



# Town of Front Royal Fire Hydrant Use Application

Applicant: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone#: \_\_\_\_\_ Email: \_\_\_\_\_

SS#/FID: \_\_\_\_\_

**POINT OF CONTACT** *(if different from applicant)*

Person to Contact \_\_\_\_\_

Phone#: \_\_\_\_\_ Email: \_\_\_\_\_

**HYDRANT METER**

Size Requested: \_\_\_\_\_ Duration Requested: \_\_\_\_\_

5/8" and smaller (\$400.00)

greater than 5/8" (\$2,350.00) Location Requested: \_\_\_\_\_

Within Town Limits \_\_\_\_\_

Reason for request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed: \_\_\_\_\_ Title: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

*(Director of Public Works)*

*(Official Use)*

Account Established  
*(Finance Department)*

Deposit paid  
*(Finance Department)*

Delivery of Hydrant Meter  
*(Public Works)*

## **Town of Front Royal FIRE HYDRANT USE AGREEMENT**

**PURPOSE:** To control unauthorized usage of the Town of Front Royal, Virginia ["Town"] owned fire hydrants, to protect the distribution system's integrity, protect the water quality, preserve fire protection, yet provide temporary water needs to the Town of Front Royal's customers.

**1. Application Process**– All requests for temporary water via a Town-owned fire hydrant will be required to complete a *Fire Hydrant Use Application*. Authorization will be permitted only on the Town's existing water mains. The completed application is:

- submitted to the Director of Public Works for approval;
- the Town's Finance Department is notified to establish a temporary water service account;
- the Director of Finance or his designee will contact the applicant to collect a deposit. Deposits are based on the size of the meter requested and paid at the Finance Department located at 102 E. Main Street, Front Royal, Virginia 22630, Monday – Friday, 8:00am – 4:30pm, excluding holidays.

The deposit (plus interest) shall be refunded upon termination of the service account minus any amount deducted to satisfy customer arrearages or other debts owing to the Town including but not limited to negligence resulting in meter damage for repairs or replacement costs;

- the Public Works Department is notified that an account is established and deposit is paid and the Director or his designee will contact the applicant to coordinate delivery of the hydrant meter as well as instructions on proper installation and usage. The applicant will be responsible for the security and proper usage of the hydrant meter and it must remain in the authorized service area. Negligence resulting in damage to the meter will result in the Town to seek reimbursement for repair and/or replacement costs.

Applications may be found online at [www.frontroyalva.com](http://www.frontroyalva.com) or by contacting the Public Works Department directly at 800 Crosby Road Extended, Front Royal, VA 22630 or (540) 635-7819, Monday – Friday, 7:00am – 3:30pm, excluding holidays. The turn-around time from application approval to delivery of the hydrant meter is approximately two weeks barring any unforeseen circumstances.

**2. Request for Extension/Service Termination** – The length of time requested for the use of a hydrant meter shall not exceed duration approved by the Director of Public Works. Request for extensions may be submitted in writing to the Director of Public Works. Once the temporary service is no longer needed the applicant must call the Director of Public Works or his designee to return the meter. If no notice is made or an extension granted, the Town shall remove the meter, and an evaluation will be made as to its condition.

**3. Reading of the Hydrant Meter/Billing** – If the approved duration for temporary service exceeds thirty (30) days, a reading schedule shall be set up with the Director of Public Works or his designee. Water consumption is billed monthly per Town of Front Royal Municipal Code Sections 134-22.1 & 134-31.1. and any additional charges for water consumption are required to be paid by the applicant. Financing of hydrant meter usage fees will not be allowed.

All payments for services shall be due within 20 days of the date of billing. Accounts, for which full payment is not received within 20 days, are delinquent. A late charge of 2% of the delinquent bill immediately shall be charged to the delinquent account. If the account remains delinquent for 10 days after the original notice, an additional service charge of \$10.00 shall be charged, any usage will be considered unauthorized or illegally connected. During a delinquency in the payment for any subsequent payment received for services will be applied first against the most delinquent account which is not subject to a defense of any applicable statute of limitations.

Bills may be contested, in writing, to the Director of Finance who will schedule a hearing.

**4. Responsibility and Liability** - Upon signing application and agreement, customer shall:

- notify the Director of Public Works or his designee immediately upon noticing any damage or change to the meter due to negligence, theft, vandalism or other cause. The customer shall not dismantle, take apart, alter or attempt to repair the meter for any reason. Repairs or changes must be completed by the Public Works Department;
- notify the Director of Public Works or his designee immediately upon noticing any and all private or public property damage and/or alterations to the meter;
- not re-sell or give away Town of Front Royal water; and,
- not allow hydrant hoses to traverse areas exposed to vehicle traffic.

The Director of Public Works or his designee(s) may inspect, with or without prior notice, the hydrant meter at any time during usage.

**6. Penalties** - Failure to follow the terms and conditions of this agreement in obtaining temporary water from the Town-owned fire hydrants may result in penalties for unauthorized usage or illegal connections.

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By signing below, I acknowledge that I have read the terms above and do hereby agree to adhere:

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Printed: \_\_\_\_\_ Date: \_\_\_\_\_