With your written authorization the Town of Northlake can withhold the release of your personal information (i.e. phone number, social security number, address) pursuant to Section 182.052 of the Texas Utilities Code. Do you want your personal information associated with your water service account kept confidential?    Yes, keep my personal information confidential    No

## BILLING OPTIONS

Utility bills are sent on the last day of the month and can either be sent via e-mail or postal service. Please let us know how you would like to receive your bill:

Yes, please send my bill via e-mail. My e-mail address is: \_\_\_\_\_

No, I do not want my bill sent via e-mail. Please send my bill via postal service

## SPECIAL INSTRUCTIONS

\_\_\_\_\_  
\_\_\_\_\_

## ACCOUNT AUTHORIZATION

By signing below I understand that I am responsible for this account and that all bills must be paid on or before the due date or be subject to late charges and or possible termination of service.

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

## \*\*FOR OFFICE USE ONLY\*\*

Deposit Date: \_\_\_\_\_ Account #: \_\_\_\_\_

Deposit Amount: \_\_\_\_\_ Cash/Check #: \_\_\_\_\_



## WATER SERVICE AGREEMENT

**PURPOSE** - The **Town of Northlake** is responsible for protecting the drinking water supply from contamination or pollution; which could result from improper private water distribution system construction or configuration. The purpose of this service agreement is to notify each customer of the plumbing restrictions, which are in place to provide this protection. The **Town of Northlake** enforces these restrictions to ensure the public health and welfare. Each customer must sign this agreement before the **Town of Northlake** will begin service. In addition, when service to an existing connection has been suspended or terminated, the **Town of Northlake** will not re-establish service unless it has a signed copy of this agreement.

- I. **RESTRICTIONS** - The following unacceptable practices are prohibited by State regulations:
- A. No direct connection between the public drinking water supply and a potential source of contamination is permitted. Potential sources of contamination shall be isolated from the public water system by an air-gap or an appropriate backflow prevention device.
  - B. No cross-connection between the public drinking water supply and a private water system is permitted. These potential threats to the public drinking water supply shall be eliminated at the service connection by the installation of an air-gap or a reduced pressure zone backflow prevention device.
  - C. No connection which allows water to be returned to the public drinking water supply is permitted.
  - D. No pipe or pipe fitting which contains more than 8.0% lead may be used for the installation or repair of plumbing at any connection which provides water for human use.
  - E. No solder or flux which contains more than 0.2% lead can be used for the installation or repair of plumbing at any connection which provides water for human use.

III. **SERVICE AGREEMENT** - The following are the terms of the service agreement between the **Town of Northlake** and the Customer.

- A. The **Town of Northlake** will maintain a copy of this agreement as long as the Customer and/or the premises is connected to the Water System.
- B. The Customer shall allow his property to be inspected for possible cross-connections and other potential contamination hazards. These inspections shall be conducted by the **Town of Northlake** or its designated agent prior to initiating new water service; when there is reason to believe that cross-connections or other potential contamination hazards exist; or after any major changes to the private water distribution facilities. The inspections shall be conducted during the **Town of Northlake's** normal business hours.
- C. The **Town of Northlake** shall notify the Customer in writing of any cross-connection or other potential contamination hazard, which has been identified during the initial inspection or the periodic re-inspection.
- D. The Customer shall immediately remove or adequately isolate any potential cross-connections or other potential contamination hazards on his premises.
- E. The Customer shall, at his expense, properly install, test, and maintain any backflow prevention device required by the **Town of Northlake**. Copies of all testing maintenance records shall be provided to the **Town of Northlake**.

IV. **ENFORCEMENT** - If the Customer fails to comply with the terms of the Water Service Agreement, the **Town of Northlake** shall, at its option, either terminate service or properly install, test, and maintain an appropriate backflow prevention device at the service connection. Any expenses associated with the enforcement of this agreement shall be billed to the Customer.

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Name (please print)	Signature	Date
Address	City	State
		Zip



FIRE HYDRANT METER AGREEMENT

Revised 9/14/2015

STATE OF TEXAS
COUNTY OF DENTON

FIRE HYDRANT WATER METER
AND/OR FIRE HYDRANT USAGE AGREEMENT

THIS FIRE HYDRANT WATER METER AND/OR FIRE HYDRANT USAGE AGREEMENT, hereinafter called "Agreement" is made and entered into this date by and between the Town of Northlake, hereinafter called the "Town", and the contractor listed below and upon the accompanying water service application, hereinafter called "Contractor", and hereby agree as follows, to wit:

- 1. That the Town does hereby grant the use of a fire hydrant and/or a fire hydrant water meter to Contractor subject to all other conditions, provisions and terms expressed herein.
2. That the Town shall charge the in-town commercial/industrial water rate for usage in accordance with the current adopted fee schedule of the Town and shall have the right and may at any time increase the rates charged for such use with or without notification to Contractor.
3. That the Town shall have the right to terminate this Agreement at any time.
4. That upon such termination or upon demand by the Town, the Contractor shall return said meter or reading of a company meter to the Town Water Department located in the Town Hall Office at 1400 FM 407, Northlake, Texas.
5. THAT THE METER OR COMPANY METER SHALL BE RETURNED TO THE WATER DEPARTMENT LOCATED IN THE TOWN HALL OFFICE AT 1400 FM 407, NORTHLAKE, TEXAS, BETWEEN THE 20th AND 25th OF EACH MONTH FOR MONTHLY READING AND PRIOR TO EXPIRATION OF THIS AGREEMENT FOR A FINAL READING.
6. A FAILURE ON THE PART OF THE CONTRACTOR TO OBTAIN A READING IN COMPLIANCE WITH PARAGRAPH 5 SHALL BE DEEMED A BREACH OF THIS AGREEMENT, AND CONTRACTOR EXPRESSLY AGREES TO PAY A FEE IN THE AMOUNT OF \$250.00 PER INCIDENT WITH EACH MONTH DURING THE AGREEMENT AND FOLLOWING EXPIRATION OF THIS AGREEMENT CONSIDERED A SEPARATE INCIDENT. SUCH PAYMENT SHALL BE DEEMED AS A CHARGE AND NOT BE DEEMED AS A CREDIT OR A REFUNDABLE PAYMENT.
7. Upon acceptance of a meter, including any backflow assembly, from the Town or use of a Town fire hydrant, the Contractor certifies that the meter and backflow assembly and/or fire hydrant is in good working condition. The Contractor shall be responsible for alterations or damage to the Town's meter and backflow assembly or fire hydrant. He shall not attempt to repair or adjust same in any manner. Contractor agrees that any alterations or damage to the meter and backflow assembly or fire hydrant shall work a forfeiture of his deposit, the same to be considered liquidated damages.
8. Contractor covenants and agrees to indemnify, hold harmless and defend the Town, its agents and employees, from and against any and all claims for damages to persons or property of any nature whatsoever, whether real or asserted, arising out of or caused by the use by the Contractor of any of his agents or employees, of water withdrawn from the Water System of the Town, under or by virtue of this Agreement or arising out of or caused by the failure of the contractor or any of its agents or employees to perform any of its duties or obligations hereunder.
9. Contractor agrees to pay all charges lawfully assessed by the Town and covenants that the water withdrawn under the terms of this application will be solely for purposes authorized under the existing laws, ordinances, regulations or policies of the Town.
10. To insure the safety and protection of fire hydrants for fire protection, any person authorized to open the fire hydrant shall use only an approved fire hydrant wrench and shall replace the caps on outlets when the same are not in use; failure to do so shall be sufficient cause to prohibit further use of the hydrants and to refuse to grant subsequent permits for the use of fire hydrants and meters.
11. Contractor agrees to limit the maximum flow from the hydrant to 100 gpm. The Contractor must receive written approval from the Public Works Director to exceed 100 gpm.
12. Contractor agrees to pay a deposit of \$3,000.00. Furthermore contractor agrees to pay a monthly rental fee of \$100.00 in addition to charges for water usage. The monthly rental fee shall be waived if Contractor is using his own authorized meter.
13. The Town does have a cross connection program. Before connecting to the Town water supply the Contractor shall make sure his water container is cross connection safe. The Contractor is responsible to use a physical device (i.e. double check for meters provided by the Town) or an air gap on his truck/water containers so that a back flow does not occur.
14. This Agreement shall remain in full force and effect during any period of time that any water meter or use of Town's fire hydrants are being used by the Contractor for a term to expire on the 25th of the sixth month following the date of this agreement. Upon expiration the Contractor must enter into a new agreement to continue the use of any Town fire hydrants and/or fire hydrant water meters.

DATED this \_\_\_ day of \_\_\_, 20\_\_\_ and EXPIRES on the \_\_\_ 25th \_\_\_ day of \_\_\_, 20\_\_\_

TOWN OF NORTHLAKE

CONTRACTOR

BY: \_\_\_\_\_
Town Representative (signature)

BY: \_\_\_\_\_
Contractor Representative (signature)

\_\_\_\_\_  
Town Representative (print)

\_\_\_\_\_  
Contractor Representative (print)